

Appendix A

Department/Area Plans

Drafted for Reopening Fall 2020

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Athletic Department

Forms:

- [Pre-Participation Questionnaire](#) - All student athletes, coaches, and staff complete prior to participation. Assumption of Risk and Waiver of Liability - COVID-19 - All student athletes complete prior to participation
- [Daily Screening](#) - All student athletes, coaches, and staff will complete prior to working out.
- [Physician's Referral Form](#) – If necessary.

Education:

- **When to educate:**
 - a. It is important to educate throughout all phases of return to sport including prior to return to campus.
 - b. Note that this is unprecedented and daily new research and data are being collected.
- **Why educate:**
 - a. To provide staff and student-athletes with information on how to deal with and limit spread of COVID-19.
- **How to educate:**
 - a. Prepare
 - Power Point Modules
 - Pre-Participation Forms
 - Policy and Procedure Manual
 - b. Reinforce
 - During team meetings
 - During daily screening
 - c. Maintain
 - Daily check-ins
- **Who to educate:**
 - a. College Staff ([Administrators, Faculty, and Staff COVID-19 Power Point](#))
 - Coaching staff
 - Athletic Director / Athletic Coordinator
 - Facility and Custodial Staff
 - Student Workers
 - Equipment personnel
 - Stake-holders (VP, Deans, Risk Manager)
 - b. Student-Athletes ([Student-Athletes COVID-19 Power Point](#))

- Incoming Student-Athletes
 - Provide in depth details prior to returning to campus and again once on campus regarding facilities and policies and procedures for new student-athletes
- Returning Student-Athletes
 - Provide education on new policies & procedures, screening, and proper communication when reporting illnesses.
- **Education:**
 - a. Definition
 - Signs & Symptoms
 - High Risk Individuals
 - COVID-19 Complications
 - b. Transmission
 - c. Prevention of Spread
 - Avoid large gatherings
 - Handwashing
 - Facemask use
 - d. Myth Buster
 - e. Treatment
 - f. Personal Responsibility
 - What to do when you are ill/monitor symptoms/isolate
 - Handwashing
 - Cover your cough/sneeze
 - Shared equipment
 - High touch surfaces
 - g. Fluidity

Testing:

COS will test 25% of student athletes and coaching staff each week. Starting August 31, 2020.

Screening:

- **Pre-participation questionnaire (ppq):** [Pre-Participation Questionnaire](#)
 - a. In addition to the medical history recorded prior to a pre-participation physical exam/screening, every athlete fills out a questionnaire about their COVID -19 status. This form also contains a COVID-19 risk statement. ([Assumption of Risk and Waiver of Liability - COVID-19](#))
 - If someone has tested positive or is symptomatic, we are also recommending that they receive clearance from a physician.
- **Referral form:** [Physician's Referral Form](#)

- a. Anyone who has had or may be symptomatic will need clearance on a specific form to ensure that they are cleared for any potential COVID -19 issues.
 - b. The form must be signed and stamped by a physician (MD or DO) and the student-athlete must also produce proof of a negative COVID -19 lab test.
 - c. The need for this form is based on the potential for cardiovascular and other damage as a result of the virus.
- **Daily screening:** [Daily Screening](#)
 - a. Everyone involved with athletics or athletic facilities be subject to a daily two-part screen.
 - b. Part one consists of questions regarding symptoms pertaining to the persons own status and the status of others in their household. The answers can be recorded on a daily check-in sheet.
 - c. Part two is a daily temperature check. Ideally this could be accomplished automatically, but it also could be done individually with no-touch infrared thermometers.
 - If a person displays a high (100.4+) temperature, it is prudent to take into consideration the ambient temperature, physical activity just performed, and validity and reliability of the instrument being used. It is best practice to have the student-athlete wait 15 minutes in a cool environment, and re-test.
 - On the instruction/information forms we are recommending that a person with a fever, or with anyone in their household having a fever, stay home until they are fever free for 72 hours.
 - If they have multiple symptoms, or if the symptoms persist, they should be sent for a COVID -19 lab test.
 - Please refer to your local public health department regarding COVID-19 protocols.

Daily Operations:

Athletic Training Facility

- Conduct as much as possible outside the clinic
- Physical distancing
 - a. Maintain six (6) feet spacing between individuals
 - Spacing/limiting treatment tables (remove tables if needed)
 - Rehab area (continue with home exercise plans)
 - b. Signage throughout clinic
- Limit number of student-athletes in clinic at a time
 - a. Schedule appointments
 - b. No more than 2 student-athletes in the ATC
 - c. Will increase capacity depending on local guidelines.
- Flow of traffic
 - a. Separate entrances and exits

- b. NO congestion near entrances/exits
- Personal Protective Equipment (PPE)
 - a. Masks are required
 - b. Gloves are required for trainers
 - c. Gowns / Face shields as required
- Facility
 - a. Wipe down tape decks with Re-Juv-Nal Spray after visit
 - b. Daily Facility staff cleaning

Athletic Weight Room

- Coach is Required to be in workout
 - a. Coach ensures that all protocols are being met
 - b. No students can lift on their own
 - c. Coach is required to lock all doors after use
- Observe physical distancing
 - a. Maintain six (6) feet spacing between individuals
 - b. NO lifts that require spotters
 - c. One person per platform
- Signage
 - a. Entrance & Exit
 - b. How to clean station
 - c. Maintain Physical Distancing
- Limit number of student-athletes and workout time (14 Total People)
 - a. 12 Students per workout
 - b. 2 or less coaches
 - c. No more than 14 people
 - d. Keep workouts under 20 minutes
- Hand sanitizer stations
 - a. All students and staff must use prior to workout
 - b. All students and staff must use prior to exit
- Clean after each person is done using equipment
 - a. Each Platform has a bottle of Re-Juv-Nal Spray (12 bottles)
 - b. Every other platform will have paper towels in between
 - c. Each student will spray down station with Re-Juv-Nal Spray
 - Bar
 - Bench
 - Plates used
 - Clips
 - d. Each Coach will ensure that students are following protocol
 - Each Coach will Spray down common areas and door Handles
- Face covering
 - a. All Students will wear face masks
 - b. All Staff will wear face masks
- Room ventilation
 - a. Both end doors will be propped open
 - b. Both doors to the Gym/Outside will be propped open

- Storage
 - a. No student storage on coat rack

Locker Rooms

- Limit access to student-athletes for pre & post practice
 - a. Limited to 12 students in Men's / 8 students in Women's at a time
 - b. Limit time Maximum 15 minutes per group
 - c. No congregating
 - d. Limitations dependent on local guidelines for each phase
 - e. Instructor/Coach is responsible for check-in and out of locker room
- Flow of traffic – One entrance / one exit
- Signage

Office Space

- Physical distancing
 - a. Maintain six (6) feet spacing between individuals
 - b. Signage on Office Door (Phone number / Email)
- Limit number of student-athletes in office
 - a. Schedule appointments
 - b. No more than 0-2 student-athletes in the office (depending on size)
 - c. Will increase capacity depending on local guidelines for each phase.
- Flow of traffic
 - a. NO congestion near entrances/exits
- PPE
 - a. Masks are required
- Facility
 - a. Wipe down desk top, door, chairs Re-Juv-Nal Spray after visit
 - b. Daily Facility staff cleaning

Training/Conditioning (Non-Contact)

- Facilities (Gymnasium, track, field, etc.)
 - a. Training should be efficient and spaced out
 - b. Keep doors/windows open for proper ventilation
 - c. Have someone prop open doors so there is limited contact to doors
 - d. Maintain equipment a minimum of 6ft apart
 - e. Hand Sanitizer available in facilities
 - f. Use before and after handling equipment
 - g. Single use towels for student-athletes
 - h. Outdoor training should be favored over indoor when possible
 - i. Signage (Proper physical distancing, hand sanitizing, etc.)
- Training Groups
 - a. Limit size of training groups per local and state health organization guidelines
 - b. Health screens for all personnel (instructors, coaches, student-athletes, athletic trainers, etc.) performed daily before attending training
 - o Considerations for logistics of daily screenings
 - c. Special consideration for at-risk student-athletes and staff/coaches
 - o Asthma, diabetes, high B/P, etc.

- d. Groups should train 2-3 non-consecutive sessions per week
- e. Strategic planning of team practices throughout the day a. 15-30 minute time buffer between trainings
 - o Allows for proper cleaning/sanitization of equipment and facility
 - o Prevents overlap of training groups
- f. Strategic volume training increase based on NSCA guidelines

Practice for Healthy Groups (Limited Physical Contact)

- Facilities (Gymnasium, track, field, etc.)
 - a. Practices should be efficient and spaced out
 - b. Keep doors/windows open for proper ventilation
 - c. Have someone prop open doors so there is limited contact to doors
 - d. Hand Sanitizer available in facilities
 - e. Signage (Proper physical distancing, hand sanitizing, etc.)
- Practice Groups
 - a. Health screens for all personnel (instructors, coaches, student-athletes, athletic trainers, etc.) performed daily before attending training
 - o Considerations for logistics of daily screenings
 - b. Special consideration for at-risk student-athletes and staff/coaches
 - o Asthma, diabetes, high B/P, etc.
 - c. Limit size of practice groups per local and state health organization guidelines
 - d. Limit number of ball transfers between student-athletes (i.e. basketballs, volleyballs, etc.)
 - e. Limit shared equipment (i.e. gloves, bats, racquets, etc.) 6. Single use towels for student-athletes

Competition (Physical Contact)

- Facilities (Gymnasium, track, field, etc.)
 - a. Have someone prop open doors so there is limited contact to doors
 - b. Hand Sanitizer available in facilities
 - c. Sanitary Hydration (See hydration policies)
 - d. Signage (Proper physical distancing, hand sanitizing, etc.)
- Personnel
 - a. Health screens performed prior to entering facilities
 - o Coaches, officials, administrators, events staff, etc.
 - b. Special consideration for at-risk student-athletes and staff/coaches
 - o Asthma, diabetes, high B/P, etc.
 - c. Health screens for visiting team performed by their respective institution before leaving campus
 - o Communicate to host Athletic Trainer
 - o Student-athletes not screened cannot travel
- Treatments
 - a. Host Athletic Training staff will provide limited treatments to visiting team
 - o Most visiting team treatments should be done at home school
 - b. Host Athletic Trainer staff will coordinate location of treatments
- Equipment

- a. Visiting team will bring their own Athletic Trainer kit, water bottles, towels, etc. when feasible
- b. Emergency equipment made available by host institution

Away Competition

- All teams are screened at their home college prior to leaving for an away contest.
- All members of the travel party should complete the daily two-part screen process and inform host athletic trainer of results.
 - a. Only individuals who pass the screening process should be allowed to travel.

Hydration:

All players, coaches, and referees are required to bring their own individual water or drinks. Drinks should be labeled to indicate whom the drink is intended for. Student athletes are encouraged to bring enough water for the duration of the session.

Hydration Phase 1:

- Communal Water coolers **prohibited**
 - a. Provide Sanitizer with at least 70% alcohol
 - b. Encourage washing hands with warm water and soap
 - c. Every student-athlete is to bring their own water bottle to training sessions
 - d. Encourage student-athlete to bring enough water for the duration of the session

Hydration Phase 2:

- Individual water bottles
 - a. Provide Sanitizer with at least 70% alcohol
 - b. Encourage washing hands with warm water and soap
 - c. Every student-athlete is to bring their own water bottle to training sessions
 - d. Encourage student-athlete to bring enough water for the duration of the session
 - If your facility has touchless water bottle fillers, those should be utilized to refill personal water bottles.
 - If your facility does not have touchless water bottle fillers, utilize a water cooler for refills.
 - Designate one person to strictly refill water bottles
 - Spray water cooler nozzle with any EPA Approved Disinfectant or 70% alcohol solutions between each use.
 - Wash or sanitize your hands before and after each refill
 - Cups can be utilized when personal water bottles are not easily accessible but must be discarded after each use

Hydration Phase 3:

- Individual water bottles or single use cups—Healthy and Vulnerable Groups
 - a. Cups can be utilized by both healthy and vulnerable group when personal water bottles are not easily accessible but must be discarded after each use.
 - b. If a healthy student-athlete does not have the ability to obtain their own water bottle, leasing water bottles for games/practices from the Athletic Training Facility can be an option.
 - c. Borrowed water bottles must be returned daily for proper cleaning and sanitization to be done by designated personnel (See suggestions for proper sanitization below)
 - d. Vulnerable student-athletes should bring their own individual water bottles
- Refill suggestions:
 - a. Wash or sanitize your hands before and after each refill
 - b. If your facility has touchless water bottle fillers, those should be utilized to refill personal water bottles.
 - c. If your facility does not have touchless water bottle fillers, utilize a water cooler for refills.
 - d. Consider designating one person to strictly refill water bottles or cups.
 - e. Spray water cooler nozzle with any EPA Approved Disinfectant or 70% alcohol solutions between each use.
- Wash or sanitize your hands before and after each refill
- Cups can be utilized when personal water bottles are not easily accessible but must be discarded after each use

Hydration phase 4:

- Return to Regular Practice and Competition
 - a. Individual Water Bottles are Preferred
 - b. Multiple Spout Hydration station can be used for practices and games
 - c. No sanitization practice has been identified at this time
 - d. Encourage the development of ongoing, consistent, and reasonable cleaning and sanitization procedures—keeping CDC standards in mind
 - e. Dishwasher implementation might be considered for consistent and ongoing sanitization

Bottle Sanitization

- If you have access to a dishwasher at your facility, utilize that as a best practice for water bottle sanitization.
- The CDC recommends washing the bottle first with warm soap and water followed by spraying or wiping the outside of the bottle with disinfectant.
- Any EPA approved disinfectant can be used to spray down the outside of the bottles
- According to the CDC, you need to follow manufacturer's instructions for application, ensuring a contact time of at least one minute.
- If an EPA approved disinfectant is unavailable, the following can be used instead:
 - a. 70% alcohol solutions

- b. A mixture of 1/3 cup of bleach to 1 gallon of water
- To sanitize the lids, wash in warm, soapy water and lay out to dry. Spray with 70% alcohol solution to disinfect allow to evaporate or wipe down.
- Hydration Considerations (consult the latest research and recommendations)
 - a. Dishwasher
 - Cost, implementation, maintenance, monitoring
 - Reach out to food services to possibly use theirs
 - Portable--hooks up to sink
 - Electricity
 - b. Cups
 - Budget
 - Management of supply
 - c. Touchless water bottle fillers
 - Facility by facility
 - Implementation
 - Cost
 - d. Water cooler stations
 - Durability of nozzles/covers
 - Uniformity of design and approach to minimize contact/transmission opportunities

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is equipment worn to minimize exposure to hazards that cause serious illnesses and/or injuries. These may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items such as gloves, surgical masks, gowns, safety glasses and shoes, hard hats, respirators, or coveralls. Employers should select appropriate PPE and provide it to the health care professional in accordance with OSHA PPE standards (29 CFR 1910 Subpart I).

The National Athletic Trainers' Association Intercollegiate Council on Sports Medicine (ICSM) recommends athletic training facilities consider the following PPE be available in the athletic training facility:

- **Masks**
 - a. Cloth face coverings are not considered PPE because their capability to protect healthcare personnel (HCP) is unknown. Facemasks, if available, should be reserved for HCP. a. At this time the N95 respirator is unnecessary for the athletic trainer in the traditional setting
 - b. Instruct patients to put on their own cloth face covering, regardless of symptoms, before entering the facility.
 - c. Institutions should be aware that patients may not have access to cloth masks and may need to provide facemasks to patients before they may have access to the athletic training facility

- **Gloves**
 - a. Put on clean, non-sterile gloves upon planned patient contact
 - b. Change gloves if they become torn or heavily contaminated
 - c. Dependent upon the type of patient contact, the patient may also need to be given gloves at the institution expense.
 - d. Remove and discard gloves when leaving the patient room or care area, and immediately perform proper hand hygiene.

- **Eye Protection**
 - a. Eye protection is defined as goggles or a face shield that covers both the front and side of the face and eyes.
 - b. Personal eye glasses and contact lens are not considered eye protection PPE
 - c. The ICSM does note eye protection as a possible PPE for the athletic trainer but the CDC recommends them only for those health care professionals working with COVID19 positive cases.
 - d. It is the recommendation that the CCCAA athletic trainer does not need to don eye protection while performing regular athletic training duties unless they feel it is warranted

- **Isolation Gowns**
 - a. Isolation gowns are non-sterile gowns used to keep clothing from getting contaminated
 - b. Used for care of patients on contact precautions and for splash generating procedures
 - c. The ICSM does note isolation gowns as a possible PPE for the athletic trainer.
 - d. It is the recommendation that the CCCAA athletic trainer carry a minimal amount of isolation gowns in inventory but that they are not used in daily practice until the athletic trainer feels it is warranted.

- **PPE Considerations 1**
 - a. Athletic trainers will wear masks in accordance with federal, state and local guidelines.
 - Wearing gloves is optional for the athletic trainer for daily operations, but recommended for prolonged periods of touch (ie soft tissue).
 - Anyone entering the athletic training facility will wear a mask in accordance with federal, state and local guidelines. a. Student-athletes and coaching staff should wear their own personal reusable masks, but disposable masks should be made available in the event that their personal mask was forgotten.

Sanitization:

- **Sanitization Considerations**
 - a. Hand sanitizer should be made available in multiple points through the athletic training facility.
 - b. Proper sanitization protocols will be in place for any and all equipment and treatment surfaces.

- c. According to the CDC, one must wear disposable gloves when cleaning and disinfecting surfaces.
 - o Gloves should be discarded after each cleaning.
 - o If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes
- d. Cleaning should be done with warm water and soap
- e. EPA approved disinfectant should be utilized after cleaning
 - o There are different cleaning standards for different surfaces (see below)
 - o Treatment tables and taping tables will be disinfected after each use. Follow the label on the EPA approved disinfectant to ensure proper soaking time.
 - o Countertops, ice machines, modalities, and other high touch areas should be sanitized at least every two hours.
 - o Ice machines lids and scoop handles should be disinfected after each use.
 - Consider limiting personnel allowed to use the ice machine and restrict student- athletes from using the ice machine for filling water bottles.
 - o Rehab equipment should be disinfected after each use by the student-athlete. Disinfecting wipes or spray should be made available at multiple points throughout the rehab area.
 - Consider possibly creating a “dirty” equipment bin where student-athletes can drop items that cannot be disinfected easily (ie. Mini-bands) to avoid multiple student- athletes using the same contaminated piece of equipment.
 - o Prior to modality use, the area of the patient's skin should be wiped with rubbing alcohol.
 - The following modalities should be disinfected after each use:
 - ✓ E-stim pads
 - ✓ Ultrasound heads
 - ✓ Instrument assisted soft tissue tools
 - ✓ Cupping tools
 - o Massage guns heads should be covered with a glove, flexi-wrap, or something similar if being used directly on the skin and disinfect after each use until Phase 3.
 - Consider placing a towel over the area you are planning to work on to avoid skin contact. 1

Institutional Considerations:

Utilize facilities and custodial staff for cleaning and sanitization.

