RETURN TO CAMPUS PLAN
FALL/INTERSESSION/SPRING 2020-21

Academic/Career Education
Student Affairs
Business-Facilities-Technology
Athletics
Communications
Activities and Events
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Executive Summary

The San José City College (SJCC) Return to Campus plan was thoughtfully designed by the four campus Emergency Response Teams (ERTs) that had been meeting weekly since June 2020. The teams are inclusive of members from the management team and constituency groups assigned by the Academic Senate and Classified Senate. The SJCC plan promotes a safety-focused environment for both students and employees and incorporates SJCC’s guiding principles of opportunity, equity, and open, equitable access for student success and achievement.

The plan has been updated in January 2021 to recognize and incorporate the changes that have occurred since the writing of the original plan.

The SJECCD has determined that SJECCD locations shall remain officially ‘closed’ through the end of the Spring ’21 semester and that instruction and colleges services shall be provided remotely where possible. The District will designate certain employees and functions to remain on campus to perform their duties and responsibilities as Essential Workers.

Any exceptions to the guidelines and policies herein require approval in writing.

The four ERTs continue to develop different scenarios that comply with the evolving guidelines set forth by the San José-Evergreen Community College District (SJECCD), County of Santa Clara Public Health, the State of California and the Center for Disease Control and Prevention (CDC).

For the purposes of this plan, the definition of a close contact will be as follows:

“A close contact is someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive. Close contacts include people who had 15 minutes of continuous contact with the infected person, as well as people who had repeated short-duration interactions with the infected person.”

- No employee or student shall come to campus without express written permission—any employee and/or group not considered essential and a part of an administratively approved group registered with Facilities and Campus Police to be on campus who needs to come to campus must complete the Request to Return to Campus form on the Faculty/Staff website. Once receiving approval all instructions and directions must be followed.
- All employees coming to campus MUST register with Facilities and complete the self-assessment included in the mandatory Facilitron Contact Tracing system (per SB1159) (Yesenia at Yesenia.Ramirez@sjcc.edu)
- Pre-approved Campus Access will be limited to Tuesdays and Thursdays 8am – 3pm (already in effect)
• Purple Tier 1 mandates that **in-person lectures are prohibited** (Fire – Life - Safety programs are exempted)

• **No students are allowed on campus** with the exception of students in classes that are approved to be on-ground are allowed on campus – any students previously approved to be on campus for reasons other than attending an on-ground class are no longer allowed to do so

• Campus is closed to all outside facility use and rentals at this time.

• **The plans will remain flexible** and will be based on current guidelines from the **Centers for Disease Control**, the **County of Santa Clara Public Health**, **State Shelter Order**, **California Department of Public Health**, **the Governor’s Office**, **California Community College Chancellor’s Office**, and the **San José-Evergreen Community College District**.

• The College developed plans that respond to multiple scenarios, which may involve a return to remote work/learning, a hybrid model, and/or full re-open.

• **Social Distance is required on campus** and individuals must maintain at least six feet distance between people within classrooms, offices, and common areas.
  
  o Administrative Services will provide revised occupancy levels based on current social distancing guidelines for classrooms, labs and non-academic spaces.
  
  o Student Services and other academic services will also modify operations to deliver services while ensuring social distancing
  
  o Dining Services will remain closed
  
  o Bookstore services will remain closed to in-person services
  
  o All Breakrooms are closed for use per the Health Department mandate
  
  o Any Distribution events must be pre-approved and follow all COVID-19 guidelines and regulations

• **Face covering is required** for all employees and students while on campus to prevent the spread of COVID-19. SJCC will provide two washable cloth face covering to all employees, and disposables will be made available for students who come to campus without a face covering.

• **General Safety Practices** are in place and SJCC has intensified cleaning and disinfecting efforts. The Facilities employees will clean and disinfect occupied high traffic/high touch areas at regular intervals. Employees will be encouraged to clean their personal spaces daily with supplies provided. Signage will be placed in the classrooms and around the campuses to help guide everyone to maintain social distancing. Plexiglass barriers, seating removal or configurations, and other practices will be in place to assist with social distancing. Sanitation stations will be deployed throughout campuses.

• **Reporting COVID-19** – Students and employees should monitor themselves and stay home when experiencing any symptoms of COVID-19. SJECCD expects all employees and students to self-monitor and acknowledge that they are not aware of having symptoms of COVID-19 prior to coming on campus. If students or employees have a positive test, have symptoms of COVID-19 and are awaiting a test result, or have had
exposure to an individual who has a confirmed positive test, then they should complete Student Concern Form for students and Employees forms must notify District Office Human Resources.

- The **Mandatory Directive on Capacity Limitations** has a new section titled “Workplace Breakrooms and Break Areas”, which requires businesses (including government agencies) to prohibit personnel from using any indoor breakrooms or break areas for eating or drinking (even if they are alone in the room at the time) or gathering. Businesses (including government agencies) may allow personnel to access these indoor breakrooms or break areas only as necessary to use appliances (such as coffee makers, refrigerators, or microwaves) or to use alone for other purposes provided by law (such as lactation).

**SJCC ERT MEMBERS**

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Academic/Career Education
Reopening Plan

Classroom Group Scenarios

**Scenario #1 – Continuing Instruction remotely as Online Only**

Schedule: include same comment on sections to display in MyWeb as on summer classes: “Campus facilities are closed to help slow the spread of COVID-19. Students are required to attend classes, participate with the instructor online during the scheduled time listed.”

Distance Ed. supplements: if online supplement went through IPCC to add Distance Ed. instruction and faculty want to teach asynchronously, classes potentially changed to allow for removal of previous day/time meeting requirement

