

## **Outreach Center Campus Re-Entry & Phase-In Plan (CA Pandemic Roadmap Stages 2-4)**

### **OAKHURST COMMUNITY COLLEGE CENTER (OCCC)**

#### **Instruction + Student Services + Administrative Services**

All OCCC re-entry and phase-in approved programs will post at each building entrance written notice of the re-opening activities occurring at that site-specific location. A complete list of all approved programs and re-opening activities occurring on OCCC campus will be posted at the entrance of the Main Office room OC-1. It is anticipated that face-to-face activities at OCCC will be rather limited in scope for summer 2020, fall 2020, and potentially spring 2021.

#### **Schedule of activities provided face-to-face**

##### Summer 2020 Schedule

Virtual Office Hours – **phone and email**

[oc.office@sccd.edu](mailto:oc.office@sccd.edu)      **559-683-3940 or 559-692-5600**

**Tuesday – Thursday      8am – 5pm**

Instructional Programs – **100% online**

Student Support Services Programs – **100% online, phone, and email**

Administrative Services – **Essential Personnel on Oakhurst Campus**

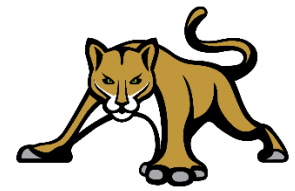
OCCC Director – Darin J. Soukup (Room OC-1 & Campus)

**Tuesday – Thursday      8am – 5pm (Potential On-Site)**

Utility Worker – Kevin Glazener (Campus)

**Tuesday & Thursday      11:00 am – 5:30pm**

**Wednesday      11:00am – 6:30pm**



## Fall 2020 Schedule

Virtual Office Hours – **phone and email**

[oc.office@sccd.edu](mailto:oc.office@sccd.edu)    **559-683-3940** or **559-692-5600**

**Monday – Friday**            **8am – 5pm**

Instructional Programs – **100% online**

Student Support Services Programs – **Potential Appointment Only**

A&R/Business Office/Counseling – **Potential Appointment Only**

Program Assistant Student Services – Amanda Johnson (Room OC-1)

**Monday – Wednesday**    **8am – 5pm** (Potential On-Site)

Academic Counseling – **Potential Appointment Only**

Veteran & Academic Counselor – Gracie Spear (Room OC-2)

**Monday – Wednesday**    **8am – 5pm** (Potential On-Site)

Student Support Services Programs – **100% online, phone and email**

Financial Aid – virtual consultations, email, and phone

DSP&S – virtual consultations, email, and phone

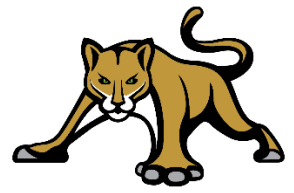
CalWORKs – virtual consultations, email, and phone

Job Developer – virtual consultations, email, and phone

Academic Success Center – Closed/Appointment Only TBA

- 100% online tutoring – virtual consultations, email, and phone
- Work on relocating Student Success Center from room OC-8 to rooms OC-3 & OC-4 to accommodate physical distancing
- Re-open when additional staff return to campus

Computer Lab – Closed/Appointment Only TBA



- Laptop & Wi-Fi Hotspot equipment checkout available by appointment
- Work on Wi-Fi extension to North and South parking lots
- Re-open when additional staff return to campus

#### Library Services – online resources

- Work on details of remote checkout & delivery of physical materials

#### MCC Bookstore – 100% online, phone, and email access

- Work on details of remote checkout & delivery of physical materials

#### Administrative Services – **Essential Personnel on Oakhurst Campus**

OCCC Director – Darin J. Soukup (Room OC-1 & Campus)

**Monday – Wednesday 8am – 5pm** (Potential On-Site)

Utility Worker – Kevin Glazener (Campus)

**Monday & Wednesday 11:00 am – 5:30pm**

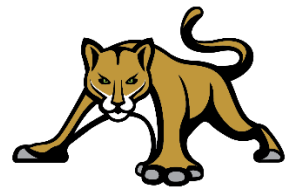
**Tuesday 11:00am – 6:30pm**

#### Spring 2021 Schedule

To Be Determined...