- **How to Clean and Disinfect Specific Surfaces 1.**
 - a. Hard (Non-porous) Surfaces

- Surfaces should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
 - Diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
 - ✓ Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- b. Soft (Porous) Surfaces
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
 - After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces
- c. Electronics
 - For electronics such as tablets, touch screens, keyboards, remote controls, etc, remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider the use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
- d. Linens, Clothing, and Other Items That Go in the Laundry
 - In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
 - Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.

- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
 - Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Academic Affairs (Students)

BEFORE STUDENTS ATTEND CLASSES

Precautions taken prior to returning to on-campus classes

- All employees/students returning from travel, or relocating from, outside Siskiyou County must provide documentation of a negative COVID-19 test taken after August 1, 2020. In the case of an individual who previously tested positive, clearance to enter campus must be obtained from a medical professional and, prior to being allowed on campus to begin in-person instruction, the individual should isolate for 14 days if prescribed by the Siskiyou County Public Health Department. Area of Commute is excluded from mandatory testing while conducting normal activities.
- Students are directed to follow COVID-19 guidelines and practice physical distancing, as recommended by the State of California, the CDC and Siskiyou Public Health.

Initial screening for students (to be sent via email and communicated through COS Connect):

- Before leaving your home, if you have a thermometer, take your temperature. Do you have any of the following? If so, stay home, notify your instructor, and check with your healthcare provider:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Transportation:
 - It is recommended that you use your own vehicle
 - Avoid public transportation
 - If carpooling, make sure all occupants follow COS screening protocols and protective measures
 - If your vehicle is shared, make sure COS protocols are followed.

DURING ON-CAMPUS CLASSES

- When you arrive to campus, you will be required to:
 - Self-monitor before arrival with the HealthScan mobile app
 - Enter campus via College Ave and drive toward kiosk in lot "A" with issued parking permit
 - Provide confirmation of daily self-monitor completion or park in identified stall for on-spot self-monitoring

Students will be provided with a wristband; in-person appointment, drop-in service(s) and/or scheduled course(s) will be verified. Students who have walked or bussed to campus can check-in at the TRIO Center after 8AM or at lot "A" prior to entering any other building on campus. Facemasks will be provided to students if needed.

- Once on campus, we ask the following students to park in the designated areas (please exercise physical distancing when exiting and entering your vehicle by waiting for others, parked next to you, to enter or exit):
 - ADJ Cadets and staff will park in the Life Science parking lot and will only enter and exit Life Science through the northwest entrance
 - EMS Students and staff will park in the ESTC parking lot and will only enter and exit the ESTC building through the main entrance
 - FIRE Students and staff will park in the TTC parking lot and will only enter and exit the TTC building through the main entrance
 - NURS students and staff will park in the RHSI parking lot and will only enter and exit the RHSI building through the main entrance
 - WELD students and staff will park in the ESTC parking lot and will only enter and exit the I TECH building through the main entrance
 - All other students will park in the parking lot closest to their classroom and only enter and exit through the building's main entrance

While exiting and entering buildings, physical distancing should be exercised at all times.

- Upon arrival to campus, please take your temperature at one of the temperature stations. Temperature stations are located at the main entrance of each building. If it is below 100.4 degrees, you may proceed to class. If it is above 100.4 degrees F, do not proceed. Notify your instructor and plan to return home.
- If you begin to feel ill during the day and experience any of the following symptoms, notify your instructor immediately and plan to leave for the day:
 - Fever or chills
 - Cough

- Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Our students' safety and the safety of our staff and faculty are a top priority. If you miss class time, discuss this with your instructor.

Protective Measures While On-Campus

- Face to Face classes have been modified to allow for 6ft of physical distance between students. To accommodate large classes, alternate classrooms have been reserved so that faculty can either Zoom from one room into another room or split the class into a 'breakout' room. Please see the [COVID Alternate Room](#) spreadsheet for F2F classes.
- Areas of the campus off limits to students are indicated by signage.
- Students are instructed to take breaks where physical distancing is possible. Signage is provided as a reminder.
- Bathroom stalls have been modified to allow for six (6) feet of physical distancing.
- All students and staff will follow all PPE guidelines (wearing a mask, complying with physical distancing, etc.) and handwashing protocols at all times during the day.

AFTER ON-CAMPUS CLASSES

Protective Measures for the Semester: While at Home and If You Go Out

All students must conduct stay-at home measures outlined below. Any student who must leave home to go to work must follow the same measures in travel to and from work and during the work day. The health and well-being of all students is considered of highest value in our institution. Please utilize COS resources as needed and stay in touch with us with questions and needs.

- Conduct stay-at-home measures:
 - Minimize trips away from home.

- Keep surfaces clean.
- Isolate or keep distance from any household member who is sick.
- If any household member shows any signs or symptoms of illness isolate from them immediately and seek medical attention for that person.
- If you are exposed to anyone having any of the symptoms reflective of COVID-19 or who have tested positive to COVID-19, notify your instructor immediately.
- Follow recommended procedures for any trips away from home
 - Be alert to the fact that viral contamination of surfaces is a known means of transmission of infection. Clean everything that touches anything touched by others (such as shopping carts, credit cards, shopping bags, items purchased).
 - Keep hand sanitizer and/or disposable gloves for use of ATM, vending machines, gasoline pumps, and transfer of items at the time of purchases.
 - Wear a mask in public. Do not touch the mask except in the rear ties or loops to remove it. Wash it or dispose of it immediately upon removal.
 - Wash hands and/or use antibacterial frequently.
- Upon returning home after going out to the store or any public place do the following:
 - Wash your hands and/or use antibacterial
 - If you used a reusable shopping bag, clean it immediately. Washable bags are recommended and wash them upon arriving home.
 - Clean your cell phone. If possible keep it in a plastic bag and dispose of the bag upon return home.
 - Avoid touching your face while carrying out these procedures. If you do accidentally touch your face, wash thoroughly immediately.

Home protocols should include frequent cleaning of hard surfaces at home with an effective disinfectant solution (e.g. 60% alcohol).

Academic Affairs (Employees)

BEFORE EMPLOYEES COME TO CAMPUS

Precautions taken prior to coming onto campus:

- Employees are directed to follow COVID-19 guidelines and practice physical distancing, as recommended by the State of California, the CDC and Siskiyou Public Health.
- If you have traveled to a [State with high COVID positive cases](#), after your trip, please quarantine for at least two weeks before coming onto campus. If you have traveled to a [County in California](#) with high COVID positive cases, after your trip, please quarantine for at least two weeks before coming onto campus.

Initial screening for employees:

- Before leaving your home, if you have a thermometer, take your temperature. Do you have any of the following? If so, stay home, notify your supervisor, and check with your healthcare provider:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Transportation:
 - It is recommended that you use your own vehicle
 - Avoid public transportation
 - If carpooling, make sure all occupants follow COS screening protocols and protective measures
 - If your vehicle is shared, make sure COS protocols are followed

WHILE ON CAMPUS

- Upon arrival to campus, please take your temperature at one of the temperature stations. Temperature stations are located at the main entrance of each building. If it is below 100.4 degrees, you may proceed. If it is above 100.4 degrees F, do not proceed. Notify your supervisor and plan to return home.
- If you begin to feel ill during the day and experience any of the following symptoms, notify your supervisor immediately and plan to leave for the day:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Protective Measures While On-Campus

- The Academic Affairs Office furniture and equipment have been modified to allow for 6ft of physical distance as well as provide a protective barrier. Tape markers have been placed on the floor to indicate where visitors should stand.
- For Faculty teaching face-to-face, alternate classrooms have been secured for sections with anticipated class sizes exceeding identified physical distancing classroom capacity. Alternate classrooms have been reserved to allow faculty to either Zoom from one room into another or split the class into a 'breakout' room. Please see the [COVID Alternate Room](#) spreadsheet for F2F classes. Faculty are asked to identify (when needed) which students are to report to each room on specified days. Faculty are also encouraged to allow students to 'Zoom' into the class remotely, on specific days, to exercise physical distancing protocols.
- In instances where six (6) feet of physical distancing is not possible (example, walking by a desk to get outside of the classroom/office), employees and students are required to wear a mask (as per Statewide guidelines).
- Employees are instructed to take breaks where physical distancing is possible. Signage is provided as a reminder.

- When parking your vehicle, please exercise physical distancing when exiting and entering your vehicle.
- Bathroom stalls have been modified to allow for six (6) feet of physical distancing.
- All employees will follow PPE guidelines and handwashing protocols at all times during the day.

AFTER WORK

Protective Measures for the Semester: While at Home and If You Go Out:

All employees must conduct stay-at home measures outlined below. The health and well-being of all students and employees is considered of highest value in our institution.

- Conduct stay-at-home measures:
 - Minimize trips away from home.
 - Keep surfaces clean.
 - Isolate or keep distance from any household member who is sick.
 - If any household member shows any signs or symptoms of illness, isolate from them immediately and seek medical attention for that person.
 - If you are exposed to anyone having any of the symptoms reflective of COVID-19 or who have tested positive to COVID-19, notify your supervisor immediately.
- Follow recommended procedures for any trips away from home:
 - Be alert to the fact that viral contamination of surfaces is a known means of transmission of infection. Clean everything that touches anything touched by others (such as shopping carts, credit cards, shopping bags, items purchased).
 - Keep hand sanitizer and/or disposable gloves for use of ATM, vending machines, gasoline pumps, and transfer of items at the time of purchases.
 - Wear a mask in public. Do not touch the mask except in the rear ties or loops to remove it. Wash it or dispose of it immediately upon removal.
 - Wash hands and/or use antibacterial frequently.

- Upon returning home after going out to the store or any public place do the following:
 - Wash your hands and/or use antibacterial soap or sanitizer.
 - If you used a reusable shopping bag, clean it immediately. Washable bags are recommended and wash them upon arriving home.
 - Clean your cell phone. If possible keep it in a plastic bag and dispose of the bag upon return home.
 - Avoid touching your face while carrying out these procedures. If you do accidentally touch your face, wash thoroughly immediately.
- Home protocols should include frequent cleaning of hard surfaces at home with an effective disinfectant solution (e.g. 60% alcohol).

Administrative Services & Human Resources

COVID-19 Reopening Protocols

This document describes the procedures that will be implemented by Administrative Services and Human Resources when the current campus closure ends and all staff return to work on campus. These procedures are designed to assure that staff and all with whom they interact are protected against possible transmission of COVID-19.

Administrative Services and Human Resources provide a wide variety of essential services for employees and students, as well as community members, potential applicants, and other visitors.

Our plan is to maintain physical distancing, sanitize regularly, and minimize face-to-face interactions to ensure safety while providing the best service to our employees, students, and visitors.

The plan is as follows:

Physical Distancing

For Employees, Students, and Visitors entering the HR Reception Area

- Plexi-glass is installed across the reception area counter as a barrier.
- Entrance into the HR reception area will be through the JMSC Student Center door.
- Exiting will occur through the President's Office/Admin Services door to the outside.
- The number of people entering the HR reception area will be limited to 2 at any given time. Seating will be arranged to maintain a minimum of six (6) feet of distance between each chair and anyone standing at the counter.
- Floors will also be marked with special tape to indicate proper physical distancing.

Appointments

- Employees, students, and others will be encouraged to turn in all required forms and documents via email. If they are not able to do that, they will be able to drop off paperwork in the HR Reception or mail them in.
- Employees, students, and others will be encouraged to set up Zoom or phone appointments for additional help or assistance.

For Administrative Services and HR Employees within the HR Office Area

- There are five total Administrative Services and Human Resources employees occupying the HR area. A student worker may occupy the area as well. The office area will be arranged to maintain a minimum of six (6) feet of distance between office entries and workstations. There are three occupied offices and three workstations in the open area of HR. These will be arranged to maintain a minimum of six (6) feet of distance.
- Floors will be marked with special tape to help ensure the practice of physical distancing around desks, offices, work areas, etc.

Sanitizing Practices

- Pens will only be used once. One bucket will contain sanitized pens and another bucket will contain used pens. At the end of the work day staff will sanitize the used pens with Re-Juv-Nal wearing rubber gloves.
- Anyone entering the HR Reception Area will be required to wear a face mask or facial covering.
- Anyone entering the HR Office area will be required to sanitize their hands upon entry.
- Encouraging cleanliness, we will display posters around the office about handwashing, hand sanitizing, and physical distancing. We will also display posters with COVID-19 updates.
- Protocol for sanitization of the office will be required at the beginning and end of each work day. Additionally, we will disinfect the office as needed throughout the day.

Other Protocols

Self-Monitoring

All staff will monitor their health each day for symptoms of the coronavirus. A self-monitoring form is located at the end of this document. It is provided to assist staff in self-monitoring, but staff are not required to submit the form to COS. If they have any of these symptoms, they will not come to the office. Before leaving their homes, staff will take their temperature, and self-monitor their health for any of the following:

- Fever (> 38 C / 100.4 F)
- Sore Throat
- Difficulty Breathing or Shortness of Breath
- Unexplained muscle aches / Headaches/ Chills
- Cough
- Abdominal discomfort
- Loss of smell or taste
- Nasal congestion or Sneezing (Different from pre-existing allergies)
- Vomiting
- Diarrhea

Employees will wash/sterilize hands regularly and after coming back from another area.

Employees will wear masks when entering other inside areas around campus.

Employees will stay home if experiencing any symptoms.

Academic Success Center (ASC)

Entrance and Front Desk:

Facility Modifications

- Social distancing stickers are placed on the floor near the front desk indicating recommended physical distancing.
- Directional stickers are placed at the entrance of the ASC to promote one-way movement in and out of the space
- Hand sanitizer pumps are placed at the front desk as well as at the entrance of the ASC
- A sign will be placed at the entrance of the library with requirements for people entering the space: sanitize hands, wear a face covering that covers nose and mouth while in the space, and maintain appropriate distance from others.
- Plexiglas/plastic is placed around three sides of the desk facing the ASC front doors
- Self check-in kiosk will be decommissioned

Modifications to Protocol and Staff Responsibilities

- Every student will check into the front desk before using ASC resources.
- Front desk staff will manually log students into a usage recording system (Excel spreadsheet)
- Front desk staff will assign students a computer workstation, laptop, study pod, or table that is deemed "available," meaning it has been properly sanitized.
- Front desk staff will create a system by which "available" computer stations/laptops/pods/tables are scheduled and temporarily decommissioned for cleaning after each use.
- Front desk staff will be charged with cleaning each computer station/surface after use, and decommissioning the station until all disinfectant is completely dry.

Computer Stations:

Facility Modifications

- In the middle section of the bank of computers, every other computer has been decommissioned. This will allow for 6 feet of space between each work station both side to side and front facing.

- The laptop station behind the front desk has only two chairs, one of either side of the table, and on opposite ends. This allows for appropriate distance between sitting/computing space.

Modifications to Protocol and Staff Responsibilities

- See above; computer stations will be “checked out” at the front desk and “decommissioned” for cleaning after each use.

Laptops:

- Laptops available for checkout in Basecamp HQ. No laptops available in the ASC.

Printers:

- Printers will be considered a high touch items, and will be sanitized once an hour.

Group Study Tables:

Facility Modifications

- Only one chair per table is permitted. Tables may not be shared between students or staff.
- Chairs are placed strategically to maximize distance from computer stations.

Modifications to Protocol and Staff Responsibilities

- See above; tables will be “checked out” at the front desk and “decommissioned” for cleaning after each use.

Study Pods:

Facility Modifications

- Seating in pods has been modified to allow for only one student per pod.

Modifications to Protocol and Staff Responsibilities

- See above; pods will be “checked out” at the front desk and “decommissioned” for cleaning after each use.

ASC Loft:

Facility Modifications

- The loft has been decommissioned, as there is no line of site to ensure physical distancing is maintained. Students who want a quiet study space to use the “Fishbowl” space.

ASC “Fishbowl”:

Facility Modifications

- Per the recent guidelines for higher education, reduce the available seating to 25% of regular room capacity and ensure seating is properly distanced. Maximum capacity is 9. Signs have been posted.

Modifications to Protocol and Staff Responsibilities

- See above; Fishbowl seating will be “checked out” at the front desk and “decommissioned” for cleaning after each use.

Tutoring:

Modifications to Protocol and Staff Responsibilities

- To comply with the [Industry Guidance for Higher Education](#), Section 11, tutoring will continue to be conducted remotely.
- To maximize the ease of accessibility and quality of remote tutoring, the ASC will utilize Zoom as a tutoring platform.
 - The “ASC Tutoring” Zoom link is housed in the ASC Canvas course shell.
 - ASC Tutors will hold live tutoring sessions in Zoom; they will also be able to provide feedback on essays, and respond to quick questions asynchronously.
- Net Tutor will also be utilized as needed.

Staff Cubicles:

Facility Modifications

- Social distancing stickers have been placed on the floor outside of cubicles, indicating students/staff should not enter staff cubicles.
- As requested, plastic curtains have been placed in the entry area of the cube as an added safety precaution.

Modifications to Protocol and Staff Responsibilities

- Staff will maintain surfaces that are free from clutter and easy to wipe down.

- High touch items, such as staplers and hole punches, have been removed from general area and are available upon request. These items will be sanitized after each use.

General Cleaning Concerns and Expectations:

- Maintaining as clean of a work and learning environment as possible in the ASC is a priority for both staff and students.
- The ASC will be professionally cleaned by Custodial at least once every day the ASC is physically open
- The District will provide a sufficient amount of disinfectant for at least a week at a time, with regular refills scheduled to avoid the backlog of requesting through SchoolDude.

General Staffing Modifications

Per the [Industry Guidance for Higher Education, Section 11](#):

- “Offer options for faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, remote course delivery, and modified job responsibilities). Staff should not meet with other staff members or students in their cubicles.”

All staff have been given the option to telecommute, and students are provided opportunities for virtual learning, independent study and other options, as feasible, to minimize transmission risk.

Campus Bookstore

The Bookstore will move to counter service upon reopening.