**Scenario #2a – Hybrid instruction for Allied Health Programs (DENT, MA, EMS)**

a. Lecture -
   - Either online or remote
   - No faculty or students on campus

b. Lab -
   - Labs on campus with students
   - Mark spacing for social distance requirement
     - Classrooms
     - Restrooms
     - Elevators and stairwells
     - Hallways
   - Rules for entering/exiting classroom when applicable
   - Measuring all room space to determine maximum number of occupants, where students are seated, and which equipment/lab stations can be used
     - Plans discussed and approved by faculty coordinators (and additional faculty where applicable)
     - Plans submitted and approved by ERT teams
   - Prop doors open to increase air flow and reduce high touch areas like doorknobs, etc.
   - Have students in shifts or use additional rooms
   - Students responsible for disinfecting tools and equipment after use. Facilities responsible for disinfecting common areas between classes (bathrooms, regular classroom tables/chairs, café tables/chairs, high touch surfaces)
   - Students come to campus wearing uniform so fewer students are using locker rooms
   - All students and staff wear masks while on campus
   - a. Additional PPE provided by CE division when applicable
   - Students complete self-assessment prior to class each day
     - Students not allowed on campus if they don’t pass
     - Admin or faculty review assessment prior to students entering classroom
     - Faculty retains student records (Canvas or hard copy)
   - Temperature checks taken by admin prior to entering classrooms
   - Students and faculty sent home if either are feeling sick/showing symptoms
Scenario #2b – Hybrid Instruction with part on campus and part continuing remotely
a. Campus – faculty only in classroom and zooming to students -
   - Science, CE (recommendation to follow scenario #2a guidelines for CE lab programs: HVAC, FMT, Machining, Laser, Cosmo, Esthetics, Construction)
   - Which faculty (to be determined)
   - What rooms – using all rooms or leaving some empty, staggered to minimize number of students and in-person contact
   - No Loitering – no gathering around a classroom waiting to enter, no hanging out in general areas in a building
   - Days/times (to be determined)
   - Lab assistants, instructional techs, support staff – spacing needed to do their jobs
   - Supply/stockpile of masks for students
   - Need to disinfect in between uses if more than one faculty uses a room
   - Assign a faculty to a room for all classes so no in between cleaning needed – only end of the day clean/disinfect
b. Lecture/Lab -
   - Lecture still online
   - Lab on campus with students
     - Mark spacing for social distance requirement
     - Rules for entering/exiting classroom
     - Measuring all room space to determine maximum number of occupants
     - Have students in shifts
       - Half students on one day, half on another day (still zooming in the day they are not on campus)
       - Break lab into two per meeting and divide students between the two
       - Pairing into lab partners – one on campus with other at home zoom, switch it up the next week

Scenario #3 – All back on campus
- *Not feasible until Spring 2021 at the earliest
- Same requirements as Scenario #2 with additional
- Need further guidance from County Health, Chancellors Office, Governor/State Health for large group setting (max # people)
  - Need direction on large group requirements (#, SD requirements)
  - Clean/disinfection requirements in between classes
  - No back to back classes in rooms to allow for cleaning if needed every time
  - Requires schedule planning to allow for timeslots to clean in between
  - Supply/stockpile of masks for students

Instructional Labs Scenarios

The purpose of this section is to provide San José City College and SJECCD with recommendations for safely reopening instructional labs in fall 2020. While lab instruction shifted to online instruction in spring 2020 and summer 2020, digital substitutes of lab
curriculum without physical access to lab facilities has disrupted teaching and learning. The ERT developed a reopening plan that may allow face-to-face lab instruction to resume as long as we are cognizant of safety standards under ordinance or guidance by SJECCD, Santa Clara County, or the State of California. Labs are not a “one-size-fits-all” so consultation with faculty is critical to establishing detailed protocols and procedures for readmitting students into labs. The report is a draft in progress and will continue to evolve in the summer and fall as planning progresses and we continue to monitor mandatory safety and health standards. Recommendations for this report were gathered by input from faculty classified professionals, and administrators. The resources available at the California Department of Education COVID-19 Reopening Guidance handbook, California Department of Public Health, Santa Clara County Public Health, and CCCCO COVID-19.

**Overview of Lab Instruction**
SJCC lab instruction is offered among 39 subjects, 181 course titles, and 6 Divisions with a total seat cap of 1031 among 800 sections of labs assigned to 281 faculty members this fall of 2020.

**Divisions with Labs:**
- Business and Workforce Development
- Counseling
- Humanities and Social Sciences
- Language Arts
- Library, LRC and Distance Education
- Mathematics and Science
- Kinesiology and Athletics

**Subjects:**
There are 65 subjects on the fall schedule classes with labs. Examples in include dance studios labs, ESL labs, dental labs, computer labs for CIS, or broadcasting radio production labs. Student Accessibility Services (SAS) offers Guidance courses such as GUIDE 115 (Computer Assisted Instruction) offered in the SAS Lab at the Learning Resource Center where student learn computer assisted instruction, specialized software, and adaptive technology.
There are three scenarios proposed that are subject to change and would need input by faculty in order to determine the safest and optimal learning environment for lab activities:

**Scenario 1 Fully Remote: Labs and lectures remain fully remote.**
Labs and lectures remain fully remote.

**Scenario 2 - Hybrid (A): Lectures fully online and Labs Face-to-Face.**
Faculty will identify labs and select dates when labs can be taught face-to-face according to days and times in the published lab schedule. Other labs are offered via online distance education. This hybrid model, particularly related to many CE Programs which required hand -on practices to achieve competency level, may also have scenarios with the following options: splitting student into groups, splitting student between lab rooms, splitting students between lab sessions, or alternating lab days with split groups. Again, labs are not “one-size-fits-all”; therefore, the scenario would need to be planned by faculty in consultation with the dean and lab assistants.

**Scenario 3 - Hybrid (B): Lectures and labs remain fully online.**
Faculty teach from office, lecture room, or lab room without students physically present.

**Reentry Waves**
If ordinances permit the college to open to the public, reentry wave will include a timeline for partial return, training and space checklists, preparation of lab accommodations with signage, Personal Protective Equipment (PPE), and Personal Protective Gear (PPG). When all measures are in place, the first wave faculty, classified professional support, and students will be permitted to reenter. Prioritization will be considered based on program requirements by accrediting bodies. Programs that have been identified by the State Chancellor’s Office as providing essential services such as many Allied Health Programs) Please see below language from Santa Clara Sheriff’s office.

For example, the SJCC Dental Assisting Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation, and by the US Department of Education and the Dental Board of California. Dental students are required to have 260 lab hours. According to the Dental Board of California, at least 260 hours of combined laboratory or preclinical instruction conducted in the program's facilities under the direct supervision of program faculty or instructional staff, and the remaining hours utilized in clinical instruction in extramural dental facilities. Dental students must complete hours in face-to-face lab before participating in the final clinical externship in a specialty dental office and/or general practice that performs specialty dental treatment to achieve advanced clinical-level skills described by the American Dental Association of the Commission on Dental Accreditation and the State Dental Practice Act. Some hours require contact time with dental students learning hands-on by practicing their skills on volunteer clinical patients in the college’s dental lab facilities as part of their required practicum. In some instances, programs are required to create opportunities for student to make
up hours missed in spring or summer of 2020.

In the Case of Emergency Medical Services, students could complete the program with the condition that they would return within 6 months to complete minimum face to face competency training. See Appendix A.

For Medical Assisting Program, most lab instruction have been moving to Online, using health science software such as SIMTICS, and VisibleBody. However, students would also need to return for some hand-on competency lab instruction.