### **Physical Access of Campus Facilities & Physical Distancing**

1. Clearly mark entrance/exit points
2. Clearly mark physical distance spacing
3. Clearly mark designated pathways into/from campus
4. Remove and space furniture in waiting areas of rooms OC-1, OC-2, and OC-8 (OC-3 & OC-4 if relocated)



5. Clearly communicate to students and employees access and physical distancing expectations: appointment confirmations, phone, email, website, social media
6. All on-site employees are ambassadors to assist students with learning and maintaining appropriate physical distancing protocols

## **Contact Tracing**

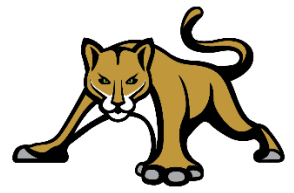
1. Students and Employees will be on-site at OCCC with permission only.
2. Students will be on campus by appointment only.
3. All SCCCD staff visiting the OCCC campus should make prior arrangements with the COVID-19 Supervisor.
4. A list of all employee staff schedules will be maintained by the COVID-19 Supervisor.
5. Visitors with legitimate business with OCCC will be required to sign-in at Main Office room OC-1.

## **Ensuring Employees Have Necessary Resources**

1. Daily check-in with on-site employees
2. Weekly debrief meetings to assess needs, identify issues, and provide problem resolution. Critical needs or issues will be brought to the immediate attention of on-site COVID-19 Supervisor.
3. OCCC staff maintain supply inventory and will coordinate with MCC on supply needs/purchasing.

## **List of Personal Protection Equipment (PPE) Needs**

1. Plexiglas barriers for A&R in OC-1, two counseling cubicles in room OC-2, and two cubicles in room OC-8 (OC-3 & OC-4 if relocated)
2. Three sanitizing stations with stands in room OC-1, OC-2, and OC-8 (OC-3 & OC-4 if relocated)
3. Disinfecting products such as Lysol/Clorox spray, wipes, and individual hand sanitizer at each workstation



4. Appropriate stock of face coverings (disposable or reusable) and disposable gloves
5. Painters tape for marking physical distancing spacing
6. Tissue supply for student and employees in room OC-1, OC-2, and OC-8 (OC-3 & OC-4 if relocated)

**Notes:** Facility walk-through & assessment occurred on June 18, 2020 by OCCC Director, MCC VPA, MCC VPLSS, MCC Maintenance Staff, and SCCCD Environmental Health and Risk Management. Implementation of face-to-face activities in this plan will be dependent upon the highly variable factors including California State guidance; Madera County Department of Public Health guidance; SCCCD guidance; and the OCCC staffs' health, at risk status, and general availability.

**Revisions:** The "Outreach Center Campus Re-Entry & Phase-In Plan (CA Pandemic Roadmap Stages 2-4)" may be modified and revised at any time.

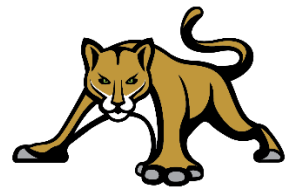
## **Detailed Outreach Center Campus Re-Entry & Phase-In Plan**

### **COVID-19 Supervisor**

1. OCCC Director, Darin J. Soukup, will be the Oakhurst Community College Center campus site-specific Covid-19 Supervisor
  - Will monitor health of faculty, staff, students and enforce campus COVID-19 safety plans
  - Will be available at all times or arrange for alternate oversight designee when off-site while programs are operating on campus.
  - Will direct needs, questions, or concerns to Head COVID-19 Supervisor at Madera Community College (MCC).

### **COVID-19 Safety Training**

2. Safety training will comply with SCCCD and MCC best practices, policies, procedures, and protocols. Safety training options for students and employees may include an online safety training prior to the first day of

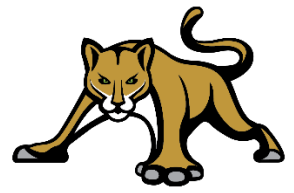


work/instruction or an in person safety training during the first day of work/class.