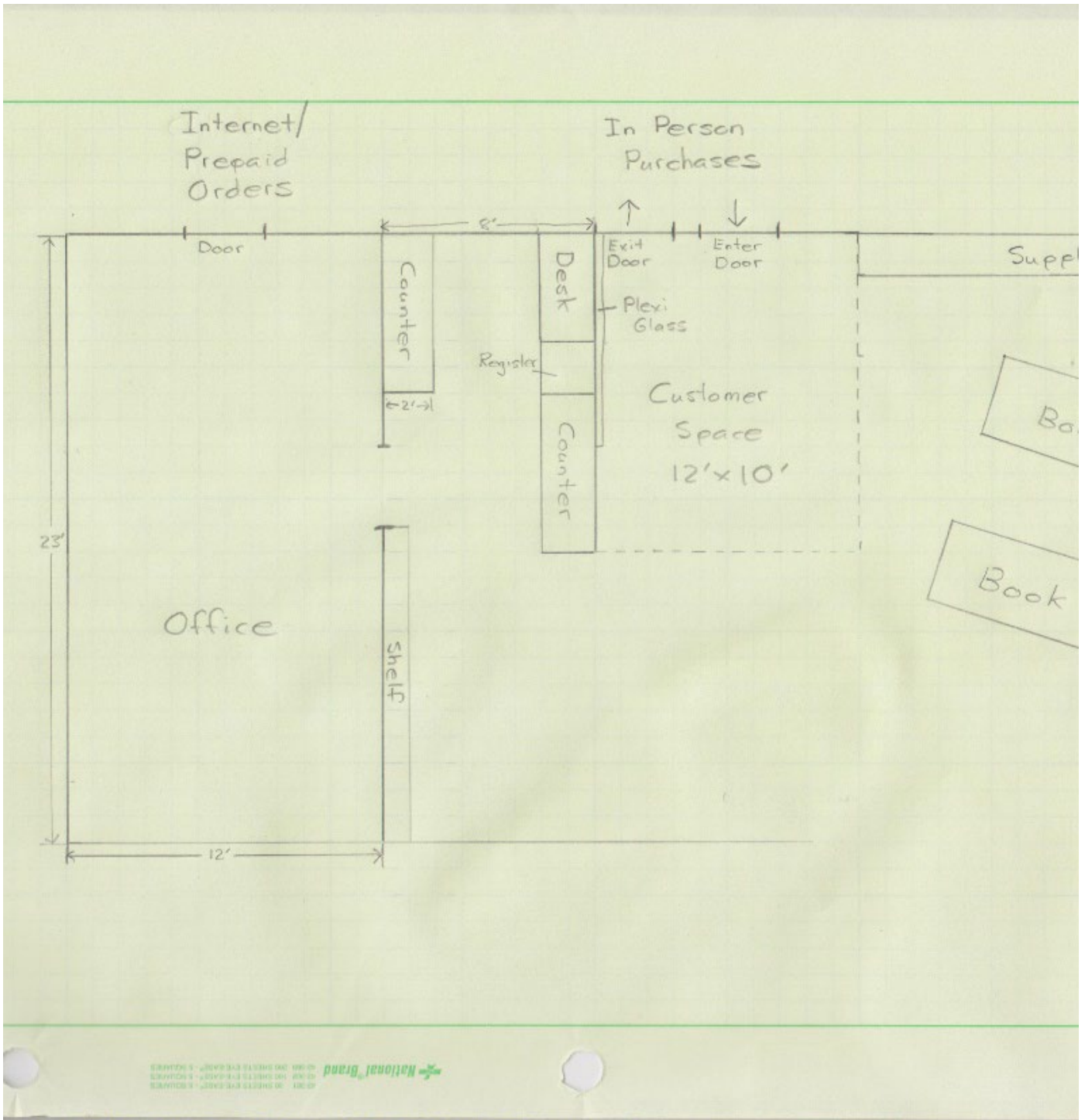
- One customer will be allowing into the Bookstore at a time and will be confined to a 12' X 10' space in front of the Bookstore counter.
- Signage indicating this restriction on the Bookstore entrance door.
- Sidewalk spacing signage will direct students to maintain six (6) feet spacing in the que.
- Bookstore staff will retrieve textbooks and supplies from the sales floor for the customer.
- A display of school supplies will be created at the back of the 12' X 10' space for customers to shop
- Clothing will be moved to the back of the Bookstore.
- Customers will exit the Bookstore through the Exit Door.
- The Point of Sale PIN Pad and counter will be sanitized between each customer.
- A plexi-glass shield has been installed in front of the primary Bookstore Point of Sale Register.

The Bookstore will encourage customers to place orders Online and choose campus pickup.

- Strive to have all course materials options available for order through the Bookstore inSite page.
- Activate a system to use Book Vouchers through the inSite page for ordering.
- Use the Office Door for Online Order pickup.
- We could position the second Bookstore Point of Sale Register at the Office Door for to assist walkup customers if no one is in line for online order pickup.
- A plexi-glass shield may need to be installed at the Office Door.

Staff will wear masks while maintaining Physical Distancing between Customers and other staff. We will encourage customers to also wear masks while in the

store. We currently have one box (50 masks) of disposable masks available for customers.



Basecamp Headquarters (HQ)

Our office provides a multitude of essential services for students. From the food pantry, Eagle Eats Snack Program, CalFresh application assistance, gas and book vouchers, emergency loans, school supplies (including laptops), hygiene supplies, and clothes. Students can find almost anything they need in our office. Our plan to maintain physical distancing, therefore ensuring safety and service, is as follows:

Physical Distancing & Sanitizing Practices

- HQ staff and students will maintain a minimum of 6 feet distance. We have removed all extra furniture to ensure this distance is maintained at all times. We will also mark floors with tape to ensure physical distancing around desks, work areas, counters, etc.
- We have arranged 6 student desks in HQ that are 6 feet apart from each other as well as from staff work spaces. Students requiring assistance will fill out a form before entering HQ and staff will assist them accordingly.
- As students are filling out forms there will be two buckets of pens. One bucket will contain sanitized pens and one bucket will contain used pens. At the end of each day, HQ staff will sanitize the used pens using Re-Juv-Nal and rubber gloves.
- If all desks are filled with students waiting for assistance, we will take down contact information for those who are not able to enter and text them via ZipWhip once a spot has opened up notifying them that they can return to HQ.
- As students leave their assigned desk, HQ staff will sanitize the desk and chair using Re-Juv-Nal before another student is allowed to use the desk.
- Anyone entering HQ will be required to wear a face mask or facial covering.
- Anyone entering HQ will be required to sanitize their hands upon entry.
- To encourage cleanliness, we plan to put posters around the office about handwashing, Covid-19 updates, and physical distancing.
- The protocol for sanitization of the office has been and will continue to be required at the beginning and end of each ambassador's shift. Additionally, we plan to put a timer in the office set for every half hour to disinfect the office and rotate handwashing.

Food Pantry Protocol

- Students will fill out a food pantry order form and give the form to an Eagle Ambassador, who will be wearing gloves and face masks. While the student is seated at their assigned desk the ambassador will go to the food pantry and fill their order.
- Upon delivery of the order to the student, the ambassador will disinfect the food pantry area and the desk that the student was seated at. All order forms will be placed in a box for a minimum of three days to ensure that all potential risks have been eradicated.

CalFresh Appointments

- Students will be encouraged to complete their CalFresh applications using our College of the Siskiyous GetCalFresh portal. Students needing additional assistance can sign up for a meeting via zoom.
- Students needing to turn in verifications or other documentation may drop the forms off to HQ using the Forms drop box, or by email or text. The forms will then be submitted to the county by email.

All Other Appointments

- All other appointments will be conducted via Zoom, unless they require an in-person meeting.
- In person meetings will take place while maintaining the 6-foot physical distancing rule and all participants will be required to wear masks.

In addition to the previous protocols we will require the following:

Plexi-glass partitions for two (2) Eagle Ambassador work stations as well as two (2) staff desks.

Tape to mark out six (6) feet for physical distancing.

Food Services (Campus Dining)

Before leaving their homes, staff will take their temperature, and self-monitor their health for any of the following:

- Fever (> 38 C / 100.4 F)
- Sore Throat
- Difficulty Breathing or Shortness of Breath
- Unexplained muscle aches / Headaches
- Cough
- Abdominal discomfort
- Loss of smell or taste
- Nasal congestion or Sneezing (Different from pre-existing allergies)
- Vomiting
- Diarrhea

All Employees will be provided with gloves and masks:

1. Masks and Gloves are to be worn when preparing food
2. Masks and Gloves are to be worn when serving/handing out food
3. Masks and Gloves are to be worn at the Cashier Stations
4. All Employees will be given a health assessment prior to each shift (?)
5. All employees will read, sign, and adhere to our safe opening procedures

During the Course of Prep:

1. Wash hands prior to beginning prep
2. Put on Gloves prior to prep
3. De-Glove and Wash Hands in between tasks
4. Clean and Sanitize work area between each task
5. Wash your hands after cleaning and sanitizing
6. Re-Glove prior to beginning a new project
7. Wear your mask during all food prep and in all work areas where food is handled

Serving or Handing Out Food:

1. Wash your hands
2. Put on Gloves prior to service
3. When/If you walk away, de-glove, wash hands, re-glove
4. Wear your mask at all times during service

Cashiering:

1. Wash Hands and put on your gloves
2. Sanitize the station each time you begin and end (including plexi-glass)
3. When/If you walk away, de-glove, wash hands, re-glove, prior to any transaction or task
4. Wear your mask at all times when at the cashier station, NO EXCEPTIONS
5. Keep your hands away from your face
6. Limit conversation to essential conversations (be courteous, but don't talk for long periods of time please).

Regular Cleaning/Sanitizing:

1. A timer will be set for hourly sanitizing
2. Clean all touch surfaces with cleaning solution, let dry (clean with regular cleaning supplies)
3. Sanitize all touch surfaces with Quat 750, let dry
4. Areas of Concern: Counter Tops, Service Counter, Sneeze Guards, Refer and Door Handles, Soda Machine, Prep areas in the kitchen, and Cash Register Kiosk, all handles and pulls on all equipment and doors

Customers of the Cafeteria:

1. All customers will be required to use the hand sanitizer station as they enter the service area
2. All customers will be required to wear face covering during the walk through of the cafeteria and interactions with personnel
3. All customers will adhere to 6' physical distancing requirements
4. All customers shall enter and collect food/drinks as quickly and efficiently as possible
5. All food will be consumed off-site – No Dine In Service at this time

Deliveries – Contractors:

1. All delivery personnel will be required to wear a mask when entering the cafeteria
2. All service contractors will be required to wear a mask when entering the cafeteria

Receiving Inventory:

1. Employees will continue to wear a mask and gloves when receiving inventory

2. Keep conversations to a minimum (courteous but efficient)
3. Disinfect "touch" areas after receiving inventory. Areas of concern door handles inside and out of walk-in, and delivery entrance/exit.
4. Use YOUR OWN PEN to sign any receipts
5. De-Glove, wash your hands, re-glove after putting inventory away

Food Services Re-Opening Plan (Students)

- All Students will wear face covering when in the dining hall (in line), in the service area, and while interacting with any personnel
- Any Student who refused to comply with the college mandates will be asked to leave the area.
- Any student who refused to leave the area, after being asked and informed, may have the local police intervene.
- All Students will Sanitize their hands upon entry to the Dining Hall
- Students will be given a color coded ID card per time slot for service (8-9 students every quarter hour for two (2) hours of service)
- All Students will enter from the Southeast Facing Doors.
- All Students will EXIT from the East Facing Doors
- Stanchions are placed for Directional Support and Physical Distancing
- Floor stickers – six (6) feet of distance per student
- Posters for Distancing, Washing Hands/Sanitizing Hands, and Directional Support
- Only four (4) students will be allowed in service area at a time – maintain physical distancing
- Rotating Menu will be posted for four (4) weeks at a time – website and prominent locations in Lodges and Cafeteria Entry – OR – GRILL MENU WILL BE POSTED ONLINE and Daily Special Provided Online/Posters on a four (4) week rotation
- A Retail Store are is in the works. Students can purchase some grocery items, snacks, salads, retail microwavable meals, drinks, etc. to augment meals, consume on the weekends when the cafeteria is closed, or simply for the variety and choices.
- Grab and Go items will be available during normal operating hours
- Weekend service will be limited to grab and go items, snacks, and beverages.

- The cafeteria will close between meals to allow for sanitation and cleaning
- Pre-Orders: will be picked up on the Grill Side. No additions or subtractions.
- Students will need to have their own ID for all purchases
- Arrangements can be made to pick up food for others in the event of an emergency. This needs to be done ahead of time with the Dining Hall Supervisor via phone or email.

Isolated or Ill Students - Arrangements for any student who is ill or in quarantine due to illness will be made with the lodge director or supervisor. A “well” student may not pick up or deliver food to an ill or isolated student.

Library

The Library Fall 2020 Reopening Plans are subject to change as the public health situation progresses, government mandates shift, and new guidelines for libraries and public spaces develop.

General Cleaning and Modifications

- Maintaining as clean of a work and learning environment as possible in the Library is a priority for both staff and students.
- The Library will be professionally cleaned by Custodial at least once every day the Library is open, including the outside bookdrop
- The District will provide enough disinfectant for at least a week at a time, with regular refills scheduled to avoid the backlog of requesting through SchoolDude.
- Social distance stickers or other visual cues will be placed where appropriate to ensure physical distancing is maintained.
- Hand sanitizer will be placed at the entrance of the library, and around the library floor and loft.
- A sign will be placed at the entrance of the library with requirements for people entering the space: sanitize hands, wear a face covering that covers nose and mouth while in the space, and maintain appropriate distance from others.

Circulation & Reference Desks

IT / Facility Modifications:

- The two circulation computers have been separated to opposite ends of the Library service counter to allow social distancing between staff. One computer is designated as the Circulation Desk (where books/laptops are checked in/out) and one as the Reference Desk (where staff can assist with research and color printing).
- A second monitor has been installed at the Reference Desk that faces students/visitors so that they can see the staff computer screen
- Plexiglass shields have been installed at the service desk behind each staff computer station. A gap has been left between shields to allow library staff to exchange materials with students (textbooks, laptops, cash payments, etc.)

Modifications to Protocol and Staff Responsibilities

- Every student will check into the Circulation Desk before using the Library
- The check in kiosk has been disabled. Library staff will keep a manual log of students
- Library staff will create a system that incorporates assigning students a computer workstation or laptop and sanitizing between uses
- Phones will be sanitized after every use
- "Loaner" earbuds will no longer be available

- Pencils and pens will not be lent; they will be given upon request for the student to keep
- Any supplies loaned for in-library use will be cleaned upon return (calculators, cheater glasses, scissors, highlighter pens, etc.). If it cannot be cleaned, it will not be loaned
- Students will be encourage to use hand sanitizing station at the entrance of the library
- When accepting payment for fines or printing, cash will be placed on the counter rather than in a person's hand ([as per the CDC](#)). The counter will be sanitized and staff will wash or sanitize their hands afterwards

Desktop Computers

IT / Facility Modifications:

- Only computers 2, 4, 6, 11, 14, and 17 will be in order to allow for appropriate social distancing (others have been taken out of service)
- Computer 19 will only be available to those needing the scanner; it will be turned on but marked as out of service so that staff is aware of use and can sanitize the computer and scanner after scanning is completed. The microfilm computer will be treated similarly
- The accessible computer desk is currently under a computer that needs to be out of service to promote social distancing. The desk will be moved to hold an in-service computer

Modifications to Protocol and Staff Responsibilities:

- Computer stations will be sanitized after each use (see Circulation & Reference Desks section)

Laptops

Modifications to Protocol and Staff Responsibilities:

- Library staff will sanitize laptops upon return (laptops must be checked out on a student's library account)
- The Library will suspend loaning out the iPad

Printers & Copier

IT / Facility Modification:

- None

Modifications to Protocol and Staff Responsibilities:

- Library staff will continue to mediate color printing at the new Reference Desk counter; students needing to color print will no longer be allowed behind the staff Desks

- Students will be encouraged to email their file to staff for color printing
- If emailing color print files is not possible and a USB drive is necessary, students will need to hand library staff their USB. Staff can either sanitize the USB before handling (with the students' permission) or will wash hands immediately after the transaction. Library staff will offer to sanitize the USB (Clorox wipe) before handing it back to the student. Library staff will sanitize the staff computer (incl. CPU front) and color printer after the printing transaction is completed.
- The 3-hole punch and stapler are in view of the service desk so that they can be sanitized after each use. They are also on the cleaning checklist for periodic sanitizing throughout the day.
- The photocopier has a sign that asks users to let staff know if they have used the equipment so that it can be sanitized afterwards. The photocopier is also on the checklist for regular cleaning

Furniture & General Space

IT / Facility Modification:

- Tables will be spread apart as need for social distancing; excess chairs and tables have been removed and put into storage
- Chairs have been removed from carrels and/or marked as "unavailable" as needed to maintain social distancing
- Furniture for seating has been moved to allow for appropriate physical distancing
- Group Study Room (LRC 8) will be locked; solo users will be allowed to use this space upon request but must check in with staff to have the door unlocked. Dry erase markers have been removed but will be available upon request and disinfected after use. Tables, doorknob, and markers will be cleaned after each permitted use
- Unnecessary high touch items have been removed from the space

Modifications to Protocol and Staff Responsibilities

- High touch surfaces will be cleaned and disinfected on a regular basis; every two hours or more frequently based on use of space

Services

Modifications to Protocol and Staff Responsibilities:

- Library will help students with research projects at the new Reference Desk using the second monitor (which displays to the student)
- All remote services will still be offered: phone, email, online drop-in times, and online appointments; the Library has added texting services as well

- In-person research visits for the Mount Shasta Collection have been suspended

Library Materials

Modifications to Protocol and Staff Responsibilities:

The Institute of Museums & Library Services (IMLS) and its partners, OCLC and Batelle, are researching guidance for libraries on the handling of library materials through the [Reopening Archives, Libraries, & Museums \(REALM\) Project](#). Common library surfaces/materials were treated with the coronavirus and then tested to determine how long it took for the virus to become undetectable.

Surface/Material	Day when the virus was no longer detectable	Testing Round
Hardback book cover (buckram)	1	1
Softback book cover	1	1
Plain paper pages inside closed book	3	1
Plastic book covering	3	1
DVD case (polypropylene)	1	1
DVD (polycarbonate)	5	3
Braille paper pages	4	2
Glossy paper pages (coffee table book)	4	2
Magazine pages	4*	2
Children's board book	4	2
Archival folders	2	2

*Magazine pages results were not clear cut with no detection at 3 days and very minimal on day 4.