**Classified Professionals in Lab Setting**

Classified professionals support lab instruction as lab technicians, instructional support assistants, adaptive media technologists, coordinators, or other classifications on a full-time or part-time basis providing lab assistance to faculty and students.

**Student Assistants in Lab Settings**

Student employees also hold positions in various labs scheduled day and evening for a maximum of 20 hours per week.

**Temperature Check**

Temperature checks will be self-regulated by students and employees unless county regulations require the college to conduct temperature checks. This is also referred to as passive screening. Instruct students to screen themselves before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and send students home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

**Handwashing**

Where labs have wash stations, all students and staff must wash or sanitize hands as they enter labs. There are five areas that addresses hygiene practices to ensure personal health and safety labs:

1. Promote and provide opportunities for students and staff to hand wash frequently;

2. Ensuring sufficient access to handwashing and sanitizer stations;

3. Consider portable handwashing stations throughout a site and near building to minimize movement and congregations in bathrooms to the extent possible;

4. Provide signage or video demonstrations with proper handwashing techniques and PPE/EPG;

5. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.
Sneeze Guard

Install sneeze guards at lab instructor stations and other key areas.

Lab Facility Vendors

Establish protocol for accepting deliveries safely.

Exit and Entry Points

Create signage and floor decals to guide student and create routine entry and exit points.

Lab Syllabus

Similar to safety policies and student code of conduct procedures that are standard in a syllabus, the lab syllabus must contain language regarding health and safety measures under COVID-19.

Social Distancing Protocol and Training

Each manager who oversees labs should SCC Health Department Social Distancing Protocol form and submit to county. See Appendix B. All lab employees should be required to complete COVID-19 Safety Training.

Topics for Employee Training:


- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

Hybrid Model for General Labs

SJCC has the following facilities for general labs:

- Tutoring Center
- Reading and Writing Center
- ESL Lab
- UMOJA Center
- L113 Computer Center
- SAS Technology Center
- Professional Development Center
- L206 Computer
- METAS Center (Two Computer Rooms)
- Theater
- FACULTY Lounge Work Area

Accommodations for these areas will include:
- Automatic Doors
- Point of entry and a point of exit
- Sanitizer outside and inside
- Arrows for paths to walk in and walk out (one to enter and one to exit)
- Rearrange student desks – wider distance 6 feet apart
- Partitions Glass shields
- Workstations (cubbies) hand wipes – students wipe table before and after they leave
- Computer workstations
  - Separation everyone has their own space
  - Enough wipes to clean computer equipment using before and after
  - Instructor on duty with own desk plexiglass divider looking to see if lights are on
  - Coordinator will also have station with dividers and working more hands on with students when stations light calling out for help.

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Student Affairs
Reopening Plan

**UPDATE:**

*In response to the surge of COVID 19 cases, the Student Affairs Division has suspended all in person services to students and the only employees aside from the VP, allowed in their offices are the following Admission and Records’ personnel: Teresa Paiz, Marivic Beronilla and Angelica Bintocan. They are on campus on Tuesdays from 9am, to 1pm. Also, our food distribution will switch from Wednesdays to Fridays beginning January 8th. Zero cost food distributions will be from 10am to 12pm.*

**Phase 1 – Employees ONLY with Closed building**

**Admissions & Records**

- Sq ft: 2,934
- Number of Employees: 10
- Needs:
  - Floor markings
  - Signage
- Cleaning Supplies for break areas and near copy machine or equipment used by multiple individuals
- Signage in “breakroom” and “money safe” areas
- Remove furniture from lobby area
- PPE for employees: Mask, Hand Sanitizers, Areas to wash hands

**Financial Aid**

*Square footage: 1,435*

*Number of Employees: 9*

*Needs:*

- Plexiglas installed at the front counter
- Signage
- Floor markings: will need floor markings for line to front counter and stanchions to mark line areas (outside the office area, in Student Center lobby, near A&R)
- PPE for employees: Mask, Hand Sanitizers, Areas to wash hands.
- Cleaning Supplies for break areas and near copy machine or equipment used by multiple individuals

**Student Accessibility Services (SAS) and Testing Center**

*Square footage: 1,808 + 966 = 2,774*

*Number of Employees: 10 (interpreters not scheduled regularly in the Office)*

*Needs:*

- Cubicles need physical barriers (sneeze guards) added on open sides or on top of the existing cubicle walls or workstation
- all 9 stations, even the ones in individual offices, would eventually need sneeze guards as we work with students on an individual basis, but the most essential need is for the front desk as well as the testing center.
- Signage: we need signs for social distancing as well as a door that is not automatically open so we can control traffic
- a buzz door that can be opened by staff from the inside as opposed to automatic door
- stanchion so we can block the public entering our hallway from the lobby
- furniture in 106B
- Cleaning Supplies for break areas and near copy machine or equipment used by multiple individuals
- PPE for employees: Mask, including clear masks, Hand Sanitizers, Areas to wash hands

**Student Development**

*Square footage: 2,373*

*Number of Employees: 18*

*Needs:*

- Sneeze guard in the welcome desk area
- 4’x3’ Plexiglas counter shields
- 4 monitors for welcome center
- 1 - "line starts here" floor decal 6 - "6ft social distancing" floor decals
- 2 count clicking devices (count persons in space)
- 1 bulk box disinfecting wipes
- 4- bottles disinfecting spray
- 1 - bulk box assorted gloves
- Signage
- Provide office supplies to individuals for single use
- Cleaning Supplies for break areas and near copy machine or equipment used by multiple individuals
- Permanently locking SC115 suite door

**General Counseling**

Sq. ft: 4,480
Number of Employees: 57:
  - 10 Student workers (various locations)
  - 2 part-time teaching faculty w/out office
  - 40 Counselors with single office (various locations)
  - 15 employees in cubicles or multi-person offices

Needs:
- 15 Cubicle modifications needed (Articulation Office, Career Transfer Center, CalWORKs, EOPS/CARE, General Counseling, International Student Program, Student Health Center)
- Signage
- PPE for employees: Mask, Hand Sanitizers, Areas to wash hands
- Cleaning Supplies for break areas and near copy machine or equipment used by multiple individuals
- Counseling Drop-in computer needs to be moved or sanitized; Students can be directed to their phones to add themselves to drop-in (Student Center, CTE, CTC):
- Gloves for students (for safety reasons students will need to use the stair handrails)
- The doors in EOPS and Counseling areas will be an issue if they are closed and require students/staff to touch the knob. (cleaning supplies needed)
- The elevator will also be an issue as students will be touching the buttons to use the elevator. (cleaning supplies needed)
- Copier needs signage of 1 person at a time and to clear up after use.