- Safety Training updates will be shared with students and employees throughout the duration of the on-site program.
  - Physical distancing and protective measures will be followed for all on-site activities
  - A log verifying the completion of all required trainings by students, and employees
3. SCCCD and MCC contract tracing protocols will be followed. Each student and employee will communicate their daily attendance and health status prior to the start of instruction or work taking place.
- <https://covidsafety.sccd.edu/>
  - Instruction – daily attendance required
  - Student Services – appointment only (show/no show status recorded)
4. Flyers for COVID-19 safety requirements will be posted throughout campus and in all occupied spaces: student support service locations, classrooms, offices, computer labs, restrooms, and external bulletin boards.
- (e.g. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>)

### **Physical Distancing**

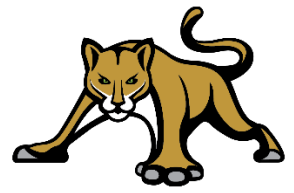
5. The Program Supervisor will ensure that all instructional, student support services, and administrative services workspaces are set up to provide at least a six-foot distance between all students and employees.
- Instruction – Rooms and Locations To Be Determined for Spring 2021
  - Student Support Services – work schedules for employees with shared workspaces will be staggered to maximize physical distancing
  - Custodial/Maintenance - PPT Utility Worker will clean and sanitize classrooms/offices after usual business hours.
6. Gatherings of any size will be monitored by the Program Supervisor and any on-site employees so that all physical distancing protocols may be properly enforced.



7. The Program Supervisor along with essential employees will identify and ensure that “Choke Points” and “High Risk Areas” will be cordoned off or monitored to maintain physical distancing; only one person at a time will be allowed through these areas.
  - Restrooms – Single Door Access.
  - Classrooms – Closed/Appointment Only
  - Offices – Appointment Only/Arranged Vendor Delivery
  - Student Support Services Spaces – Appointment Only
8. Individual worktables, workstations or equipment will be spaced at least six feet apart to minimize interactions; class sizes will be limited to ensure physical distancing is maintained.
9. Only one cohort of students will be allowed in each instructional area during designated class time, and a six-foot separation will be maintained at all times
  - Custodial will disinfect and sanitize classrooms following SCCCD and MCC best practices, policies, procedures, and protocols.
10. Approval for face-to-face activities with less than six feet of physical distancing must include an effective plan for an equivalent means of physical distancing through elements such as physical barriers, ventilation, Personal Protective Equipment (PPE), and health monitoring

### **Personal Protective Equipment (PPE) – Employer/Training Program Provided**

11. Personal Protective Equipment (PPE) will be provided in alignment with SCCCD and MCC best practices, policies & procedures, and protocols.
  - Each student or employee will be responsible for wearing an appropriate face covering (reusable or disposable) at the time they enter a building
  - If a student comes to campus unprepared, a one-time issue of a reusable or disposable face covering may be issued. Supplies and availability are not guaranteed. Students are expected to maintain their own PPE face coverings for face-to-face campus activities.
12. The Program Supervisor will monitor to assure that face coverings are worn at all times by every registered student and authorized employee at the location in accordance with SCCCD, County & State Department of



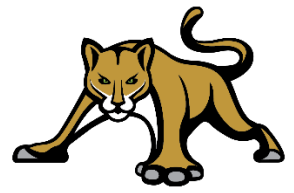
Health guidelines, CDC best practices, or as required by other rules and regulations.

- 13.** All activities will be ended, and students or employees sent home if required PPE cannot be provided or is not being used by that individual

### **Sanitation & Cleanliness**

- 14.** Soap and running water will be provided at all restroom locations for frequent handwashing; signage will be posted & maintained with instructions on when and how to properly wash hands
  - Students and employees are required to wash their hands at the beginning and end of each activity, including breaks for lunch or other regular classroom or work breaks
  - Students and employees are encouraged to leave their workstations to wash their hands regularly and/or to use alcohol-based hand sanitizers frequently
  - Students and employees must wash their hands before and after going to the bathroom, before and after eating, and after coughing, sneezing, or blowing their nose
- 15.** OCCC will provide alcohol-based hand sanitizers inside each student support services and instructional area for easy access and sanitizers will contain greater than 60% ethanol or 70% isopropanol; these are not a replacement for the soap and water requirements listed above
- 16.** All required hygienic practices as recommended by the US CDC will be posted.
  - Do not touch face with unwashed hands or with gloves
  - Wash hands often with soap and water for at least 20 seconds
  - Use hand sanitizer with at least 60% alcohol
  - Cleaning and disinfecting frequently touched objects and surfaces such as workstations, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs
  - Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