Further testing rounds are in progress and planned. Based on the research results so far:

- Books that are handled will be quarantined for no less than 3 days before being returned to the shelves for use.
- Book covers, DVD cases, etc. will be cleaned with disinfectant if it will not damage the item.
- Until we can find an alcohol-based cleaning solution that will not damage DVDs, DVDs will be quarantined for 5 days upon return. The Library will work with instructors to determine if streaming access is a possible alternative for classroom DVD use
- Materials will be checked out for the entire semester and quarantined for no less than 3 days upon return. Circulating materials will be mailed to students; free return postage will be offered.

- Newspapers and magazines have been moved behind the library service desk. Newspapers will be quarantined for 3 days and magazines for 4 days after use. Plastic protective magazine covers will be sanitized upon return.
- When available, eBooks have been purchased (rather than print copies)
- Displays have been downsized to reduce browsing (pick up/put down)
- “Coffee table books” and games have been removed from the Lounge
- The acceptance of donations has generally been suspended. If an exception is made, donated materials will be quarantined for the appropriate length of time before being processed
- Library staff will wash or sanitizer their hands after handling materials
- Reserves
 - First chapters of textbooks will be scanned and shared with instructors and students upon request
 - The Library will consider offering appointments to use textbooks if it will assist in safely sharing materials
 - Yreka Reserves have been relocated back to the Weed Campus and will be used to reduce sharing of the same book by multiple students (note: Yreka Campus is not open to the extent that reserves can be used there in Fall 2020)
 - Additional copies, both physical and electronic, will be purchased as needed and as budget allows in order to minimize sharing of a single physical copy
 - Cameras will not be lent during fall

Staff Areas

IT / Facility Modification:

- Traffic patterns have been modified through the moving of furniture, and staff will practice strict social distancing

Modifications to Protocol and Staff Responsibilities:

- Staff will maintain surfaces that are free from clutter and easy to wipe down
- Sharing of material between employees will be avoided: projects, mailroom runs, etc.
- Staff microwave and refrigerator handles, coffee maker, water kettle will be sanitized on a regular basis
- Shared equipment in the staff work areas will be sanitized on a regular basis (paper cutter, printers, drawer handles, indoor book drop, desensitizer, barcode reader, stapler, etc.)

Shasta Head Start (Discovery Center)

The following procedures will help support a safe and healthy environment for children, families, and staff. These procedures are in accordance with COVID-19 Updated Guidance: Child Care Programs and Providers, dated June 5, 2020. Procedures may need to be modified when revised guidance is provided by CDSS, California Department of Public Health and California Governor.

COVID-19 GUIDANCE FOR ALL STAFF

Self-screen before arriving to work. Check for the following symptoms:

- Temperature of 100.4 or more
- Cough
- Sore throat
- Shortness of breath
- Muscle pain
- Chills
- Loss of taste or smell

If you have any of the symptoms listed above (that are unusual to you) notify your supervisor and do not report to work.

- Notify your supervisor if you have had contact with someone who has tested positive for COVID-19
- Wash hands upon arrival and frequently throughout the day (per hand washing policy; hand sanitizer is not a replacement for hand washing)
- Face coverings are required for staff not located in a private office or cubicle workspace that allows for at least six (6) feet of physical distancing. When staff are in common areas of the office, face coverings are required. Face coverings are required when sharing vehicles.
- Use respiratory etiquette - cover coughs and sneezes
- Maintain physical distancing of 6 feet when possible
- Limit number of staff in common workspace (stagger schedules as needed)
- Disinfect common workspaces after use, including company vehicles

- Routinely clean and sanitize your work area and high touch surfaces: tables, doorknobs, light switches, handles, desks, faucets, and sinks.
- For electronic devices: mouse, keyboard, phone, printer panel and paper tray handle, etc.
 - Do not spray sanitizer directly onto electronic devices
 - Apply enough sanitizer to dampen, not soak, a clean paper towel and wipe down the device. Do this when you are logged off to avoid any computer errors.
 - Monitors do not need to be sanitized and should only be wiped with approved wiping cloths
 - Clorox wipes can be used if available, follow the manufacturer's directions
- Use hand sanitizer before/after using touch screens on tablets. Do NOT use Clorox wipes or sanitizer on touch screens.
- Remain in your assigned work location. Do not travel to other work sites without supervisor approval.
- No personal visitors are allowed in SHS locations.
- Shared refrigerators, coffee machines, and microwaves will not be used. Put appliances away or mark as not in use.
- Use the telephone system to talk to staff working in their offices or cubicles to help maintain physical distancing.
- This guidance is subject to change as we move forward in opening classrooms

Daily Health Screening:

Staff, Parents and Service Providers

- Staff, parents and service providers will pre-screen themselves using the COVID-19 screening questions prior to coming to SHS locations and will be required to stay home if showing any symptoms (that are unusual to them).

Anyone showing symptoms will be excluded until symptoms are gone for 72 hours.

- Staff will ask parents or service providers if they or anyone with them has experienced any of the COVID-19 symptoms in the last 72 hours or had direct contact with someone who tested positive for COVID-19. Anyone showing symptoms will be excluded until symptoms are gone for 72 hours.
- Symptoms that are typical for an individual based on preexisting health conditions (allergies/asthma/etc) should not be considered as a failed screening unless the symptoms have worsened, changed, or are in addition to a fever.
- All adults entering the facility will use hand sanitizer or wash hands upon entry and wear a face covering.
 - Hand sanitizer (kept out of reach of children) and disposable masks will be provided near all entry doors and other high traffic areas.
 - Supervisors will document staff absence due to COVID-19 symptoms in Paycom.
 - Supervisors will complete COVID-19 Health Screening form when a staff member does not pass screening due to direct contact with infected person or personal diagnoses. Scan to Human Resources Department and send in original form. Do NOT keep this form at the center.

Children

- All children that enter our classrooms will receive a screening. Anyone with symptoms of fever (100.4 and above), persistent cough, difficulty breathing, sore throat, recent loss of taste or smell, muscle aches, and chills, must be excluded until symptoms are gone for 72 hours.
- Screening will be done outside or curbside, before entering the center, and must allow for physical distancing (6 feet apart). Parents only need to be screened if they are entering the building. Only children with full health screening may enter the classroom.
- If no other option, health screening can also be done in entry ways and lobby areas but must allow for physical distancing. In these situations, parents who enter the building will be screened for temperature and symptoms.

Child Screening Procedure – Using gloves, facial coverings, no-touch thermometer, and COVID-19 Screener:

- Ask the parent if the child has had any of the symptoms or exposure listed on the COVID-19 Health Screening.
- Screen child for temperature and visual inspection for symptoms. There should be no direct contact.
- If the child passes, move on to the regular health check and lice check.
- Exclude children if they have any of the COVID-19 symptoms. Complete COVID-19 Health Screening form when child does not pass screening. File in the Health section of the child's file. Scan to Health Department if child is identified as having direct contact with a person who has been diagnosed with COVID-19.
- Symptoms that are typical for an individual based on preexisting health conditions (allergies/asthma/etc) should not be considered as a failed screening unless the symptoms have worsened, changed, or are in addition to a fever.
- Between screenings: wipe down the thermometer, change gloves, and wash/sanitize hands. Facial coverings can be reused, unless damaged or soiled.

Child Drop-off:

- As needed, sites will stagger drop off times. Sites will develop plans based on their needs.
- Staff will coordinate with parents to greet and screen outside or curbside
- Maintain physical distance (6 feet apart)
- Use respiratory etiquette - cover cough and sneezes
- Encourage parents to bring their own pens for signing in and out. Have additional sanitized pens available and deposit pens in cleaning bin after each use.
- To limit exposure and save time, inform parents:
 - Pre-screen for symptoms before coming, keep sick children at home
 - Drop-off should be brief

- Ideally, only one parent and child at drop-off, unless doing curbside
- Accommodations can be made to fit family needs for drop-off
- Ideally, have the same parent drop off and pickup

Child Pickup:

- Staff will coordinate pickup plans with each parent, plans may include but not limited to:
 - Parents call from the parking lot, staff take children out for pickup
 - Parents can knock on the door and wait outside for children to be brought to them.
- If a parent wants to come inside, they must be screened first

Confirmed COVID-19 in a child or staff member:

The following steps will take place when it is determined a staff or child has tested positive for COVID-19:

- Close off Areas used by the person who is sick or tested positive.
- Open outside doors and windows to increase air circulation in areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Classroom Guidance

GENERAL GUIDELINES:

- Adhere to updated group sizes. No more than 10 children per classroom. Groups shall not mix with other groups.
- Keep staffing consistent and assigned to only one classroom. Avoid sending staff to work with other groups of children.
- Enroll children from the same family in the same group, when ages allow.

- Staff are encouraged to bring an extra set of clothing to have available if needed
- Staff are required to wear smocks. Smocks should be cleaned daily and staff should change them if they become soiled.
- Use respiratory etiquette - cover coughs and sneezes

- Wash hands frequently as needed and especially upon entry into the classroom, after bathroom use, coughing, sneezing, and nose wiping. Ensure handwashing for at least 20 seconds.

- Along with the normal schedule of cleaning, sanitizing, and disinfecting:
 - Routinely clean and disinfect frequently touched surfaces and toys. Surfaces such as doorknobs, light switches, tables, sink handles, countertops and other common areas.
 - Routinely clean and disinfect bathroom surfaces after each child's use.
 - See COVID-19 Daily Cleaning Checklist.

- Children's personal items coming from home are not permitted.
 - An extra set of clothing from home is acceptable if it is labeled and placed in a bag to ensure personal items are separate from others.

- Monitor children and staff throughout the day for symptoms of illness.
 - For children that exhibit symptoms, if possible, move child to "sick room" and notify parents for immediate pickup. Clean and sanitize classroom and materials thoroughly when children are not present.

- Limit visitors to essential service providers only. Providers should be screened and follow the same guidelines as staff.

- Tooth brushing has been temporarily discontinued. Encourage parents to brush teeth at home.

- Limit restroom usage to one child at a time whenever possible.

MEALTIME:

All Centers

- Spread out children as much as possible at tables
- Temporarily use disposable plates and utensils

- Staff will set the table and serve children individually. Serving dishes will not be passed to children. Avoid family style meals.
- Serving utensils must not touch used dishes when serving seconds.
- Keep food covered and off meal tables. Additional tables or carts may be needed.
- Wear gloves when:
 - Handling ready to eat foods
 - Serving food

Early Head Start – Feeding Infants

- Staff will wash their hands before and after handling infant bottles. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.
- Staff should not feed multiple infants, who are not yet self-feeding, at the same time. Plan individual times to feed infants or have additional staff assist in feeding infants who are not yet consistently self-feeding. Infants should still be fed on demand

NAP:

- Space cribs and cots 6 feet across from each other. Arrange children to lay alternately head to toe.
- Provide nap items for each child and do not allow napping items from home.
- Wash bedding daily for infants and toddlers, weekly for preschoolers, or when soiled.

ENVIRONMENT:

- Open windows before children arrive and after departure.
- Turn off or cover drinking fountains in classrooms and on playgrounds. Use a pitcher and disposable cups for drinking water.

- Create several work areas intended for one child throughout the room. Make the spaces inviting and cozy.
- Provide as much open space as possible and maintain 6 feet distancing between children and staff when possible.
- Stage the areas to help children be successful with physical distancing:
 - Add visual signs noting how many can be in the activity area.
 - Set chairs 6 feet apart. Remove chairs that are not intended to be used.
 - Use visuals throughout the room as reminders for physical distancing.
- Ensure that items placed in cubbies are not hanging out.
- Clear the environment of clutter. Keep surfaces clear so you can clean and disinfect them easily.
- Store items not being used outside of the classroom if possible.
- Limit shared toys to items that can be cleaned and disinfected easily. Manipulatives are a great choice.
- Thoroughly disinfect toys after use before returning them to the resource closet
- Have a container with a lid to place soiled toys. The toys and container will be disinfected daily. The container can be placed out of reach of children if it does not have a lid.
- All soft toys and clothing should be removed from each classroom
 - Infant rooms may keep a small number of soft toys to meet the developmental needs of babies. Ensure soft toys are not shared and are laundered after use.

TEACHING:

Our goal is to promote physical distancing when possible. However, children will need to be in close physical proximity with staff when they need individual care and nurturing. Staff are permitted to closely engage with children during these times.

- Plan activities that limit close physical contact, sharing of equipment, and waiting in line.
- Eliminate large group times.
- Set up small groups using physical distancing. Poly spots, carpet squares, chairs, and hula hoops can be used to set the distance and define the children's space.
- Eliminate group cooking projects.
- Establish a curriculum and educational methods to inform children on how they can help prevent the spread of COVID-19, including:
 - Frequent hand washing.
 - Telling their teacher as soon as possible if they feel sick.
 - Coughing and sneezing etiquette (cover coughs and sneezes with a tissue or sleeve; not hands).
 - Discouraging children from sharing food, drinking cups, eating utensils, towels, etc.

*Use physical stories, puppets, Creative Curriculum cards, Mighty Minutes, role play, books, visuals and modeling.

- Model physical distancing, handwashing, and proper hygiene for children and families. Use self-talk as you are modeling so children can benefit from hearing appropriate steps.

EHS Specific Guidance:

- It is important to comfort crying, sad, and/or anxious infants and toddlers. They will often need to be held.
- Caregivers will change their smock if they become contaminated
- Staff will wash their hands, neck, and anywhere touched by a child's secretions
- Staff will wear long hair up off the collar in a ponytail or other "up-do"
- Staff will change the child's clothes if secretions are on the child's clothes.

- Contaminated clothes should be placed in a plastic bag to be sent home, or washed in a washing machine
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the center

ACTIVITIES:

- Plan activities and materials for individual use. Such as:
 - Individual sensory tubs with each child's name clearly labeled in large print.
 - Provided play dough in individual containers for each child. Clearly label the container with the child's name.
 - Provide an individual tray for each child. Individual supplies can be placed on the trays for many activities. This will prevent shared use of materials.
 - Use disposable materials that are fun and engaging and then can be placed in the garbage. For example, bubble wrap can provide a great cause and effect activity and can be placed in the garbage when finished.

OUTSIDE:

- One group may use the playground at a time.
- Disinfect materials and high touch surfaces (railings, etc.) on playground structures between each group usage.
- Allow for extended outside time if possible.
- Encourage physical development activities that allow for physical distancing. Use the Creative Curriculum Intentional Teaching Physical Development Cards and adapt the activities to meet physical distancing.
- Avoid lining up as a group.

Meeting with Parents On-site

- Staff will attempt to complete meetings and paperwork with parents over the phone whenever possible. Parent signatures can be obtained at drop off,

pick up, or staff can schedule a brief on-site meeting. When this is not possible staff may meet with parents at the center.

- Parents are discouraged from bringing additional people, including children, with them to meetings unless necessary due to lack of child care. If a parent must bring their children, both parents and children will be screened.
- Parents and children will be screened using the parent screening process prior to entering the center. Meetings will be rescheduled if anyone does not pass the screening.
- Parents and visitors will be asked to use hand sanitizer or wash hands upon entry to the center and wear a face covering. Children are encouraged to wear face coverings but not required. Children 2 and under should not wear masks.
- Meetings should be held in a space that allows for 6 feet of distancing and good ventilation. Classrooms that are not in use or outside spaces may be a good option. Face coverings will be worn by staff and parents.
- High touch surfaces (tabletops, pens used for signing) should be disinfected after the meeting.

Disabled Student Program & Services (DSPS)

- All DSPS Services are available online.
- Revised plan in development.

EOPS, Counseling/Advising, & Student Support Programs

The EOPS Office provides a wide variety of essential services for students. General Counseling, which provides counseling and advising services to students, as well as Student Support Programs (EOPS/CARE & CalWORKs) who provide starter packets, book vouchers, and gas vouchers can be found in Eddy Hall at the Weed Campus. Staff also assist students with making appointments, navigating them through their mySiskiyou account, and student email. Staff will also assist those who would like to attend COS with their CCC application.

Physical Distancing and Sanitizing Practices

- Anyone entering Eddy Hall and the Student Support Programs area will be required to wear a face mask or facial covering.
- Anyone entering Eddy Hall counseling and advising and the Student Support Programs area will be required to sanitize their hands upon entry.
- Eddy Hall staff and students will maintain a minimum of six (6) feet of distance. Extra seating has been removed and the office modified for appropriate distancing. The floors have been marked with tape to ensure physical distancing around desks, offices, work areas, etc. Counselor offices have been relocated and appointments for students staggered to help maintain physical distancing when they are on campus for an appointment or meeting.
- Plexi-glass has been installed at the Office Secretary's desk and the Administrative Assistant's desk/work station.
- The printer/scanner/copier is located next to the general copier to maintain physical distancing.
- Three computer work areas have been set up six (6) feet apart from each other for student use. There are two computers in the counseling area and one computer in the Student Support Programs area.
 - Students who are requiring assistance will need to make an appointment before entering Eddy Hall. If all student work areas are being utilized, student contact information will be noted and once a spot has become available and sanitized, staff will notify the student they may return to Eddy Hall.

- Upon leaving their assigned computer, Eddy Hall staff will sanitize the desk, chair, keyboard, and mouse using Re-Juv-Nal prior to next student using the work area.
- Clean and disinfected pens will be available for use. Used pens will be placed in a “dirty” bucket for cleaning/sanitation. At the end of the work day, Eddy Hall staff will sanitize the “dirty” pens using Re-Juv-Nal and wearing rubber gloves.
- Encouraging cleanliness, staff have placed posters around the office about handwashing, sanitizing their hands, and physical distancing. We will also put up posters with COVID-19 updates.
- Protocol for sanitization of the office will continue to be required at the beginning and end of each Eddy Hall staffs shift. Additionally, staff will disinfect the office every half hour.

CalWORKs Appointments

- Students will be encouraged to turn in all required forms and documents via email. If they are not able to do that, they will be able to drop off paperwork in the drop off box or mail them in.
- Students will be encouraged to set up Zoom or phone appointments for additional help or assistance.
- Book vouchers are added to the students account, so they will not need to come to campus for textbooks.

EOPS/CARE Appointments

- EOPS Orientations will be conducted through Zoom. Required forms and documents will be either emailed in, mailed in, or dropped off at the drop box in Eddy Hall.
- Progress Check-ins and Counselor contacts will be conducted over the phone or through Zoom.
- Book vouchers will be added to the student's account, so they will not need to come to campus for textbooks.

General Counseling Appointments

All counseling and advising appointments will be conducted via zoom, or over the phone. If a student needs an appointment they will have to call or email counseling services. If a student is on campus and needs to make an appointment they will have to ring the doorbell and speak with an Eddy Hall staff member regarding making an appointment, while maintaining the six (6) feet distancing and are required to wear masks.