**Counseling - EOPS**

Sq. ft: 569
Number of Employees: 2 w/out single offices and already counted under general counseling

Needs:
- The doors in EOPS and Counseling areas will be an issue if they are closed and require students/staff to touch the knob.

**SC201T (Workroom):**
- Remove Computer, 2 monitors, chair and phone workstation
- Signage needed that 1 employee in room at a time
Waiting Area:

- Remove kiddy table and move to storage area located in lobby
- Door stoppers for the door leading from front desk to the Counselor’s office to avoid contact with handles (open/close)
- Remove fabric chairs from waiting area and replace with easy to clean chairs that observes the social distancing requirements.

Front Desk:

- Need plexiglass, swing door and signage that 1 person in work area.
- 1 monitor is missing
- Remove one chair (marked) from front desk
- Arrows on carpet to lead students to entrance and exit

Copy Room:

- Remove 4 drawer cabinet near copier
- Move Copier to entrance of area o Counselor’s offices
- Remove the extra guest chair from their office or tape off. One person at a time signage need to be posted.

**Counseling – Transfer Center**

Sq. ft: 2,256

Needs:

- Transfer Offices SC 216 I, J, K
- Plexiglas protectors on desk for employee transfer offices SC216 I, J, & K
- Remove extra chairs from rep office and leave 2 chairs SC 216I
- Remove extra chair from transfer counselor office and leave 2 chairs SC216J
- Install windows in offices for better air quality circulation C/TC SC 216A
- Workstations in SC216A desks will need plexiglass protectors and swing doors leading to the workstations C/TC
- Stack all cart chairs to leave one chair per row; leave four chairs total
- Remove Sofa and occasional chair to storage or Tape them off or turn them upside down so they cannot be utilized.
- Remove 2 round tables and small table near the left of windows and place in storage for future use.
- Remove SARS log in computer and table set up so students can log in remotely via phone. Remove Security Gate and build a side wall and install door for side exit
- Partitions/Dividers needed for the 4 student computers C/TC Area Signage
- Signage that one person in the offices at a time as space is too small to adhere to 6 ft.
- Signage outside of C/TC limiting access to max of four students in the center to adhere to 6 ft social distancing
- Arrow signage needed for front entrance and side exit
- Arrows on carpet to lead students to entrance and exit
- Add signage/arrows on floor to adhere to 6 ft. social distancing (only one student/guest allowed per office/cubicle)
- Create exterior signage, that displays you must sign up in advance to be assisted in the C/TC.

**Counseling - CalWORKs**

**Sq. ft:** 3,258  
**Needs:**
- Plexiglas on desk for employee
- Add X to floor for students to adhere to social distancing
- Signage for students to be in office with employee, 1 at a time
- Remove some chairs or tape them off

**Articulation Offices**

**Sq. ft:** TBD  
**Number of Employees:** 2 (already included in the count for general counseling)  
**Needs:**
- Plexiglass on desk for each employee
- Signage that one 1 person in the office at a time as space is too small to adhere to 6 ft.
- Remove guest chairs from each office or tape them off
- Copier needs signage of 1 person at a time and to clear up after use, and distancing X’s on floor

**Student Health Center**

**Sq. ft:** 1,690  
**Number of Employees:** 5 (already included in the count for general counseling)  
**Needs:**
- Clear mouth covering type of facemasks needed for students with specific needs for lip-reading.
- Add signage/arrows outside of SHC and on floor to adhere to 6 ft. social distancing (only one student/guest)
- Add plexiglass at the front reception/check-in desk and partitions/dividers for the 2 additional workstations and three offices.
- Vaccine refrigerator with back-up generator or back-up to hold vaccines at a controlled environment.
- Move mental-health office either to remote services or into another department.
- Disconnect water-fountain in SHC and put up sing “out of order” or tape off
- Remove extra chairs in lobby or tape off to allow only 1 or 2 students to comply with the 6 ft. Social distancing rule

**International Student Program**

**Sq. ft:** TBD  
**Number of Employees:** 4  
**Needs:**
- Remove fabric chairs and sofa and replace with some plastic chairs
- Clean up area and setup left by ERT including books/empty boxes and sandwich boards and furniture blocking access to office
- Add signage/arrows on floor to adhere to 6 ft. social distancing (only one student/guest allowed per office/cubicle)
- Add plexiglass at the front reception cubicle as well as the program specialists’ cubicles
- Need more cleaning/hand sanitation supplies
- Partitions/Dividers between the 4 student computers or create 2 privacy pods

**Phase 2 – Student Return but NO 1:1 Sessions**

1. **Date:** TBD  
   a. Push date out as much as possible
2. Limited services will be provided in person  
   a. Mostly by appointment but not 1:1 session  
   b. A&R possible use of Google Appointment Check In form (spreadsheet)
3. Plenty of information on website to direct students to which services can be processed online and those they may be able to come in for
4. One side of the center will be the entrance and one the exit  
   a. Or maybe using the quad outside the building as waiting area for students  
   i. It can be arranged in a way that is welcoming to students  
   ii. A TV monitor with announcements  
   iii. Have one main info desk and re-directing traffic
5. **Student Health Center** – Students can come in to get immunizations or TB test by appointment only
6. Map out wait areas in the center  
   a. Wait areas have been mapped out  
   b. Only some services will be provided in person
7. Will temperature be taken for everyone who enters the building?
8. Testing Center – only by appointment
9. Square Footage per area  
   a. Determine what is the number maximum of people allowed in your area by square footage
10. Employee Training – Prepare all employees on how we are going to be providing services during phase two  
    a. Training for front desk employees to re-direct traffic better
11. Communication Platforms  
    a. SARS – has a scheduling feature that can be used by other departments to determine the maximum number of individuals per area  
    b. Microsoft Teams – great way to communicate with other people without having to go to their offices.
12. Signage
   a. At the parking lot – signs of the services that are done online and those that they may come in with
   b. Signs about safety precautions, such as wearing face masks and social distancing
   c. Will we provide face masks to students who do not have one?

13. Security – What will be the protocol to enforce security in case individuals do not want to follow safety precautions?
   a. We need friendly security not policing

**Admissions & Records**

The department will provide limited in person services by appointment. Services provided will include:

- Request for official transcripts,
- Request for enrollment verification,
- Degree/certificate pick up, and
- Any other services that cannot be provided remotely (reviewed on a case by case request). No more than 4-6 students waiting in the A&R lobby area. Students being served will be required to wear a face covering and adhere to social distancing guidelines.