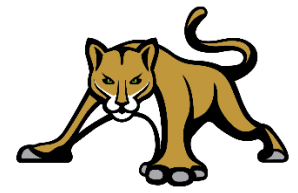




17. Disinfectants and sanitizers, with proper application tools and information on their proper usage, will always be available
18. Students and employees will be trained, expectations given, and documentation kept, to ensure all high-touch surfaces (such as tables, door handles, etc.), including shared use tools/training equipment and a person's workstation, will be cleaned, sanitized and disinfected according to CDC recommendations
  - Appropriate use of PPE will be monitored by the Program Supervisor and on-site employees at all times, including during clean-up activities
  - OCCC custodial staff will ensure each location is properly cleaned and disinfected at the end of each activity period and after an employee's workday
19. Any person showing any signs of illness or expressing a concern about feeling ill will be sent home immediately and their station/area will be immediately and thoroughly disinfected
  - Any person waiting for transportation or other assistance will be relocated to a quarantine room

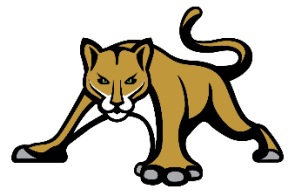
### **Employee and Student Health/Symptoms**

20. Students and employees will be advised to stay home or leave the location if they are feeling sick or have been in close contact with a confirmed, positive case, and will also be told to seek medical attention and inform the Program Supervisor if they develop any of the COVID-19 symptoms
21. Student and employees must notify the Program Supervisor if they have a sick family member at home with Covid-19 and they must follow the isolation/quarantine requirements established by the California Department of Public Health (<https://www.cdph.ca.gov/>)
22. SCCCD contact tracing protocols will be observed. Students and employees will be encouraged to take their temperature prior to coming to campus and self-assessing if they have a new respiratory problem, fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.



The following policies are recommended if not already aligned with SCCC contact tracing:

- <https://covidsafety.sccd.edu/>
  - These screenings will take place prior to each class period or an employee's workday
  - If a student or employee develops COVID-19 symptoms (respiratory problems, fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell) during class, appointment, or their shift they will be sent home immediately; the Program Supervisor will immediately relay this status to the MCC Head COVID-19 Supervisor who will communicate with the MCC/SCCCD administration and OCCC custodial staff as appropriate
  - If a student or employee develops COVID-19 symptoms (respiratory problems, fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell) while away from campus they will be asked not to return until they have been evaluated by a health care provider; the Program Supervisor will immediately relay this status to the MCC Head COVID-19 Supervisor; the Program Supervisor or Dean may use the "Email Response Template for Faculty/Program Supervisor" to respond to a student's report
- 23.** Failure to comply with all policies and procedures set forth herein will result in students/employees being sent home.
- 24.** If a student or employee feels unsafe to attend class or report to work, they will be allowed to remove themselves from the location
- Students will be allowed to fulfill the course requirements at another time without detriment to their financial aid status or GPA
  - OCCC will follow the expanded family and medical leave requirements included in the Families First Coronavirus Response Act or allow the employee to use unemployment benefits, paid time off, or any other available form of paid leave available to the employee at the employee's discretion
- 25.** If a student or employee is confirmed to have COVID-19, OCCC/SCCCD will inform students/employees of their possible exposure to COVID-19 on campus while maintaining confidentiality of the infected person as required by the Americans with Disabilities Act (ADA);



OCCC/SCCCD will provide fellow students and employees with information about how to proceed based on MCC's Emergency Action Plan and the CDC Public Health Recommendations for Community-Related Exposure

### **Location Visitors**

26. OCCC will not permit any visitors to student support services or instructional program locations unless authorized. Documentation of all visitors will follow SCCCD contact tracing protocols and will be kept on file for at least four weeks, including name, phone number, email address and all related COVID-19 information requirements
- Deliveries of supplies, etc., will be received by the OCCC Main Office (room OC-1) by arrangement. Documentation of delivery agency will include the name and phone number of both the delivery company and the driver which will be recorded and kept on file for at least four weeks
  - Architects, contractors, inspectors, etc. requiring access to any campus facility will be screened and logged by a Program Supervisor using the same process outlined for students; face coverings will be required; the name, email address and phone number of each visitor will be recorded and kept on file for at least four weeks