In addition to the processes listed above, we will require the following:

- Install Plexi-glass at the Office Secretary's desk and the Administrative Assistants desk/work station.
- Put tape around desks, offices and work areas to ensure physical distancing.
- Install a hands-free sanitizer by the EOPS door.
- Move the copier/scanner/printer from behind the Office Secretary's desk to the cabinet by the general copier in the lobby.
- Removal of all chairs and tables in the Counseling lobby and EOPS area.
- Install a hand washing sink since there is no running water in the building.
- Relocate two counselors to different offices in order to stagger offices.

Facilities and Maintenance

Facilities & Maintenance Department is committed to providing a safe and healthy workplace for all our workers, students and visitors. To ensure we have a safe and healthy workplace, **Facilities Department** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Director, Custodial Supervisor and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our staff, students, and faculty. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

This COVID-19 Preparedness Plan is administered by the **Director of Facilities**, who maintains the overall authority and responsibility for the plan. However, the custodial supervisor and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

Our workers, students and faculty are our most important assets. **College of the Siskiyous** is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: **Requesting each department separately develop their own action plan to reopen their areas with CDC guidelines and include a traffic flow chart for assembly of student's face to face activity on campus.**

Facilities & Maintenance Department COVID-19 Preparedness Plan follows the industry guidance developed by the Siskiyou County Public Health Department, which is based upon Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) statutes, rules, and standards, and California's relevant and current executive orders, and addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons;
- Physical distancing – Workers must be at least six-feet apart;
- Worker hygiene and source controls; Washing hands for 20 seconds frequently throughout the day.
- Workplace cleaning and disinfection protocol; see attached Campus Spreadsheet for custodians.
- Communications and training practices and protocol.

Director of Facilities & Maintenance has reviewed and incorporated the industry guidance applicable to Colleges and Universities provided by the State of California for the development of this plan, including the following industry guidance **Consideration for operating institutes of higher education, cleaning and disinfection guidance**. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our college include:

- additional protections and protocols for students, staff, faculty and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for campus access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for hand washing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;

Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Maintenance and Custodial staff will receive a Coronavirus self-monitoring form to be completed daily. Temperature checks will be required at the start of each work day and to be monitored by other workers at the beginning of each shift.

College of the Siskiyous has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. See [website](#) for information.

Physical distancing – Workers must be at least six-feet apart

- Physical distancing of at least six-feet will be implemented and maintained between workers **students, staff, visitors and faculty** in the workplace through the following engineering and administrative controls.
- Maintenance staff and custodial staff will alternate break schedules- 1 chair per table 1 worker per table for break time.

- Entering the main office does not allow for 6' physical distancing please knock on the door and request which person you would like to talk with and we will have an outside conversation otherwise use the landline for regular communication.
- Carts do not allow 6' physical distancing with two in the cab. 1 employee per cart or both wear masks.
- If your work project requires two workers to be closer than 6' apart both workers will wear masks.
- All workers will wear their masks when inside a building. See proper respiratory fitting attachment.
- All workers must use gloves while cleaning inside buildings. Gloves are to be changed between buildings.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom. All **maintenance staff** are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Workers, students, and faculty are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers, students, and faculty are expected to dispose of tissues in provided trash receptacles, and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters, and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles, and areas in the work environment including, but not limited to, restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas including, but not limited to, phones, keyboards, touch screens, controls, door handles, railings, copy machines, delivery equipment, etc. Appropriate and effective cleaning and disinfectant supplies are available for use in accordance with product labels, safety data sheets and manufacturer

specifications, and are being used with required personal protective equipment for the product. All maintenance staff will be required to sanitize their own work areas to include their carts daily.

Communications and training practices and protocol

This COVID-19 Preparedness Plan will be communicated in our June 30th Protocol meeting to all workers in the maintenance department. Additional communication and training will be ongoing by **weekly check-in**.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors, and outside technicians, on protections and protocols, including but not limited to: 1) Physical distancing protocols and practices; 2) Mandatory mask wearing ; 3) Practices for hygiene and respiratory etiquette. All workers will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Fiscal Services (Business Office)

Before leaving their homes, staff will take their temperature, and self-monitor their health for any of the following:

- Fever (> 37.7 C / 99.9 F)
- Sore Throat
- Difficulty Breathing or Shortness of Breath
- Unexplained muscle aches / Headaches
- Cough
- Abdominal discomfort
- Loss of smell or taste
- Nasal congestion or Sneezing (Different from pre-existing allergies)
- Vomiting
- Diarrhea

Transportation to and from campus:

- It is recommended that you use your own vehicle
- Avoid public transportation
- If carpooling, make sure all occupants follow CDC protective measures

Three (3) Fiscal Services staff members have individual offices and the two remaining staff member workstations are more than six (6) feet apart which complies with the physical distancing requirements. However, one workstation is in the central part of the common area and anyone entering the area or using the office copier would come within six-feet of this workstation.

- Recommend reorganization of the common area so that this workstation can be moved to a location near the windows to create sufficient space to meet the CDC requirements. Equipment and cabinets would also need to be moved to accommodate this change.

Paperwork drop off units will be placed within business office entry area prior to reaching the doorway into the business office common area to limit contact with office staff. Common area door will remain closed during business hours. Sufficient space will be available if District staff require access to the filing cabinets.

Fiscal Services Staff will wear masks when using the common areas of the office (i.e. filing cabinet and copier areas) and when leaving the office for other campus locations. Upon returning to office, staff will sanitize their hands immediately upon entering the business office entry area. Staff are responsible to clean their workstations routinely.

The cashier station has been fitted with protective shields for interactions between students, staff and the cashier. After each visitor to the business office, staff will clean the area.

Students will be directed to make credit card payments online or call in their payment to limit traffic at the cashier's station. Check payments can be mailed in or possibly use the drop box in the wall in the student center. Individuals wanting to make cash payments should make an appointment to come in to pay.

Information Technology (IT)

This document describes the procedures that will be implemented by the Information Technology department when the current campus closure ends and all staff return to work on campus. These procedures are designed to assure that IT staff and all with whom they interact are protected against possible transmission of COVID-19. They fall into two categories: intradepartmental and interdepartmental.

Intradepartmental Procedures:

This section describes the procedures that will be followed within the IT department.

- All staff are required to monitor their health each day for symptoms of the coronavirus and to report the results of this check each day. This will be done through the HealthScan mobile application. If they have any of these symptoms, they will not come to the office.
- Staff will wash their hands frequently, scrubbing their hands with soap and water for at least 20 seconds.
- All IT staff workspaces will be established with a minimum of six (6) feet distance as specified in the following table:

Position	Staff Member	Location
Director of IT	Matt Donaldson	Weed - separate office in LRC
Application Manager	Barbara Douglass	Weed - separate office in LRC
Systems Analyst\Programmer	Max Michelon	Weed - separate office in LRC
Network Administrator	Chris Wehman	Weed - separate office in LRC
Systems Support Specialist	Joe Weatherton	Yreka - IT office space
Technician III	Jason Aronson	Weed - cubicle in technician room (i.e. the bullpen) in LRC; Technician II is seated on the opposite side of the room, roughly 20 feet away

Position	Staff Member	Location
Technician II	David Fleet	Weed - cubicle in technician room (i.e. the bullpen) in LRC; Technician III is seated on the opposite side of the room, roughly 20 feet away
Technician I	Bethany Golly	This employee is on maternity leave.

- Staff will not be required to wear a face covering when working alone in their workspace. Face coverings will be required of all staff when interacting within the same workspace, whether an office or a cubicle.
- Staff will sanitize their work areas using Re-Juv-Nal and rubber gloves at least once a day. They will also sanitize their work area after any visit from other individuals.

Interdepartmental Procedures

IT will seek to interact with those outside of the department remotely whenever possible. This section describes the procedures that will be followed whenever direct interaction is required with anyone outside of the department – staff, faculty, or students. This includes procedures when outside individuals need to visit the IT offices and when IT staff need to go out to other areas on campus.

Visiting the IT Offices

Visitors should wash their hands or use a sanitation station before coming to IT. The door to the IT offices will be locked at all times. A notice will be posted on the door instructing those wishing to enter to ring the bell. This procedure will be required of everyone, even non-IT staff who have a key to the area. A remote bell and intercom system has been installed next to the door so that those who need to come into the IT workspace can request entry. This will allow IT staff to don face coverings before interacting with outside individuals and to verify those individuals are wearing a face covering before granting access to the IT workspace. Once the visitor has left the workspace, IT staff will sanitize the door handles and any surfaces with which the visitor may have come in contact. Visitors are encouraged to wash their hands or use a sanitization station upon leaving.

Around the Campus

IT staff will don face coverings whenever they interact with others. If they need to visit an employee in another workspace, they will provide advance notice so that the employee can be prepared and also wear a face covering. As much as possible, IT staff will seek to maintain physical distance during the interaction. If the IT staff member needs to work with the employee's computer system, he/she

will sanitize the keyboard, mouse, and surrounding area before performing their work. Once the IT staff member leaves, the employee will be encouraged to similarly sanitize the keyboard, mouse, and surrounding area.

Communication

An email will be sent to all faculty and staff summarizing these procedures

Residence Life and Housing

States and localities have primary responsibility for public health matters within their borders, including isolation and quarantine, under the authority of Section 361 of the Public Health Act (42 USC 264).

Residence Life Role

Level 1

- Residential Life Places information on hand washing throughout the residence hall.
- Makes hand and equipment sanitation stations available in residence halls, food service areas, computer areas, and other common areas.
- Assesses what open rooms and/or halls are available for housing ill students.
- Briefs the resident assistants of disease signs and symptoms.
- Has the resident assistants advise the Pro-Staff of ill students.
- Sends text and email to students reviewing how to order a sick tray and what to do if ill.
- Creates staffing plan in case of residence hall outbreak.
- Works with Health Clinic to coordinate PPE training for Residence Life staff.
- Reviews residential Life Housing Plan.

Level 2

- Prepares identified facilities and staff to receive quarantined or isolated students.
- Provides PPE for residential staff who may be delivering meal trays to ill students.
- Reports the number of ill residents daily to Admin.
- Obtains daily meal data from food services.

Level 3

- Monitors residence hall illness and assesses the need for restricting access to a hall or halls.
- Continues reporting the number of illnesses to Admin daily.
- Works with Health Clinic in establishing a schedule for the RN to do rounds if hall is in isolation.
- Works with IMT to evaluate availability of host families for possible closure.
- Evaluates which Residence Hall is available to house students unable to return home

Exchange Students and Conferences:

Throughout the year, COS hosts conferences in which outside groups are housed in the residence halls. These conferences host adults, the elderly, and minors. Additionally, these visitors fall under Residential Life for the purpose of developing

a plan for the outbreak. If the campus is closing, Residential Life will work with the Incident Management Team to develop a plan for international students who will not be able to go home during the closure.

If a case is confirmed for a residence hall student, the student will be housed in a private room. Anticipating the need for more private rooms, a hall with multiple open rooms will be considered. Residential Life will work with the student to develop a care plan that includes delivery of food, custodial needs, laundry care, etc. The student may order a sick tray via telephone and either a friend or a RA will be coordinated to pick up and deliver the tray. This may involve contracting with an outside agency. Residential Life will work closely with the Incident Management Team and report the number of ill residents daily. Incident Management Team and Residential Life will also establish “all clear” guidelines when a student may return to his or her prior living quarters.

Whoever is taking meals and/or other supplies to a student in isolation due to a contagious illness will be required to take precautionary measures, such as wearing a mask and gloves. If a student is ill and placed in a private room, housing will email this information to Student Services, who will advise the student's professors of upcoming absences.

When/if multiple cases are confirmed in the residence hall or there are a significant number of students with confirmed symptoms, a decision may be made to restrict access to and from the specific buildings. This may involve restricting access in and out of the building, providing medical care, custodial care, and food service separately from the rest of the campus, etc.

In case of a campus closure, staff will work with students to transition them to a home address off campus. There will be some people who cannot go home. Residential Life will work with the Incident Management Team to establish a plan for those students who are unable to go home. These may include international students, foster youth or residents who live at some distance from campus. Depending on the number of residents and length of time for school closure, the following options may be considered:

- Housing students with host families in the area.
- Placing students in local hotels with a food stipend.
- Utilizing a skeleton crew on modified hours, keep one residence hall open and serving meals.
- Keeping one residence hall open but giving students a food stipend.
- Keeping a residence hall open and contracting with a vendor for delivery of meals.

Off Campus Housing:

COS does not offer off campus housing. Students living off campus will receive infectious disease information through the regular crisis communications systems used by the College.

Tips and Reminders:

Prior to arrival - all Lodge residents returning from travel, or relocating from, outside Siskiyou County must provide documentation of a negative COVID-19 test taken after August 1, 2020 (please note: in the case of a student who previously tested positive, clearance to be on campus must be obtained from a medical professional). Self-isolation for 14 days only if prescribed by SCPHD prior to being allowed on campus to begin in-person instruction. Area of commute does not apply for the initial check in, and is included thereafter. Area of Commute* is excluded from mandatory testing while conducting normal activities. Evidence of a positive test result or an affidavit verifying clearance to attend the College should be submitted to Janice Gonzales in Student Services.

The Lodge guest policy is suspended, all non-residents are prohibited from entering the Lodge buildings while the COVID-19 emergency is in effect. Residents checking into or out of the Lodges must first schedule their check-in time with Lodge staff to maintain physical distancing.

Per CDC recommendations All Lodge residents are recommended to wear a face covering when leaving their lodge room. Six foot physical distance from other residents is required at all times. Lobby seating has been spaced apart to support this practice.

For the first 14 days living in the Lodges all residents must be in self-isolation and shall maintain a personal wellness log. The completed wellness log must be emailed to lodges@siskiyous.edu Completion of a wellness log will be used as evidence that a resident has completed their 14 day self-isolation and is cleared to enter the dining room on campus.

Wellness Log:

http://www.siskiyous.edu/lodges/documents/self_monitoring_form.pdf

Residents should monitor their health for the following symptoms:

- Fever (> 37.7°C / 99.9° F)
- Sore Throat
- Difficulty Breathing or Shortness of Breath
- Unexplained muscle aches / Headache
- Cough
- Abdominal discomfort
- Loss of smell or taste
- Nasal congestion or Sneezing (Different from pre-existing allergies.)
- Vomiting
- Diarrhea

Residents who experience any of these symptoms must remain in their room – may not attend class or visit the dining hall and must contact their health care provider. Residents must also inform:

Lodge staff: (530) 938-5237 (call or text)
Health clinic staff: (530) 999-9950 (call for phone triage)

These support personnel will assist residents in the next steps of quarantine, which may include relocation to a site off campus.

After Classes and On Weekends

When Lodge residents are not in class they should follow the Siskiyou County Public Health Guidelines and consider these tips for self-isolation.

Conduct stay-at-home measures:

- Remain in room setting during online classes. Do not use community computers or study in community settings. (laptops are available through Basecamp HQ)
- Minimize trips away from Lodges.
- Keep surfaces clean
- Isolate or keep distance from any Lodge resident who is sick
- If any Lodge resident shows any signs or symptoms of illness, isolate from them immediately and seek medical attention for that person. Contact Lodge office staff immediately.
- If you are exposed to anyone having any of the symptoms reflective of COVID-19 or who have tested positive to COVID-19, notify Lodge office staff immediately.

Follow CDC recommended procedures for any trips away from home:

- Be alert to the fact that viral contamination of surfaces is a known means of transmission of infection. Clean everything that touches anything touched by others (such as shopping carts, credit cards, shopping bags, items purchased).
- Keep hand sanitizer and/or disposable gloves for use of ATM, vending machines, gasoline pumps, and transfer of items at the time of purchases.
- Wear a mask in public. Do not touch the mask except in the rear ties or loops to remove it. Wash it or dispose of it immediately upon removal.
- Wash hands frequently
- Wear gloves when touching any store items or things others may have touched
- Dispose of any gloves used so that you are not touching any personal items with them, including doorknobs at home, car handles or steering wheel, personal devices such as cell phones, etc.

Upon returning to the Lodges after going out to the store or any public place do the following:

- Remove your clothing and place it immediately in the washer and dryer on highest heat it will tolerate.
- Remove shoes at the door and disinfect them with alcohol spray, wipes or available disinfectant
- Immediately wash all items purchased prior to putting them away
- If you used a reusable shopping bag, clean it immediately.
Washable bags are recommended and wash them upon arriving in your room
- Clean your cell phone. If possible keep it in a plastic bag and dispose of the bag upon return to your room
- Avoid touching your face while carrying out these procedures. If you do accidentally touch your face, wash thoroughly immediately

Room cleaning protocols should include frequent cleaning of hard surfaces with an effective disinfectant solution (e.g. 60% alcohol)

Infectious Disease – Coronavirus Symptom Self-Monitoring Form: Student / Staff Details

Name _____ Date of Birth: _____

Student ID: _____ Campus: _____

Program: _____ Year: _____

Phone: _____ Email: _____

Please complete each line of the symptom columns, twice daily until the self-monitoring end date is reached. Per CDC guidelines, temperature must be measured twice a day. Report any temperature above 100.4 F / 38.0 C or persistent symptoms immediately to your local healthcare service listed to the below.

Health Clinic: (530) 999-9950 COVID-19 Call Center: (877) 409-9052
Lodges: (530) 938-5237

Date	Temperature (twice daily)	Temperature (twice daily)		Myalgia / Malaise	Headache	Chills	Sore Throat / Runny Nose	Short of Breath	Cough	Vomiting	Diarrhea	Stomach Pain	Unexplained Bleeding /	Comments
				(<input type="checkbox"/>) (<input type="checkbox"/>)	(<input type="checkbox"/>) (<input type="checkbox"/>)	(<input type="checkbox"/>) (<input type="checkbox"/>)	(<input type="checkbox"/>) (<input type="checkbox"/>)	(<input type="checkbox"/>) (<input type="checkbox"/>)	(<input type="checkbox"/>) (<input type="checkbox"/>)	(<input type="checkbox"/>) (<input type="checkbox"/>)	(<input type="checkbox"/>) (<input type="checkbox"/>)	(<input type="checkbox"/>) (<input type="checkbox"/>)	(<input type="checkbox"/>) (<input type="checkbox"/>)	

Signature: _____ Date: _____

Please send completed form to lodges@siskiyous.edu
 Adopted from CDC and UC San Francisco

Student Services (Enrollment Services)

Distance Practices

- All staff will maintain a minimum of 6 feet distance. Remove furniture to ensure this distance is maintained at all time. Mark floors are with tape to ensure physical distancing around desks, work areas, counters, etc.
 - Allow only one person at a time in small areas, such as near copy machines, storage areas, etc.
 - Move copy machines and common files at least 6 feet away from desks.
 - Looking over someone's shoulder to view their computer screen is not allowed. Staff will use "share screen" via Zoom/virtually as needed.
 - Lobbies and narrow hallways will have designated entrance and exit doors.
 - Adjust work schedules that will stagger arrival/departure times. Rotate days in the office to keep staff size at a minimum.
 - Conduct all services except by appointment only. Post contact information on office doors and webpages. Counseling and advising continues in virtual formats.
 - Enrollment Services will have Plexiglas windows. One window will be open for financial aid services; a second will be open for Admissions and Records services.
1. On-campus services
 - a. All SS staff will log into Zoom and complete self-monitor report at the beginning of their shift.
 - b. Provide face to face services within designated times (TBD)
 - c. Designate 1-2 areas for student transactions of drop-off and/or pick-up. Others offices are closed for summer and fall (pending COS staff return of August 1st)
 - d. Designate 1-3 areas as confidential spaces
 - e. Designate 1-3 waiting areas for in-person services
 2. Initiate an appointment system for all services rendered by department unless they are confidential

Safe Practices

1. Face Coverings.
 - a. All faculty, ASM and staff are required to wear face coverings when in common areas or moving away from their desks.