**Financial Aid**

The Financial Aid Office has been able to adjust services and implement tools to operate fully remotely. We have started to use the Student Forms tool from CampusLogic which allows students to submit required documents electronically and for the staff to review documents and files electronically as well. We have also set-up a virtual front counter environment using Zoom and have found that between Zoom and email, we can conduct business fully remotely as needed.

Once staff begin returning to campus and working with students by appointment, the one reason for students to visit the office for appointments would be if they do not have internet access otherwise and are not able to visit us via Zoom and/or submit their documents electronically.

**Student Accessibility Services**

Services will largely remain remote just as they are at this time. Students can email or call us to make appointments with a counselor or for tutoring. During Phase 2, students who do not have access to computer/internet may make an in-person appointment with a counselor. In addition, during this phase, we may allow students to make appointment for:

- LD (learning disability) testing which is currently on hold as it is not a feasible assessment online.
- taking their tests in person if they are not able to online especially since some software that faculty currently use are not 100% accessible.
- complete their ESL assessment in person in the Testing Center if they do not have access to computer at home.
We are hoping that a kiosk in the parking lot can be set up for students for the following SAS services:

- Sign documents such as their accommodation form if they are unable to do so online
- Drop off documents such as their verification of disability form if they are unable to do so online

Our recommendation is to have a drop box for each department outside of the building so students can drop things off instead of having to go to Reprographics which has limited opening and does not have safe boxes to hold confidential information.

Our classes will remain online.

**Student Development**

Student Ambassadors will support greeting and directing at the entrances to the Student Center.

**General Counseling**

<table>
<thead>
<tr>
<th>Department</th>
<th>Hybrid Services</th>
<th>Days (1-5 days per week, e.g. T/TH, M/T/W, or etc.)</th>
<th>Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulation Services</td>
<td>By appointment only</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>CalWORKs</td>
<td>By appointment only</td>
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<td></td>
<td>• Counseling Services</td>
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<td></td>
<td>• Small Group Orientation</td>
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<td></td>
<td>• Probation/Dismissal Services</td>
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<td></td>
<td>• Early Alert</td>
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<tr>
<td></td>
<td>• Intake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Transfer Center</td>
<td>By appointment only</td>
<td>TBD</td>
<td>There is Great Concern for potential risks and issues regarding Health, Welfare and Safety of students and staff especially if a vaccine is not in place for Spring 21 and protocol has not</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Availability</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Management</td>
<td>By appointment only</td>
<td>TBD</td>
</tr>
<tr>
<td>EOPS/CARE/ALMASS/Guardian Scholars</td>
<td>By appointment only</td>
<td>TBD</td>
</tr>
<tr>
<td>General Counseling</td>
<td>By appointment only</td>
<td>TBD</td>
</tr>
<tr>
<td>International Student Program</td>
<td>By appointment only</td>
<td>2 days a week (T/W): Office Hours: at least from 10 am-3 pm, but Student Academic &amp; Immigration Advising Appts. 11 am - 3 pm</td>
</tr>
<tr>
<td>Mental Wellness Services</td>
<td>By appointment only</td>
<td>TBD</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>By appointment only</td>
<td>TBD</td>
</tr>
<tr>
<td>Testing (ESL)</td>
<td>By appointment only</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Phase 3: Faculty and Students, 1:1 session allowed

1. Date: when health officials say it is safe to return
2. Learn from Phase 2 to draft a plan for Phase 3

Business/Facilities/Technology Reopening Plan

Classroom/Lab Modification
Follow guidance provided by the CDC and WHO regarding COVID-19 and how to best mitigate risks on campus, the following are scenarios for classroom/lab reentry

Classroom Concept
B102 and B209

- Social Distancing
  - 28 desks should be removed to comply with social distancing guidelines
  - This would cut class size from 51 students to 23 students
  - Students can also attend class via distance learning. 23 students attend onsite, while the classroom is outfit with a webcam to broadcast to the other 28 students that are offsite.
  - Use AV Cabinet/Shelf to house components that make connecting to Zoom a breeze and link students in the classroom with those attending remotely. Should all attendance resume in the classroom, the monitor center is still a useful tool to showcase presentations or watch instructional videos.

- Acrylic Screens
  - Two different styles of acrylic screens would be placed on desks to help divide students.
  - The two desk screens would alternate between a single screen divider and a 3-sided screen divider so that each seat is protected.

- Entrance/Exit
  - One door should be a dedicated entrance and one door a dedicated exit.
  - Clear path of travels to direct traffic in one direction that extends throughout building.
• Sanitation stations placed at classroom entrance giving students access to hand sanitizer, wipes, masks(?), etc.
• Environmental Controls (ventilation, filtering, physical separation, cleaning regimen), Administrative Controls (policies, procedures, best practices), and Personal Protective Equipment (masks, gloves, etc.).

**Faculty-Only Concept - Classroom**

• This scenario is a setup to demonstrate the option of teaching from a classroom where the tools are available for an instructor to use to conduct remote instruction via Zoom. Instructor in classroom and student join class via zoom.

**DENTAL Assisting Labs**
Dental Department through the Dean of Business and Workforce requested to allow 38 students to return on campus starting June 29, *(Schedule)* to complete the required lab for Dent 163, Dent 154, Dent 155 and Dent 156.

The department prepared the following for the safety of students and employees.

• Lab written *protocol* as guided by CDC and Dental Board
• Screening forms for *students* and *staff*
• Lab written procedures
• Poster with universal symbols on PPE
• PPE for all students and faculty
• Sanitation stations at each entry point
• Schedule class calendar with specific instruction on how students would be divided into groups and locations. Please see attached
• Students will be assigned to specific group and practice lab station which is already at least 6 ft apart.

Facilities provided the following for the safety of students and employees. *(Floor Plan)*

- **FRONT OFFICE**
  - acrylic screen at front office area. Size/coverage TBD
- **Lab T-506**
  - 13 seats available. 17 seats deactivated to comply with social distancing guidelines
  - Wall mounted hand sanitizer dispenser can be added.
  - Disinfecting wipes (or spray bottle and paper towels) can be added.
- **Clinic T-511**
  - 6 seats available. 4 seats deactivated
  - Screens to be made and placed between seats for additional separation.
Office Modification Concepts

The Facilities team under the leadership of Facilities Manager, used the Business Services department as a pilot for an office space modification concept. Physical Space Considerations such as furniture design, specification, and space planning are taken into consideration.