- b. Students are required to wear face coverings while on campus and notified by mail.
2. Cough/Sneeze Etiquette
 - a. All faculty, ASM and staff are expected to practice proper cough/sneeze etiquette, such as using tissues or arm. Provide tissues by the College for each employee.
3. Hand Hygiene
 - a. All employees will be expected to practice hand hygiene, such as frequent hand washing or use of hand sanitizers. Hand sanitizer dispensers are in various locations throughout campus buildings.
 - b. Post hand hygiene flyers in each building.
4. Shared pens, desks, other items.
 - a. Staff are discouraged from sharing desks, pens, etc.
 - b. There are “clean” pens and “used” pens. People use a “clean” pen, then place it in the “used” container. Used pens are sanitized daily.
5. Plexiglas
 - a. High traffic counters and desks will have Plexiglas.
6. Training
 - a. Training on safe practices and sanitization.
7. Disinfecting
 - a. High touch areas will be wiped down after each use
 - b. Notify maintenance of student and/or multiple staff use of technology, lobbies, offices, desks, etc.
8. Meetings
 - a. One-on-one meetings will only occur if safe distancing practices are in place
 - b. Continue group meetings virtually.
9. Office Gatherings
 - a. No shared food and beverages at gatherings.
 - b. Gatherings will only occur outdoors if safe distancing practices in place.
 - c. Disposable utensils, plates, etc. will replace usable items.

Symptoms Checking

1. Temperature Check
 - a. Wall mounted non-contact thermometers will be mounted at various locations around campus. Staff will record their temperature upon arrival to work. Students will be able to monitor their temperature throughout the day.
2. Self-Assessment
 - a. Students and staff will be given a self-assessment checklist and asked to conduct twice daily self-assessments, prior to coming to campus.

- b. Implement self-assessment app for faculty, staff and students.

Student Services Office – Student Center

Vice President of Student Services, International Students, Student Conduct, Student Grievances, Student Insurance

- Install a Plexi-glass window for at the service window at the Student Services Office.
- Staff will alternate days on campus to allow for physical distancing.
- Student Services door to the hallways is not accessible to the public, unless someone in a wheel chair needs access to services.
- Face to face/window services are by appointment.
- There are “clean” pens and “used” pens. People will use a “clean” pen, then place it in the “used” container. Sanitize used pens daily.
- Documents can be turned in at the window. Staff will wash hands after accepting documents. Documents can also be slipped under the door or placed in locked box located in the Student Center.
- Students will be encouraged to email forms or access services online. Staff will also take Zoom appointments during business day.
- All of the other practices listed for the Student Services general practices are followed.

Counseling and EOPS

Needs review/updating

- Put tape in front of Josh, Beckie, Marcy and Michelle's doors for physical distancing.
- Put tape around Marlena's desk for physical distancing.
- Install Plexi-glass at Gabbi's desk where students sign in.
- Install Plexi-glass around Marlena's desk.
- Move Printer/Scanner from behind Gabbi's desk to the cabinet by the copy machine.
- Move DYMO label maker to Gabbi's desk.
- Move Purell hands free sanitizer closer to door for students and staff to use when leaving or entering the office.
- Cover the middle student use computer so students can not use it. The other two computers are spaced apart enough to have two students in the office with receptionist when needed.
- Already had a doorbell installed so students can ring doorbell for assistance.
- Put a "do not enter" sign for the hallway leading down to DSPS.
- Move tables and chairs out of main Counseling area so students cannot sit linger.
- Move extra chairs from EOPS office so students cannot sit and wait.
- Move Marcy from hallway office to old EOPS coordinators office.
- Move Michelle from her office to Val's old office so we can stagger offices.
- EOPS students will use the EOPS door when needing assistance (if an EOPS staff member is on campus).
- Install a hands free sanitizer by the EOPS door for students and staff entering through that door.
- Cover one computer at the EOPS student computer station, so there is only one for student use if absolutely necessary.
- Install a hand washing sink in the back of the office. We have no running water in the building.

Yreka Campus

Reopening Plan for Students

BEFORE STUDENTS ATTEND CLASSES

Precautions taken prior to returning to on-campus classes

- Students are directed to follow COVID-19 guidelines and practice social distancing, as recommended by the State of California, the CDC and Siskiyou Public Health.
- If you have traveled out of the county commuting area, you must test 5 days after your trip and obtain a negative test result prior to returning to campus or quarantine for 14 days.

Initial screening for students (to be sent via email and communicated through COS Connect):

- Before leaving your home, if you have a thermometer, take your temperature. Do you have any of the following? If so, stay home, notify your instructor, and check with your healthcare provider:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Transportation:
 - It is recommended that you use your own vehicle
 - Avoid public transportation
 - If carpooling, make sure all occupants follow COS screening protocols and protective measures
 - If your vehicle is shared, make sure COS protocols are followed.

DURING ON-CAMPUS CLASSES

- Once on campus, we ask the following students to park in the designated areas:
 - **ALL Students** will be required to check in at RHSI every day before they can go to class rooms on campus.
 - All classrooms will be sanitized between classes
 - We will have one entrance and two exits for the RHSI Building. The entrance will be the north facing double doors going into the Foyer. The

- south facing doors will be an exit to the main campus and the other set of north doors will be an exit only.
- NURS students and staff will park in the RHSI parking lot and will only enter and exit the RHSI building through the main entrance (as stated above)
 - Manufacturing students and staff will park in front of the TC Building and will only enter and exit the TECH building through the main entrance
 - All other students will park in the parking lot closest to their classroom and only enter and exit through the building's main entrance
 - While entering and exiting buildings, social distancing should be exercised at all times.
- Upon arrival to campus, please take your temperature at one of the temperature stations. Temperature stations are located at the main entrance of each building. If it is below 100.4 degrees, you may proceed to class. If it is above 100.4 degrees F, do not proceed. Notify your instructor via email and plan to return home.
 - If you begin to feel ill during the day and experience any of the following symptoms, notify your instructor immediately and plan to leave for the day:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Our student's safety and the safety of our staff and faculty are top priority. If you miss class time, discuss this with your instructor.

Protective Measures While On-Campus

- Face to Face classes have been modified to allow for 6ft social distancing. To accommodate large classes, alternate classrooms have been reserved so that faculty can either Zoom from one room to another room or split the class into a 'breakout' room. Please see the [COVID Alternate Room](#) spreadsheet for F2F classes.
- Areas of the campus off limits to students are indicated by signage.
- Students are instructed to take breaks where social distancing is possible. Signage is provided as a reminder.
- Bathroom stalls have been modified to allow for 6ft. social distancing.
- All students and staff will follow all PPE guidelines and handwashing protocols at all times during the day.

AFTER ON-CAMPUS CLASSES

Protective Measures outlined below:

All students must conduct stay-at-home measures outlined below. Any student who must leave home to go to work must follow the same measures in traveling to and from work and during the work day. The health and well-being of all students is considered of highest value in our institution. Please utilize COS resources as needed and stay in touch with us with questions and needs.

- Conduct stay-at-home measures
 - Minimize trips away from home.
 - Keep surfaces clean.
 - Isolate or keep distance from any household member who is sick.
 - If any household member shows any signs or symptoms of illness isolate from them immediately and seek medical attention for that person.
 - If you are exposed to anyone having any of the symptoms reflective of COVID-19 or who have tested positive to COVID-19, notify your instructor immediately.

- Follow recommended procedures for any trips away from home
 - Be alert to the fact that viral contamination of surfaces is a known means of transmission of infection. Clean everything that touches anything touched by others (such as shopping carts, credit cards, shopping bags, items purchased).
 - Keep hand sanitizer and/or disposable gloves for use of ATM, vending machines, gasoline pumps, and transfer of items at the time of purchases.
 - Wear a mask in public. Do not touch the mask except in the rear ties or loops to remove it. Wash it or dispose of it immediately upon removal.
 - Wash hands and/or use antibacterial frequently.

- Upon returning home after going out to the store or any public place do the following:
 - Wash your hands and/or use antibacterial
 - If you used a reusable shopping bag, clean it immediately. Washable bags are recommended and wash them upon arriving home.
 - Clean your cell phone. If possible keep it in a plastic bag and dispose of the bag upon return home.
 - Avoid touching your face while carrying out these procedures. If you do accidentally touch your face, wash thoroughly immediately.

Home protocols should include frequent cleaning of hard surfaces at home with an effective disinfectant solution (e.g. 60% alcohol).

Yreka Campus

Reopening Plan for Employees

BEFORE EMPLOYEES COME TO CAMPUS

Precautions taken prior to coming onto campus

- Employees are directed to follow COVID-19 guidelines and practice social distancing as recommended by the State of California, the CDC, and Siskiyou Public Health.
- If you have traveled out of the county commuting area, you must test 5 days after your trip and obtain a negative test result prior to returning to campus or quarantine for 14 days.

Initial screening for employees:

- Before leaving your home, if you have a thermometer take your temperature. Do you have any of the following? If so, stay home, notify your supervisor, and check with your healthcare provider:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Transportation:
 - It is recommended that you use your own vehicle
 - Avoid public transportation
 - If carpooling, make sure all occupants follow COS screening protocols and protective measures
 - If your vehicle is shared, make sure COS protocols are followed

WHILE ON CAMPUS

- Upon arrival to campus, please take your temperature at one of the temperature stations. Temperature stations are located at the main entrance of each building. If it is below 100.4 degrees, you may proceed. If it is above 100.4 degrees F, do not proceed. Notify your supervisor and plan to return home.
- Be prepared to either download the Health App to complete each morning before going to campus or complete the paper form when entering campus.

- If you begin to feel ill during the day and experience any of the following symptoms, notify your supervisor immediately and plan to leave for the day:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Protective Measures While On-Campus

- The Yreka Campus Office furniture and equipment have been modified to allow for 6ft social distancing as well as provide a protective barrier. Tape markers have been placed on the floor to indicate where visitors should stand.
- For Faculty teaching face-to-face, alternate classrooms have been secured for sections with anticipated class sizes exceeding identified social distancing classroom capacity. Alternate classrooms have been reserved to allow faculty to either Zoom from one room into another or split the class into a 'breakout' room. Please see the [COVID Alternate Room](#) spreadsheet for F2F classes. Faculty are asked to identify (when needed) which students are to report to each room on specified days. Faculty are also encouraged to allow students to 'Zoom' into the class remotely, on specific days, to exercise social distancing protocols.
- In instances where 6 ft. social distancing is not possible (example, walking by a desk to get outside of the classroom/office), employees and students are required to wear a mask (as per Statewide guidelines).
- Employees are instructed to take breaks where social distancing is possible. Signage is provided as a reminder.
- Bathroom stalls have been modified to allow for 6ft. of social distancing.
- All employees will follow PPE guidelines and handwashing protocols at all times during the day.

AFTER WORK

Protective Measures for the Semester: While at Home and If You Go Out

All employees must conduct stay-at home measures outlined below. The health and well-being of all students and employees is considered of highest value in our institution.

- Conduct stay-at-home measures

- Minimize trips away from home.
- Keep surfaces clean.
- Isolate or keep distance from any household member who is sick.
- If any household member shows any signs or symptoms of illness, isolate from them immediately and seek medical attention for that person.
- If you are exposed to anyone having any of the symptoms reflective of COVID-19 or who have tested positive to COVID-19, notify your supervisor immediately.
- Follow recommended procedures for any trips away from home:
 - Be alert to the fact that viral contamination of surfaces is a known means of transmission of infection. Clean everything that touches anything touched by others (such as shopping carts, credit cards, shopping bags, items purchased).
 - Keep hand sanitizer and/or disposable gloves for use of ATM, vending machines, gasoline pumps, and transfer of items at the time of purchases.
 - Wear a mask in public. Do not touch the mask except in the rear ties or loops to remove it. Wash it or dispose of it immediately upon removal.
 - Wash hands and/or use antibacterial frequently.
- Upon returning home after going out to the store or any public place do the following:
 - Wash your hands and/or use antibacterial
 - If you used a reusable shopping bag, clean it immediately. Washable bags are recommended and wash them upon arriving home.
 - Clean your cell phone. If possible keep it in a plastic bag and dispose of the bag upon return home.
 - Avoid touching your face while carrying out these procedures. If you do accidentally touch your face, wash thoroughly immediately.
- Home protocols should include frequent cleaning of hard surfaces at home with an effective disinfectant solution (e.g. 60% alcohol).

Fire Academy

COVID-19 Face to Face Action Plan (F2F)

We are currently delivering lectures and virtual labs via Canvas and Zoom. We have developed specific safety protocols to be implemented before, during and after lectures/labs. Lab groups have been reorganized to minimize potential student travel. The F2F labs will be set up as detailed to minimize contact and maximize safety.

BEFORE LECTURE/LAB SAFETY PROTOCOLS

Precautions taken prior to returning to on-campus activities

- Students have followed the shelter in place guidelines and have practiced social distancing, as recommended by the State of California and the CDC, for at least 14 days

Initial screening for students enrolled in the FIRE Program

- Before leaving your home, take your temperature. Do you have any of the following? If so, stay home, notify your instructor, and check with your healthcare provider:
 - Cough
 - Sore throat
 - Fever (temperature above 100.4 degrees F.)
 - Body aches
 - Shortness of breath
 - Loss of smell or taste
- Transportation:
 - It is recommended that you use your own vehicle.
 - Avoid public transportation
 - If carpooling, make sure all occupants follow CDC protective measures.

DURING LECTURE/LAB SAFETY PROTOCOLS

1. Groups of one Strike Team (5) cadets with 1 drill instructor (6 total) will make up one rotation for drill work.
2. We will use TTC rooms 101, and room 102 for lecture delivery 0645-1800 Mon thru Thursday, while maintaining 6 feet of social distancing. The different lab groups will be organized so as to not contact each other and will maintain maximum distance.
3. All students and staff will park in the TTC parking lot and will only enter and exit the TTC building through the main entrance while maintaining social distancing.
4. The cadets will be organized into groups from the same geographical area and assigned to a singular drill instructor to minimize any cross contact between student and instructors.

5. During breaks cadets shall maintain social distancing and only leave their designated room to use the restroom or go outside limited to the TTC drill grounds or parking lot.
6. During lunchtime cadets will take lunch in their vehicle. We will work with the cafeteria to allow for lunch to be available for cadets who wish to purchase lunch on campus.
7. Cadets will be evaluated for COVID-19 probability through the *College of the Siskiyou Pandemic/Academy COVID-19 Evaluation Questions*. This takes into consideration travel, family member, and other exposure potential factors to determine the need to self-quarantine before returning to on campus F2F lab.
8. When drills require us to go to less than the 6-foot social distancing, refer to
 - A). Centers for Disease Control and Prevention; Coronavirus Disease 2019 Section: Preventing Getting Sick (recommendations for cloth Face covers). Subsection Cloth Face Covers and how to wear a cloth face cover.
 - B). SKU 2020 CPVID-19 Pandemic Plan Addendum Section Training.
 1. Use of protective masks
 2. Hygiene Techniques to prevent spread
 3. Decontamination of equipment and work stations
9. Each cadet has already been fit tested and currently will be using protective face shields if closer than the required social distancing. While on the fire grounds during drill work the cadet shall wear proper PPE for the function required of the training. Structure, Wildland, Rescue and specialty classes. The drill instructors will shall be required to meet these guidelines as well.
10. Every face to face drill class day, students and instructors will be evaluated for signs and symptoms of COVID-19 and anyone who even feels sick at all will be instructed to remain at home.
11. If a cadet becomes sick with any of the COVID-19 symptoms during class time, then class will be stopped for the day and disinfection will occur and further evaluation will be conducted.
12. Any cadet that is absent from a lecture or drill shall follow the Academy Syllabus regarding Medical Absence page eight (8).
 Medical Absence:
 Medical absences will be accepted only if documentation is provided that you are under a doctor's care with a statement from the doctor recommending that you do not attend class.

Additional:

Because of the current COVID-19 precautions, in order to return to the Academy program it shall be noted that if the evaluating physician suspects COVID-19, the cadet shall seek further evaluation from their local physician and/or direction from the local Health Department. Upon that evaluation and the cadet is given a clean release to return, that documentation shall be provided and placed in the cadets file.

AFTER LECTURE/LAB SAFETY PROTOCOLS



1. When cadets are complete with their drills, they will disinfect the area before they leave. They will also practice appropriate hand washing.
2. Conduct stay-at-home measures
 - Remain in home setting during online classes. Do not use community computers or study in community settings.
 - Minimize trips away from home.
 - Keep surfaces clean
 - Isolate or keep distance from any household member who is sick
 - If any household member shows any signs or symptoms of illness, isolate from them immediately and seek medical attention for that person.
 - If you are exposed to anyone having any of the symptoms reflective of COVID-19 or who have tested positive to COVID-19, notify your instructor immediately.
3. Follow recommended procedures for any trips away from home
 - a. Be alert to the fact that viral contamination of surfaces is a known means of transmission of infection. Clean everything that touches anything touched by others (such as shopping carts, credit cards, shopping bags, items purchased).
 - b. Keep hand sanitizer and/or disposable gloves for use of ATM, vending machines, gasoline pumps, and transfer of items at the time of purchases.
 - c. Wear a mask in public. Do not touch the mask except in the rear ties or loops to remove it. Wash it or dispose of it immediately upon removal.
 - d. Wash hands frequently
 - e. Wear gloves when touching any store items or things others may have touched
 - f. Dispose of any gloves used so that you are not touching any personal items with them, including doorknobs at home, car handles or steering wheel, personal devices such as cell phones, etc.
4. Upon returning home after going out to the store or any public place do the following:
 - a. Remove your clothing and place it immediately in the washer and dryer on highest heat it will tolerate.
 - b. Remove shoes at the door and disinfect them with alcohol spray, wipes or available disinfectant
 - c. Immediately wash all items purchased prior to putting them away
 - d. If you used a reusable shopping bag, clean it immediately. Washable bags are recommended and wash them upon arriving home.
 - e. Clean your cell phone. If possible keep it in a plastic bag and dispose of the bag upon return home.