Office Concept

- **B101 Office Space Plan**
  - Add acrylic guard shields to workstation panels and protective screens to transaction tops to reach a max height of 6 feet.
  - Furniture is evaluated and removed as needed to allow for 6 feet of social distancing.
  - Acrylic screens are added where needed to create additional barriers between end users
  - Sanitation stations with signage are added at every entry point
- Path of travel is clearly marked

Workstation Concept

- **B103**
  - Increase glass to max height
  - Add Plexiglass or whiteboard divider screens between users, as needed

Reception Area Concept

- **B105**
  - Add desktop screen w/transaction cutout
  - Add protective split screen between guest chairs
  - Add sanitation stations

- **XRay T-510**
  - 3 seats available at x-ray viewing tables. 7 seats deactivated
  - Disinfecting wipes (or spray bottle and paper towels) can be added.
- **Lecture T-519**
  - 10 seats available. 22 seats deactivated. Attached picture is a live concept where seats have already been removed.
  - Acrylic screen recommended to be placed at lectern to provide additional separation between instructor and student in front of lectern.
Add plants to help filter air

**Student Meeting (Collaboration Rooms)**

- Downsizing the amount of people in the room
- Sanitizer outside and inside
- Partitions Glass shields on the oval table
- Big screen monitors mounted up high for meeting visibility

**Milpitas Extension**

**Collaboration Rooms/Hub**

- Automatic Doors
- Point of entry and a point of exit
- Sanitizer outside and inside
- Arrows for paths to walk in and walk out (one to enter and one to exit)
- Rearrange round tables – wider distance 6 feet apart (2 at a table)
- Partitions Glass shields between round tables
- Hand wipes at tables—students wipe table before and after they leave
- Downsizing the amount of people in the collaborations rooms
- Big screen monitors mounted up high for meeting visibility

**TECH LAB (spacing is critical social distance)**

- One point of entry and one point of exit
- Sanitizer outside and inside
- New workstation desks arranged with distance 6 feet apart social distancing
- Glass shields at desks
- Computer workstations
  - Separation everyone has their own space
  - Enough wipes to clean computer equipment using before and after
  - Instructor on duty with own desk plexiglass divider looking to see if lights are on

**Conference Rooms**

- Downsizing the amount of people in the room
- Sanitizer outside and inside
- Partitions Glass shields on the oval table
- Big screen monitors mounted up high for meeting visibility
Cafeteria – WILL REMAIN CLOSED

Type of Operation: Cafeteria-style
Typical User: Students and employees
Current Capacity: TBD
Social Distancing Capacity: TBD
Changes in delivery or meal options:
- pick-up and to-go
- take out of dining hall
Payment Options:
- no changes,
- sanitize credit card machine after every use
Meal plans Options
- TBD
Requirements for employees:
- Need from Cafeteria,
- Follow requirements for College employees

KJ Café – WILL REMAIN CLOSED

Type of Operation: grab and go; option to sit down with limited seating
Typical User: Students and employees
Current Capacity: TBD
Social Distancing Capacity: seating will be removed in this area Changes in delivery or meal options: only grab and go
Changes in accepting payment: no changes, but will sanitize credit card machine after every use
Changes in meal plans: no changes in meal plans at this time
Requirements for employees:
- Need from Cafeteria,
- Follow requirements for College employees

Personal Protective Equipment

- **Thermometers** purchased for self-screening
- Hand Sanitizers will be provided to all managers and made available to all employees. Hand sanitizing stations will be installed in common areas.
  - Already purchased - 2000 two oz bottles purchased by Chief Morales for SJCC
  - To be purchased - desk sizes and gallons for re-filling sanitizing stations
- Sanitizing wipes will be provided to all managers and made available to all employees.
- Sanitation Stations installed to provide waterless hand sanitizer dispensing as well as cleansing wipes to wipe down desks between users.
  - Install in common areas
  - Install in every classroom and lab
• Mask will be provided to all managers and made available to all employees
  o SJECCD Guidelines for Face Coverings is based on Santa Clara County Public Health Office Order
  o Employee Mask
  o Disposable mask will be made available for students or employees who forget to bring their mask.
• Sneeze guards - Sneeze Guards
• Soap and water are available to all students and employees at the following location(s)
  o All Bath Rooms
  o Portable hand wash stations across campus

Social Distancing Protocol and Signage

• Plan to meet physical distancing standards. Clearly define how staff can honor physical distancing recommendations, yet meet student support needs. Plan to limit the number of people in all lab spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. Printed and posted at or near the entrance of the relevant facility, and should be easily viewable by the public and personnel. The following protocols are recommended.
• Train personnel on COVID-19 information, self-screening for symptoms, testing guidelines, how to prevent COVID-19 from spreading, and measures in the Social Distancing Protocol;
• Limit the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times.
• Require face coverings to be worn by all persons entering the facility
• Where lines may form at a facility, mark six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing.
• Provide hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and personnel, and in locations where there is high-frequency employee and student interaction.
• Regularly disinfect other high-touch surfaces.
• Posting a sign at the entrance of the facility informing all personnel and customers that they should: not enter the facility if they have any COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, one’s elbow; wear a face covering to enter; and not shake hands or engage in any unnecessary physical contact; and
• Any additional social distancing measures being implemented (see the Centers for Disease Control and Prevention’s guidance at:
Technology & Equipment Distribution

- **Student Equipment**
  - SJCC provides a loaner program for students through the Library Technical Services. Student request for equipment using the application form. Equipment available for students include laptops and internet hotspots.

- **Textbook and Equipment Return**
  - The College has put in place a safe process for students to return textbooks and equipment back to the college.
    - Picture 1
    - Picture 2

- **Employee Equipment (Work from Home)**
  - SJCC is loaning out equipment and furniture to their employees, while they work remotely.
    - Equipment Available for Employees
    - Process for Employee Equipment Request Process
    - Employee Equipment Agreement
    - Direction/Map for safety pickup

**Equipment Cleaning**

Develop a system to clean all equipment or tools being used using the health and safety guidance. Tools are checked out often during an instructional period and returned at the end of that lab. A process should be developed to ensure that all tools are cleaned each time they are returned so that they are ready for the next student.

In an instructional laboratory, equipment may be used numerous times during a lab period and may need to be sanitized according to the health and safety guidance. Extra time should be spent at the beginning of the year to review typical safety precautions with additional time reviewing special circumstances centered on cleanliness to avoid exposure to COVID-19.

A process should be developed to ensure all equipment is clean and safe every time a class occurs. Many lab courses assign tasks to students who assist in cleanup at the end of class, and the students should be trained in all safety processes and procedures. It would be appropriate to assign a student each lab period to ensure that equipment is properly cleaned following each use.
Athletics Reopening Plan

Below are strategies and preventions as recommended by federal, state, and local guidelines as well as the NATA and California Community College Athletic Trainers Association that should be implemented into our athletics department. The intent of this document is to enhance the safe return to campus following the COVID-19 pandemic.