- f. Avoid touching your face while carrying out these procedures. If you do accidentally touch your face, wash thoroughly immediately.
 - g. Follow the same procedures for return from any clinical setting.
5. Home protocols should include frequent cleaning of hard surfaces at home with an effective disinfectant solution (e.g. 60% alcohol).

College of the Siskiyous Pandemic/Academy COVID-19 Evaluation Questions.

- a. Have you been diagnosed with COVID-19 in the past 14 days?
 - **Yes**- You must not come to campus until further clearance.
 - **No**- Proceed to next question

- b. Do you live with someone who has been diagnosed with COVID-19?
 - **Yes**- You must not come to campus until further clearance.
 - **No**- Proceed to next question

- c. In the past 14 days did you or anyone in your household have an illness with any one of these symptoms?
 1. Fever (> 37.7°C / 99.9° F)
 2. Sore Throat
 3. Difficulty Breathing or Shortness of Breath
 4. Unexplained muscle aches / Headache
 5. Cough
 6. Abdominal discomfort
 7. Loss of smell or taste
 8. Nasal congestion or Sneezing (*Different from pre-existing allergies.*)
 9. Vomiting
 10. Diarrhea
 - **Yes**- You must not come to campus until further clearance.
 - **No**- Proceed to next question

- d. Have you returned from travel outside the U.S. or from New Jersey, New York, or Connecticut in the past 14 days **and** you have NO symptoms in question #3?
 - **Yes**- You must daily monitor for symptoms in question #3 for 14 days after you returned from travel before you may return to campus.
 - **No**- Proceed to next question

- e. Have you been following the shelter in place guidelines and practicing social distancing as recommended by the State of California and the CDC for the past 14 days?

- **Yes**- You must continue following the guidelines before and after you return to campus. If you are traveling to the Weed area from outside of Siskiyou County you must continue to maintain social distancing and protective measures during your travel.
 - **No**- You must quarantine and document monitoring for symptoms in question #3 for 14 days before returning to campus.
- f. Have you been in contact with someone diagnosed with COVID-19 in the past 14 days?
- **Yes**- Were you in full PPE? (Fluid resistant gown, Gloves, Goggles, and N-95 or higher respirator)
 1. **Yes**- You may return to campus but must monitor for symptoms in question #3 daily.
 2. **No**- You must quarantine and document monitoring for symptoms for 14 days before returning to campus.
 1. *If you were in partial PPE, N-95 or higher respirator, gloves but no gown or goggles. Did you have prolonged Close Contact? (within 6 feet over 1-2 minutes)*
 - **Yes**- You must quarantine and document monitoring for symptoms for 14 days after contact before returning to campus.
 - **No**- You may return to campus but must monitor for symptoms in question #3 daily.
 - **No**- Proceed to next question
- g. I have answered truthfully and to the best of my knowledge the above questions and will follow the strict rules set forth by the College of The Siskiyou Pandemic Program Action Plan.
- **Yes**- You may return to campus for face to face lab instruction with the limits and guidelines set forth. You **MUST** evaluate daily for symptoms in question #3.
 - **No**- You need to rethink your role in the Fire Profession.

Nursing Safety Protocols for Healthcare Sites Clinical Experiences

BEFORE YOUR CLINICAL EXPERIENCE



Precautions taken prior to returning to on-site clinical experiences

- Students have been directed to follow the shelter in place guidelines and have practiced social distancing, as recommended by the State of California and the CDC, for at least 14 days

Initial screening for students in Nursing studies.

- Before leaving your home, if you have a thermometer, take your temperature. Do you have any of the following? If so, stay home, notify your instructor, and check with your healthcare provider:
 - Cough
 - Sore throat
 - Fever (temperature above 100.4 degrees F.)
 - Muscle or body aches
 - Shortness of breath or difficulty breathing
 - New loss of smell or taste
 - Fever or chills
 - Fatigue
 - Headache
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Have you taken any antipyretic medication (Tylenol, Aspirin, or NSAID) within the past 12 hours?
- Transportation:
 - It is recommended that you use your own vehicle.
 - Avoid public transportation
 - If carpooling, make sure all occupants follow COS screening protocols and protective measures
 - If your vehicle is shared, make sure COS protocols are followed. See attachments for details.

DURING YOUR CLINICAL EXPERIENCE

- Upon arrival at your clinical site, follow the clinical site protocols. **FAIRCHILD MEDICAL CENTER (FMC):** Enter through the main entrance. Temperature and

screening will be conducted by hospital staff. Notify your instructor if you do not pass the screening and plan to return home.

- **Mercy Mount Shasta Medical Center (MMC):** Enter through the main entrance. Temperature and screening will be conducted by hospital staff. If you pass the screening, you will be given a colored sticker for your name badge. Notify your instructor if you do not pass the screening and plan to return home.
- If you begin to feel ill during the clinical day and experience any of the screening checklist, notify your instructor immediately and plan to leave for the day.
- Your safety and the safety of healthcare staff and patients are a top priority. If you miss clinical time, discuss this with your instructor. Clinical make-up policies remain as outlined in your handbook.

Protective Measures While in the Healthcare Setting

Remember that protection is both for you and for patients and other healthcare workers. Follow all guidelines of the healthcare setting. For COS protocol, even if the healthcare setting does not require it, do the following:

1. Arrive in your own clothing and change into your scrubs, including shoes, upon arrival at the healthcare setting. Place your personal clothing in a clean bag and store it away from patient care areas.
2. Follow the screening procedures as set up by COS and the healthcare agency.
3. For your clinical experiences, you are **not allowed** in any isolation rooms or in any rooms where an aerosolized procedure is being done.
4. Wear a mask or (N-95 or KN-95 respirator if indicated) at all times. Type of mask used depends upon the setting and exposure to potential COVID-19 infected individuals.
 - a. Wear a disposable surgical mask in all settings in which you will have direct contact with patients.
 - b. A face shield is recommended in any setting in which excessive secretions are being produced.
 - c. Remove any mask or respirator from the rear and never touch the front or sides of the mask in any circumstance. If touching the mask or respirator is necessary, use disposable gloves and dispose of them immediately.
 - d. Make sure any mask covers your chin, nose, and mouth properly and that any N95 respirator fits snugly on your face.
 - e. If you are using an N95 respirator,
 - i. Use a second surgical mask to cover it during direct patient contact.
 - ii. Follow the hospital current policy for N95 indications, usage, storage and sterilization.

- f. Take a mask break if needed if you are feeling serious need for fresh air. Follow all precautions for removal and re-donning of PPE after any break.
 - g. If necessary, remind the healthcare agency personnel that College of the Siskiyous nursing students are not to provide care to any COVID-19 or suspected COVID-19 patients. If there are any questions, contact your instructor or the program director.
5. Follow all PPE guidelines and handwashing protocols at all times during the day.
 6. At end of day, change into your street clothing and place all of your scrubs outfit into a plastic bag. Clean your shoes with disinfectant wipes or put your shoes in a bag for cleaning upon return home. Put on your street shoes. If available, shower before changing into your street clothes.
 7. Upon arrival at home, follow the home arrival procedures as outlined below in item 3, returning home.

College of the Siskiyous Nursing – REQUIRED PROTECTIVE MEASURES

AFTER YOUR CLINICAL EXPERIENCE



Protective Measures for the Remainder of the Semester: While at Home and If You Go Out

College of the Siskiyous encourages remote methods of teaching and learning whenever possible during the COVID-19 crisis. It is understood that nursing students must complete a required amount of time of their clinical education in settings that are considered direct patient care. Therefore, specific measures are outlined below to protect students, their families and the public; students are expected to comply.

All students must conduct stay-at-home measures outlined below. Any student who must leave home to go to work must follow the same measures in travel to and from work and during the work day. Students must comply with the following for two weeks before entering any clinical rotation setting and for the duration of the semester's clinical experiences. The health and well-being of all students is considered of highest value in our institution. Please utilize COS resources as needed and stay in touch with us with questions and needs.

- Conduct stay-at-home measures
 - Remain in home setting during online classes. Do not use community computers or study in community settings.
 - Minimize trips away from home.
 - Keep surfaces clean (for cleaning agents, see CDC recommendations in attachments)
 - Isolate or keep distance from any household member who is sick

- If any household member shows any signs or symptoms of illness listed in screening page 1, a-f, isolate from them immediately and seek medical attention for that person.
- If you are exposed to anyone having any of the symptoms reflective of COVID-19 or who have tested positive to COVID-19, notify your instructor immediately.
- Follow recommended procedures for any trips away from home
 - Be alert to the fact that viral contamination of surfaces is a known means of transmission of infection. Clean everything that touches anything touched by others (such as shopping carts, credit cards, shopping bags, items purchased).
 - Keep hand sanitizer and/or disposable gloves for use of ATM, vending machines, gasoline pumps, and transfer of items at the time of purchases.
 - Wear a mask in public. Do not touch the mask except in the rear ties or loops to remove it. Wash it or dispose of it immediately upon removal.
 - Wash hands frequently
 - Wear gloves when touching any store items or things others may have touched
 - Dispose of any gloves used so that you are not touching any personal items with them, including doorknobs at home, car handles or steering wheel, personal devices such as cell phones, etc.
- Upon returning home after going out to the store or any public place do the following:
 - Remove your clothing and place it immediately in the washer and dryer on highest heat it will tolerate.
 - Remove shoes at the door and disinfect them with alcohol spray, wipes or available disinfectant
 - Immediately wash all items purchased prior to putting them away
 - If you used a reusable shopping bag, clean it immediately. Washable bags are recommended and wash them upon arriving home.
 - Clean your cell phone. If possible keep it in a plastic bag and dispose of the bag upon return home.
 - Avoid touching your face while carrying out these procedures. If you do accidentally touch your face, wash thoroughly immediately.
 - Follow the same procedures for return from any clinical setting.
- Home protocols should include frequent cleaning of hard surfaces at home with an effective disinfectant solution (e.g. 60% alcohol).

Physical Distancing

Answer the following questions:

1. Outside of your work time, have you been staying at home and practicing physical distancing and protective behaviors as described by California Governor and outlined by CDC for the last 14 days? Please see the CDC handouts provided by your instructor or as attachment to this survey.
 - a. Yes
 - b. No - Describe
2. Have you traveled to any location outside your area of commute in the last 14 days?
 - a. No
 - b. Yes
 - Where?
 - For how long?
 - Contact with others (describe how many persons and length of time)?
3. Have you been in contact with anyone outside of the healthcare setting who was sick during the last 14 days?
 - a. No
 - b. Yes
 - Describe type of illness and conditions of contact
 - COVID-19 or suspected?
4. Have you been in contact with anyone during your work as a healthcare provider who was documented or suspected to have COVID-19?
 - a. No
 - b. Yes - Describe circumstances, your role, and precautions

Sources:

CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

FDA - <https://www.fda.gov/emergency-preparedness-and-response/counterterrorism-and-emerging-threats/coronavirus-disease-2019-covid-19>

ANA - webinar series on COVID-19 <https://www.nursingworld.org/continuing-education/ana-covid-19-webinar-series-free/>

County of Siskiyou Public Health

<https://www.co.siskiyou.ca.us/publichealth/page/covid-19-what-siskiyou-county-residents-need-know-now>

You must sign the attached agreement prior to attending any clinical rotation experience.

Nursing Safety Protocols for On Campus Clinical Site -Lab Experiences

BEFORE YOUR CLINICAL-LAB EXPERIENCE



Precautions taken prior to returning to clinical-lab experiences

- Students have been directed to follow the shelter in place guidelines and have practiced social distancing, as recommended by the State of California and the CDC, for at least 14 days

Initial screening for students in healthcare and/or first responder studies.

- Before leaving your home, if you have a thermometer, take your temperature. Do you have any of the following? If so, stay home, notify your instructor, and check with your healthcare provider:
 - Cough
 - Sore throat
 - Fever (temperature above 100.4 degrees F.)
 - Muscle or body aches
 - Shortness of breath or difficulty breathing
 - New loss of smell or taste
 - Fever or chills
 - Fatigue
 - Headache
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Have you taken any antipyretic medication (Tylenol, Aspirin, or NSAID) within the past 12 hours?
- Transportation:
 - It is recommended that you use your own vehicle.
 - Avoid public transportation
 - If carpooling, make sure all occupants follow COS screening protocols and protective measures
 - If your vehicle is shared, make sure COS protocols are followed.

DURING YOUR CLINICAL-LAB EXPERIENCE



- Upon arrival at your RHSI follow the protocols for screening and temperature taking. If it is above 100.4 degrees F, do not proceed. Notify your instructor and plan to return home.
- If you begin to feel ill during the lab day and experience any of the screening symptoms, notify your instructor immediately and plan to leave for the day.
- Your safety and the safety of faculty and staff are a top priority. If you miss lab time, discuss this with your instructor. Clinical-lab make-up policies remain as outlined in your handbook.

Protective Measures While in the RHSI Clinical Lab

Remember that protection is both for you and for peers and faculty. You will follow the same protocol as if you were in a clinical setting.

1. Follow the screening procedures as set up by COS.
2. Arrive in your own clothing and change into your scrubs, including shoes, upon arrival at the healthcare setting. Place your personal clothing in a clean bag and store it away from patient care areas.
3. Wear a mask and follow physical distancing rules at all times.
Take a mask break if needed if you are feeling serious need for fresh air. Follow all precautions for removal and re-donning of PPE after any break.
4. Follow all PPE guidelines and handwashing protocols at all times during the day.
5. At end of day, change into your street clothing and place all of your scrubs outfit into a plastic bag. Clean your shoes with disinfectant wipes or put your shoes in a bag for cleaning upon return home. Put on your street shoes. If available, shower before changing into your street clothes.
6. Upon arrival at home, follow the home arrival procedures as outlined below in item 3, returning home.

Protective Measures While in the On-Campus Lab Setting (RHSI)

- Rooms 1-121 and 1-123 are zoom rooms. Distance requirements, maintaining 6 ft. of physical distancing, have been marked by using painters tape on the chairs not to be used. The instructor will teach in one of the rooms and zoom to the other.
- Areas of the building off limits to students are indicated by signage. For example, instructor offices, admin area bathrooms, and nursing admin office suite.

- Students are instructed to take breaks in their cars, or outside on the benches and picnic tables using social distancing. Signage is provided as a reminder.
- Woman's bathroom stalls 1, 3, and 5 are available for use. Stalls 2 & 4 are locked. This provides 9 feet of distance apart. Signage is posted to remind students to stay 6 feet apart at the sinks, and if a line forms, outside of the bathroom.
- Men's bathroom Urinal 1 is available for use and the handicapped stall only. Signage is posted to remind students to stay 6 feet apart at the sinks, and if a line forms, outside of the bathroom.
- 1-115 Skills lab is set up with beds for use at a minimum of 6 feet apart. Students will wear surgical mask during labs.
- 1-118 Sim lab is set up with beds for use at a minimum of 6 feet apart. The high-fidelity rooms are locked and not used unless required in the plan. Students will wear surgical mask during labs.
- All students and staff will follow all PPE guidelines and handwashing protocols at all times during the day.
- Schedule of use: Refer to Reading/ Lab Schedule
NURS 0951 LVN Clinical Skills Lab

College of the Siskiyous Nursing – REQUIRED PROTECTIVE MEASURES

AFTER YOUR CLINICAL-LAB EXPERIENCE



Protective Measures for the Remainder of the Semester: While at Home and If You Go Out

College of the Siskiyous encourages remote methods of teaching and learning whenever possible during the COVID-19 crisis. It is understood that nursing students must complete 50% of their clinical education in settings that are considered direct patient care. Therefore, specific measures are outlined below to protect students, their families and the public; students are expected to comply.

All students must conduct stay-at-home measures outlined below. Any student who must leave home to go to work must follow the same measures in travel to and from work and during the work day. Students must comply with the following for two weeks before entering any clinical rotation setting and for the duration of the semester's clinical experiences. The health and well-being of all students is considered of highest value in our institution. Please utilize COS resources as needed and stay in touch with us with questions and needs.

- Conduct stay-at-home measures
 - Remain in home setting during online classes. Do not use community computers or study in community settings.
 - Minimize trips away from home.

- Keep surfaces clean (for cleaning agents, see CDC recommendations in attachments)
 - Isolate or keep distance from any household member who is sick
 - If any household member shows any signs or symptoms of illness listed in screening page 1, isolate from them immediately and seek medical attention for that person.
 - If you are exposed to anyone having any of the symptoms reflective of COVID-19 or who have tested positive to COVID-19, notify your instructor immediately.
- Follow recommended procedures for any trips away from home
 - Be alert to the fact that viral contamination of surfaces is a known means of transmission of infection. Clean everything that touches anything touched by others (such as shopping carts, credit cards, shopping bags, items purchased).
 - Keep hand sanitizer and/or disposable gloves for use of ATM, vending machines, gasoline pumps, and transfer of items at the time of purchases.
 - Wear a mask in public. Do not touch the mask except in the rear ties or loops to remove it. Wash it or dispose of it immediately upon removal.
 - Wash hands frequently
 - Wear gloves when touching any store items or things others may have touched
 - Dispose of any gloves used so that you are not touching any personal items with them, including doorknobs at home, car handles or steering wheel, personal devices such as cell phones, etc.
- Upon returning home after going out to the store or any public place do the following:
 - Remove your clothing and place it immediately in the washer and dryer on highest heat it will tolerate.
 - Remove shoes at the door and disinfect them with alcohol spray, wipes or available disinfectant
 - Immediately wash all items purchased prior to putting them away
 - If you used a reusable shopping bag, clean it immediately. Washable bags are recommended and wash them upon arriving home.
 - Clean your cell phone. If possible keep it in a plastic bag and dispose of the bag upon return home.
 - Avoid touching your face while carrying out these procedures. If you do accidentally touch your face, wash thoroughly immediately.
 - Follow the same procedures for return from any clinical setting.
 - Home protocols should include frequent cleaning of hard surfaces at home with an effective disinfectant solution (e.g. 60% alcohol).