Prior to Return to Campus/Practice

• **COVID-19 Screening**
  o All student-athletes, coaches and staff are required, through Facilitron, to pre-screen each and every day they come to campus and MUST check-in and check-out daily of each facility on campus they access.
  o NO student-athlete, coach or other staff member may come to campus and participate in athletic activities without going through the steps prescribed above – NO EXCEPTIONS
  o Anyone suspected of having contracted COVID-19 or have been in close contact with a person testing positive for COVID-19 will not be allowed onto campus unless they are medically cleared by a physician or have been symptom free for 14 days.

• **COVID-19 Education**
  o Keenan Safe Schools Trainings available online
  o All staff and student-athletes must watch the COVID-19 educational videos created by the CCCATA and fill out the attached quiz prior to return to practice.
  o Video may be presented through a virtual meeting or in small groups in a location that can abide by the social distancing requirement of six feet.

• **Pre-Participation Physicals**
  o Additional medical history questions related to COVID-19 are warranted
  o Additional SJECCD waiver regarding COVID-19 MUST be signed
  o Student-athletes with underlying medical conditions that could be exacerbated through contracting COVID-19 MUST be informed of those risks by the Athletic Physician/Trainer prior to signing COVID-19 waiver. Physician/Trainer MUST document that the student-athlete was informed.
  o Exams will be conducted by physicians and Athletic Trainers in small groups of 10-12 in a location that allows for social distancing.
  o All staff and student-athletes will be required to go through a temperature screen and wear a mask at all times.

All student-athletes must have completed the COVID-19 health questionnaire, watched the educational video, submitted the quiz, and completed the pre-participation physicals which includes medical history questionnaire, insurance form, orthopedic screening, concussion.
baseline testing and medical screening performed by a physician in order to participate in any sport related activity.

**Training Sessions**

- Prior to practice, if the student-athlete feels sick they should not come to campus and notify the appropriate staff (coaches and Athletic Trainer).
- There will be no use of the locker rooms and all student-athletes must come dressed to the field.
- All staff and student-athletes will be required to go through a daily temperature and symptoms screening upon entry to the campus
  - Screening will be conducted by staff or Athletic Trainer
  - If temperature is above 99.5 degrees Fahrenheit, then individual will be sent home
- No spectators will be allowed at practice
- Each student-athlete must place their personal belongings at least six feet apart as indicated by markers.
- Staff and student-athletes are required to bring their own water bottles and will be able to fill their bottle at a non-contact water dispenser or via an assigned staff member.
  - Disposable water cups will be provided for those without a water bottle and must be disposed of after each use.
  - Markers will be used for reminder of social distance
- All sessions will be provided prior to the Athletic Director and Athletic Trainer
- Groups inside should be no larger than 10 individuals while groups outside should be no larger than 25
  - If multiple groups, no groups should overlap in a facility
- Social distancing guidelines will be required throughout all drills and exercises
  - No physical contact between individuals (i.e. huddles, scrimmages, and coaches’ talks)
  - Keep up with current county guidelines as those may change
- All staff will be required to wear a face mask and/or face shield during the training session.
  - Approved masks include N95, surgical masks, and cotton based masks
- Sessions in the weight room must follow social distance guidelines by using every other machine or weight station if not six feet apart.
  - All equipment must be sanitized after each student-athlete use

**Sanitization**

- A non-contact hand sanitizing dispenser will be set up at the entrance to the field, on the field and in the training room.
- Before and after training sessions, all equipment will be sanitized by a disinfectant that has been approved by the EPA to work against COVID-19
- If drills take place where equipment is shared, the equipment will be sanitized before the next participant touches the equipment.
- If excessive use of equipment occurs with hands, student-athletes will be required to wear gloves.
• Signage will be posted in bathrooms and the athletic training room on proper hand hygiene
  o Doors to the bathroom and athletic training room will be propped open to prevent contamination and transmission.

**Athletic Training Room**

• Athletic Trainer(s) will be required to wear approved PPE at all times
  o Change PPE when necessary
• Student-athletes must sign up for a designated time slot in order to receive treatment.
  o Only 2-3 student-athletes will be allowed in the athletic training room at a time
  o Shields will be placed at social distanced treatment tables
• Face masks must be worn by student-athletes while in the athletic training room and must use hand sanitizer or proper hand washing upon entry.
  o If they don’t have a face mask, one will be provided for them
• Treatment tables and equipment will be sanitized at the conclusion of each student-athlete treatment.
• Any item used for injury prevention or rehabilitation must be checked out by the student-athlete.
• The athletic training room will be closed to student-athletes with non-emergency needs
• If an injury occurs at practice, the athletic trainer will assess from a distance unless it is a serious situation then they will use approved PPE to evaluate the student-athlete.
• Pre-made bags of ice will be out at the practice field which will be distributed and wrapped on only by the athletic trainer or another assigned staff member.

**COVID-19 Testing and Positive Cases**

• If an individual is suspected of having contracted COVID-19 or is exhibiting signs and symptoms then they must be tested and provide proof of a negative COVID-19 test, or quarantine for 14 days prior to returning to campus (i.e. fever, fatigue, chills, loss of smell/taste, difficulty breathing, muscle pain, headache, cough and sore throat).
  o If not showing any symptoms or does not have a medical provider, then the individual can go to the nearest free pop up testing center (locations can be found on their county’s website)
  o Individuals exhibiting symptoms should call a medical provider to get tested or if they require more immediate medical attention
  o Immediate medical care should be sought out if the individual has blue lips/face, increased rate of breathing, shortness of breath, chest pain, waking up confused or difficulty waking up
• When a suspected case is confirmed as positive that individual should immediately self-isolate and notify staff.
  o Individual should remain isolated until they have not had a fever for 3 days and/or their symptoms are showing improvement or have resolved
• A chain of communication should be established between coaches, Athletic Trainers, Athletic Director and the Dean when an individual tests positive.
Contact tracing should be initiated by a designated group or individual to determine possible incubation and infectious periods in order to notify the proper individuals (i.e. Dean, Athletic Director, and other possible infected individuals).

Those who have been in close contact with a positive case should be quarantined for at least 14 days.