Physical Distancing

Answer the following questions:

5. Outside of your work time, have you been staying at home and practicing social distancing and protective behaviors as described by California Governor and outlined by CDC for the last 14 days? Please see the CDC handouts provided by your instructor or as attachment to this survey.
 - c. Yes
 - d. No - Describe
6. Have you traveled to any location outside your "area of commute" area in the last 14 days?
 - c. No
 - d. Yes
 - Where?
 - For how long?
 - Contact with others (describe how many persons and length of time)?
7. Have you been in contact with anyone outside of the healthcare setting who was sick during the last 14 days?
 - c. No
 - d. Yes
 - Describe type of illness and conditions of contact
 - COVID-19 or suspected?
8. Have you been in contact with anyone during your work as a healthcare provider who was documented or suspected to have COVID-19?
 - a. No
 - b. Yes - Describe circumstances, your role, and precautions

Sources:

CDC – <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

FDA – <https://www.fda.gov/emergency-preparedness-and-response/counterterrorism-and-emerging-threats/coronavirus-disease-2019-covid-19>

ANA - webinar series on COVID-19 <https://www.nursingworld.org/continuing-education/ana-covid-19-webinar-series-free/>

County of Siskiyou Public Health

<https://www.co.siskiyou.ca.us/publichealth/page/covid-19-what-siskiyou-county-residents-need-know-now>

You must sign the attached agreement prior to attending any clinical rotation experience.

Law Enforcement Academy

Face-to-Face Action Plan

On March 19, 2020, Governor Newsom issued Executive Order N-33-20 directing all residents immediately to heed current State public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as the State Public Health Officer may designate as critical to protect health and well-being of all Californians.

As outlined by the State of California, one of the components of the Essential Critical Infrastructure includes the Emergency Services Sector. Under that umbrella, law enforcement, fire and rescue services, emergency medical services, corrections, etc. are specifically outlined as a component of the "Essential Workforce."

According to the Government Operations and Other Community-Based Essential Functions:

"Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that comprise the essential workforce for all identified critical sectors."

Based upon the immediate need for graduating cadets from the Law Enforcement Academy, the Academy plans to resume training on **Monday, May 11, 2020.**

In order to minimize exposure and maximize safety during training, the following protocols have been established to specify how the Law Enforcement Academy will structure its training:

BEFORE LECTURE/LAB SAFETY PROTOCOLS



Precautions taken prior to returning to on-campus activities

- Cadets have followed the "shelter-in-place" guidelines and have practiced social/physical distancing for 14 days as ordered by the State of California, County of Siskiyou Public Health Department, and the CDC.
- In addition to following the shelter-in-place guidelines cadets will be participating in contact tracing to ensure they have not experienced any symptoms and have not been exposed to any known or suspected cases 14 days prior to class starting.

Initial screening for Cadets enrolled in the Law Enforcement Academy

- Before leaving your home, take your temperature. Do you have any of the following? If so, stay home, notify your instructor, and check with your healthcare provider:
 - Fever ($> 37.7^{\circ}\text{C}$ / 99.9°F)
 - Sore Throat
 - Difficulty Breathing or Shortness of Breath
 - Unexplained muscle aches / Headache
 - Cough
 - Abdominal discomfort not listed as a COVID 19 symptom by CDC
 - Loss of smell or taste
 - Nasal congestion or Sneezing (*Different from pre-existing allergies.*)
 - Vomiting
 - Diarrhea
- Transportation to and from class:
 - It is recommended that you use your own vehicle.
 - Avoid public transportation
 - If carpooling, make sure all occupants follow CDC protective measures.
 - Any stops for essential services must be documented on contact tracing form
 - Any stops for non-essential service are prohibited

DURING LECTURE/LAB SAFETY PROTOCOLS

13. The Law Enforcement Academy cadets will report to formation in the north parking lot of the Life Science Building (Building 3). While in formation, cadets will be spaced a minimum of six feet from each other.
14. While in formation, each cadet will wear a cloth face covering.
15. While in formation, each cadet will receive a temperature check via an infrared temperature gauge.
16. While in formation, each cadet will be evaluated by a staff member for COVID-19 probability using the *College of the Siskiyous Law Enforcement Academy COVID-19 Evaluation Questionnaire*. Symptoms of COVID-19 may include:
 1. Fever ($> 37.7^{\circ}\text{C}$ / 99.9°F)
 2. Sore Throat
 3. Difficulty Breathing or Shortness of Breath
 4. Unexplained muscle aches / Headache
 5. Cough
 6. Abdominal discomfort
 7. Loss of smell or taste

8. Nasal congestion or Sneezing (*Different from pre-existing allergies.*)
 9. Vomiting
 10. Diarrhea
17. If a cadet is experiencing any of the above symptoms, the cadet will be dismissed from class, sent home, and will not be able to return to class until they are cleared by a healthcare provider.
18. Cadets will be required to wash hands or use hand sanitizer at the start of every day and when returning from lunch or breaks.
19. The Law Enforcement Academy will use the following primary locations for instruction:
1. **Life Science 3 (LS-3) (30 maximum cadets per training day)**. While in LS-3, cadets will be spaced out to comply with social/physical distancing.
 2. **Mat Room (15 maximum cadets per training day)**. While in the Mat Room, cadets will be spaced to comply with social distancing.
 3. **Outside (30 maximum cadets per training day)**. While outside, cadets will be spaced out to comply with social/physical distancing.
 4. **Firearms Range (15 maximum cadets per training day)**. While at the Firearms Range, cadets will be spaced out to comply with social/physical distancing.
 5. **County Airport (15 maximum cadets per training day)**. While at the County Airport, cadets will be spaced out to comply with social/physical distancing.
 6. **County Fairgrounds (30 maximum cadets per training day)**. While at the County Fairgrounds, cadets will be spaced out to comply with social/physical distancing.
20. Due to the small bathroom capacity in the Life Science Building, the maximum capacity of cadets in the restroom at one time shall be: **Men 2, Women 2.**
21. Cadets and staff will only park in the Life Science parking lot and will only enter and exit Life Science through the northwest entrance **prior to being screening and** while maintaining social/physical distancing.
22. During breaks, cadets shall maintain social/physical distancing and only leave their designated room to use the restroom or go outside limited to the Life Science parking lot.
23. During lunch, cadets may eat their lunch in their vehicles, on the north lawn of Life Science, or inside the classroom. At all times, cadets shall maintain social/physical distancing.
24. When training requires close contact (**less than six feet**) with other cadets (e.g., arrest and control, scenario training, etc.), each cadet shall wear appropriate Personal Protective Equipment (PPE) to include, **long sleeve shirts and pants**, cloth face coverings and single use, disposable examination gloves. Additional guidelines and resources are available through the California Commission on Peace Officer Standards and Training (POST) and the Office of Emergency Services (OES). Guidelines will be constantly and thoughtfully considered during all training.

25. If a cadet or staff member becomes sick with any of the COVID-19 symptoms during instruction, training will be stopped for the day and disinfection will occur and further evaluation will be conducted.
26. Cadets who do not come to class because they are sick will be evaluated by the COVID-19 criteria in consult with our medical director (Dr. Nathan Parker) before returning to class. If we suspect COVID-19, we will recommend the student seek further evaluation from their local doctor or health department.
27. When Cadets complete their daily training, they will disinfect the area before they leave.

AFTER LECTURE/LAB SAFETY PROTOCOLS



1. When Cadets are complete with their lab, they will disinfect the area before they leave.
2. Conduct stay-at-home measures
 - o Remain in home setting during online classes. Do not use community computers or study in community settings.
 - o Minimize trips away from home **only leaving the home for essential activities.**
 - o Keep surfaces clean
 - o Isolate or keep distance from any household member who is sick
 - i. Continue to practice **everyday preventive actions.**
 - ii. Keep the ill person in a separate room from others in the household.
 - iii. If **caring for a sick household member**, follow recommended precautions and monitor your own health.
 - iv. Keep surfaces disinfected.
 - v. Avoid sharing personal items.
 - vi. If you become sick, stay home contact instructor by phone or email.
 - vii. Take care of the **emotional health** of your household members, including yourself.
 - o If any household member shows any signs or symptoms of illness, isolate from them immediately and seek medical attention for that person. Then contact your instructor.
 - o If you are exposed to anyone having any of the symptoms reflective of COVID-19 or who have tested positive to COVID-19, notify your instructor immediately document on contact tracing form.
4. Follow CDC recommended procedures for any trips away from home
 - a. Wash your hands often

1. [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
2. If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
3. **Avoid touching your eyes, nose, and mouth** with unwashed hand

b. Avoid close contact

1. **Avoid close contact with people who are sick, even inside your home**. If possible, maintain 6 feet between the person who is sick and other household members.
2. **Put distance between yourself and other people outside of your home**.
3. Remember that some people without symptoms may be able to spread virus.
4. [Stay at least 6 feet \(about 2 arms' length\) from other people](#).
5. Do not gather in groups.
6. Stay out of crowded places and avoid mass gatherings.
7. Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

c. Cover your mouth and nose with a cloth face cover when around others

1. You could spread COVID-19 to others even if you do not feel sick.
2. Everyone should wear a [cloth face cover](#) when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - o Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
3. The cloth face cover is meant to protect other people in case you are infected.
4. Do NOT use a facemask meant for a healthcare worker.
5. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

d. Cover coughs and sneezes

1. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
2. Throw used tissues in the trash.
3. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

- e. Clean and disinfect
 1. **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 2. **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
 3. **Then, use a household disinfectant.** Most common **household disinfectants** will work.
6. Upon returning home after going out to the store or any public place do the following:
 - a. Remove your clothing and place it immediately in the washer and dryer on highest heat it will tolerate.
 - b. Remove shoes at the door and disinfect them with alcohol spray, wipes or available disinfectant
 - c. Immediately wash all items purchased prior to putting them away
 - d. If you used a reusable shopping bag, clean it immediately. Washable bags are recommended and wash them upon arriving home.
 - e. Clean your cell phone. If possible keep it in a plastic bag and dispose of the bag upon return home.
 - f. Avoid touching your face while carrying out these procedures. If you do accidentally touch your face, wash thoroughly immediately.
7. Home protocols should include frequent cleaning of hard surfaces at home with an effective disinfectant solution (e.g. 60% alcohol)

Paramedic Program (EMS)

Face to Face Action Plan (F2F)

We are currently delivering lectures and virtual labs via Canvas and Zoom. We have developed specific safety protocols to be implemented before, during and after lectures/labs. Lab groups have been reorganized to minimize potential student travel. The F2F labs will be set up as detailed to minimize contact and maximize safety.

BEFORE LECTURE/LAB SAFETY PROTOCOLS



- Before leaving your home, take your temperature. Do you have any of the following? If so, stay home, notify your instructor, and check with your healthcare provider:
 - Fever ($> 37.7^{\circ}\text{C}$ / 99.9°F)
 - Sore Throat
 - Difficulty Breathing or Shortness of Breath
 - Unexplained muscle aches / Headache
 - Cough
 - Abdominal discomfort
 - Loss of smell or taste
 - Nasal congestion or Sneezing (*Different from pre-existing allergies.*)
 - Vomiting
 - Diarrhea
- Transportation to and from class:
 - It is recommended that you use your own vehicle.
 - Avoid public transportation
 - If carpooling, make sure all occupants follow CDC protective measures.

DURING LECTURE/LAB SAFETY PROTOCOLS



28. Groups of 6 students with 1 instructor (7 total) the lab will be run by EIA's and will be overseen remotely via Zoom or phone by faculty. Faculty may need to be present for some of the F2F labs.
29. We will use ESTC rooms 113, 110ABC and 112AB for lab delivery from 0830 – 1730 MWF, while maintaining social distancing. The different lab groups

- will be organized to not contact each other and will maintain maximum distance.
30. Students and staff will only park in the ESTC parking lot and will only enter and exit the ESTC building through the main entrance while maintaining social distancing.
 31. The students will be organized into groups from the same geographical area and assigned to a singular lab instructor to minimize any cross contact between student and instructors.
 32. During breaks students shall maintain social distancing and only leave their designated room to use the restroom or go outside limited to the ESTC parking lot.
 33. During lunchtime students will take lunch in their vehicle. We will work with the cafeteria to allow for lunch to be available for students who wish to purchase lunch on campus.
 34. Students will be evaluated for Covid-19 probability through the *College of the Siskiyous Paramedic Covid-19 Evaluation Questions*. This takes into consideration travel, family member, and other exposure potential factors to determine the need to self-quarantine before returning to on campus F2F lab.
 35. When lab requires us to go to less than the 6 foot social distance we will utilize the personal protective equipment PPE that is recommend by our local EMS agency (Sierra Sacramento Valley EMS <https://www.ssvems.com/>) recommendation for first responders and ambulance providers for non-suspected Covid-19 patients.
 36. Each student has already been fit tested and issued special N-95 or higher respirators to be used if we have a high suspicion of Covid-19. This higher respiratory protection should be reserved for use in potential Covid-19 areas such as hospital clinical or ambulance ride time. Students and instructors will wear at a minimum, surgical or cloth facemasks during the time of face to face instruction and while in the ESTC or any campus building. These issued N-95 masks should not be worn anywhere else other than to class, limiting exposure.
 37. Every face to face lab class day, students and instructors will be evaluated for signs and symptoms of Covid-19 and anyone who even feels sick at all will be instructed to remain at home.
 38. If a student becomes sick with any of the Covid-19 symptoms during class time, then class will be stopped for the day and disinfection will occur and further evaluation will be conducted.
 39. Students who do not come to lab because they are sick will be evaluated by the Covid-19 criteria in consult with our medical director (Dr. Nathan Parker) before they can return to class. If we suspect Covid-19 then we will recommend the student seek further evaluation from their local doctor or health department.
 40. When students are complete with their lab, they will disinfect the area before they leave. They will also practice appropriate hand washing.

AFTER LECTURE/LAB SAFETY PROTOCOLS



3. When students are complete with their lab, they will disinfect the area before they leave. They will also practice appropriate hand washing.
4. Conduct stay-at-home measures
 - Remain in home setting during online classes. Do not use community computers or study in community settings.
 - Minimize trips away from home.
 - Keep surfaces clean
 - Isolate or keep distance from any household member who is sick
 - If any household member shows any signs or symptoms of illness, isolate from them immediately and seek medical attention for that person. Then contact your instructor.
 - If you are exposed to anyone having any of the symptoms reflective of COVID-19 or who have tested positive to COVID-19, notify your instructor immediately.
5. Follow CDC recommended procedures for any trips away from home
 - a. Be alert to the fact that viral contamination of surfaces is a known means of transmission of infection. Clean everything that touches anything touched by others (such as shopping carts, credit cards, shopping bags, items purchased).
 - b. Keep hand sanitizer and/or disposable gloves for use of ATM, vending machines, gasoline pumps, and transfer of items at the time of purchases.
 - c. Wear a mask in public. Do not touch the mask except in the rear ties or loops to remove it. Wash it or dispose of it immediately upon removal.
 - d. Wash hands frequently
 - e. Wear gloves when touching any store items or things others may have touched
 - f. Dispose of any gloves used so that you are not touching any personal items with them, including doorknobs at home, car handles or steering wheel, personal devices such as cell phones, etc.
8. Upon returning home after going out to the store or any public place do the following:
 - a. Remove your clothing and place it immediately in the washer and dryer on highest heat it will tolerate.
 - b. Remove shoes at the door and disinfect them with alcohol spray, wipes or available disinfectant
 - c. Immediately wash all items purchased prior to putting them away

- d. If you used a reusable shopping bag, clean it immediately. Washable bags are recommended and wash them upon arriving home.
 - e. Clean your cell phone. If possible keep it in a plastic bag and dispose of the bag upon return home.
 - f. Avoid touching your face while carrying out these procedures. If you do accidentally touch your face, wash thoroughly immediately.
9. Home protocols should include frequent cleaning of hard surfaces at home with an effective disinfectant solution (e.g. 60% alcohol)

College of the Siskiyous Pandemic Covid-19 Evaluation Questions.

1. Have you been diagnosed with Covid-19 in the past 14 days?
 - **Yes**- You must not come to campus until further clearance.
 - **No**- Proceed to next question

2. Do you live with someone who has been diagnosed with Covid-19?
 - **Yes**- You must not come to campus until further clearance.
 - **No**- Proceed to next question

3. In the past 14 days did you or anyone in your household have an illness with any one of these symptoms?
 1. Fever (> 37.7°C / 99.9° F)
 2. Sore Throat
 3. Difficulty Breathing or Shortness of Breath
 4. Unexplained muscle aches / Headache
 5. Cough
 6. Abdominal discomfort
 7. Loss of smell or taste
 8. Nasal congestion or Sneezing (*Different from pre-existing allergies.*)
 9. Vomiting
 10. Diarrhea
 - **Yes**- You must not come to campus until further clearance.
 - **No**- Proceed to next question

4. Have you returned from travel outside the U.S. or from New Jersey, New York, or Connecticut in the past 14 days **and** you have NO symptoms in question #3?
 - **Yes**- You must daily monitor for symptoms in question #3 for 14 days after you returned from travel before you may return to campus.
 - **No**- Proceed to next question

5. Have you been following the shelter in place guidelines and practicing social distancing as recommended by the CDC, State and local authorities for the past 14 days?
- **Yes-** You must continue following the guidelines before and after you return to campus. If you are traveling to the Weed area from outside of Siskiyou County you must continue to maintain social distancing and protective measures during your travel.
 - **No-** You must quarantine and document monitoring for symptoms in question #3 for 14 days before returning to campus.
6. Have you been in contact with someone diagnosed with COVID-19 in the past 14 days?
- **Yes-** Were you in full PPE? (Fluid resistant gown, Gloves, Goggles, and N-95 or higher respirator)
 1. **Yes-** You may return to campus but must monitor for symptoms in question #3 daily.
 2. **No-** You must quarantine and document monitoring for symptoms for 14 days before returning to campus.
 1. *If you were in partial PPE, N-95 or higher respirator, gloves but no gown or goggles. Did you have prolonged Close Contact? (within 6 feet over 1-2 minutes)*
 - **Yes-** You must quarantine and document monitoring for symptoms for 14 days after contact before returning to campus.
 - **No-** You may return to campus but must monitor for symptoms in question #3 daily.
 - **No-** Proceed to next question
7. I have answered truthfully and to the best of my knowledge the above questions and will follow the strict rules set forth by the College of The Siskiyou CTE pandemic Program Action Plan.
- **Yes-** You may return to campus for face to face lab instruction with the limits and guidelines set forth. You **MUST** evaluate daily for symptoms in question #3.
 - **No-**