Return to play of a student-athlete that has tested positive for COVID-19 will be at the discretion of the physician and the Athletic Trainer
  - Additional testing may be necessary for cardio and respiratory function

COMMUNICATION
Campus and External Community

Campus and Community Partner Town halls

- Schedule Virtual Town halls to update campus and Unified School District (USD) partners on SJCC/SJECCD COVID-19 Response and Plans
- Participate in local media interviews to provide SJCC/SJECCD COVID-19 Response and Plans
- Submit information on SJCC/SJECCD COVID-19 Response and Plans to internal and external partner’s newsletters

Website, Email and Social Media

- Website updated to reflect COVID-19 process changes, current information, and resources.
- Implement Edsights texting software and Ocelot to increase communication with students
- Email students: each class can email students the determined hybrid plan as well as social distancing rules/requirements
- Faculty: email/explaining Social Distancing rules/requirements
- Notify Academic Scheduling to update comment to describe hybrid plan on MyWeb per class
- Website or all campus email telling students to check their schedules via MyWeb for class changes in instruction
- Building/room/general area signage with Social Distancing requirement reminders
  - Hallway spacing for those waiting for class
  - Open areas where students usually congregate (Science rotunda, Elevators/stairwells
- Marketing office to send email to all students to inform/reinforce all instruction will be held in a distance ed. modality
- Banner on front page of website (or at least on the Schedules page)
• Faculty communication – email to all faculty to reinforce if their classes have days/times that they are to hold instruction/student contact hours during the same hours/days as are on the class.
  o Via dean/division email/communication
  o Via Academic Senate communication

Signage

• Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one’s elbow; wear face coverings, as appropriate; and not shake hands or engage in any unnecessary physical contact.
• Campus-wide signage that are in compliant with regulations and protocols set by the CDC, State of California and County of Santa Clara.
• Floor markings for areas where there is potential for students to stand in line, general signs to be placed across campus and in office areas.
• Signage for clear path of travels to direct traffic in one direction
• Signs will be purchased from Fast Signs for SJCC and for Milpitas Extension.
  o Floor Marking
  o General Signage
  o Clear path of travels
Activities and Events

Temporary Teleworking Agreements

In order to minimize the spread of COVID-19 virus, San Jose Evergreen Community College District encouraged their departments and units to consider ways of implementing social distancing. One option for social distancing is telecommuting on a temporary basis, in situations where a unit member could request this option and management has determined that such temporary telecommuting is appropriate and viable. The Temporary Telecommuting Agreement (see Appendix v) was then approved on a case-by-case basis, consistent with the mission of the District and respective department or unit.

Campus Guidelines (Draft)

Preventative Practices

San José City College will adhere to current District workplace health and safety guidance and all current executive orders issued by the County of Santa Clara Public Health.

We are preparing to return to on-campus instruction with social distancing expectations as our primary plan for Fall 2020. All students and employees should.

Wear A Face Covering

COVID-19 is primarily a respiratory illness, spread through droplets that are produced when an infected individual talks, coughs, or sneezes. It is possible be infected without experiencing symptoms, and spread the disease without knowing that you’re carrying it.

All employees and students are required to wear an appropriate face covering while inside campus facilities/buildings. Face covering use will be in addition to and is not a substitute for social distancing. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

San José City College will provide two washable cloth face coverings to all employees and students.

Following County of Santa Clara Public Health and the Center for Disease Control and Prevention Basic Guidelines, including:
• Wash hands often with soap and water for at least 20 seconds.
• Use hand sanitizer in the absence of soap and water.
• Avoid touching eyes, nose, and mouth with unwashed hands.
• Cover coughs and sneezes with a tissue or inner elbow.

**PREVENTION**

**Practice Social Distancing on Campus**
*(Six Feet of Separation from Others):*

• Be respectful of others’ personal space.
• Look for signage on campus to guide you.
• Assess and adjust workspaces to maximize social distancing, including spacing furniture with six feet of separation.
• Hold virtual meetings whenever possible.
• Provide services remotely whenever possible.
• Do not share phones, desks, offices, computers, or other equipment. In cases where equipment is shared, it should be disinfected before and after each use.
• When interacting in open environments (e.g., outdoors, atriums, auditoriums) or in indoor common areas, keep a safe social distance.
• Limit occupancy in elevators and bathrooms to one person at a time, unless social distancing can be maintained.
• Do not use a restroom when it is being cleaned.
• Avoid all person-to-person contact, including handshaking.

**Sanitation Practices**

As San José City College employees and students return to our campuses, we will intensify our efforts to clean and disinfect our facilities. Facilities employees will clean and disinfect high traffic/high touch areas at regular intervals. Faculty and staff are encouraged to clean their personal workspaces daily, and cleaning supplies will be provided. Students may also be asked to
take additional efforts to wipe down shared items and spaces with provided sanitizing wipes. Plexiglass barriers, seating removal/configurations, and additional hand sanitizing stations will be deployed throughout campuses. Facilities staff will clean and disinfect high traffic/high touch areas at regular intervals.

**Daily Wellness Check and Screening**

**SYMPTOMS**

- **FEVER**
- **COUGH**
- **SHORTNESS OF BREATH**
- **SORE THROAT**
- **HEADACHE**

**SJECCD Self-Assessment Protocol**

San Jose City College is implementing a self-screening process to support the early identification of illness and help protect the health and safety of our community. All employees and students MUST administer the [COVID-19 Daily Self-Assessment](https://www.sjeccd.edu) before coming to campus.

- Per the temporary Telecommuting Work agreement, every employee shall perform a self-assessment prior to entering a District Facility.
- If an employee’s self-assessment indicates they should get tested or self-quarantine:
  - The employee shall immediately notify their supervisor.
  - The supervisor in turn will complete an entry, on the COVID-19, Employee Reporting Maxient site located on the District’s Homepage [https://www.sjeccd.edu](https://www.sjeccd.edu). The supervisor will report:
    - Name of employee
    - Employee ID Number
    - Facility which employee is normally assigned
    - Department which the employee is normally assigned
    - Last location, date and hours the employee last worked
- The employee shall take any precautions necessary, which may include either self-quarantine for 14 days or a COVID-19 test at the health facility of their choice.
- If the employee has self-quarantined for 14 days or has received a negative test for COVID-19, the employee is free to return to work (whichever comes first).
- The employee will notify their supervisor prior to returning and will continue with the daily self-assessments.
If you begin to show the symptoms of or test positive for COVID-19, you should report the illness immediately:

**Step 1: Communicate**

1. As soon as you begin showing symptoms, receive a positive test result, or have had close exposure to someone who has testing positive for COVID-19, you should report this information to:
   - Students: Inform your instructor(s)
   - Employees: Inform your supervisor

   All personnel who test Positive for COVID-19 and were present in a District facility within the fourteen days prior to onset of symptoms or within fourteen days of the date on which they were tested, must report the findings to their supervisors.

2. **Supervisor to Complete and submit Maxient Report**
   The supervisor in turn will complete an entry, on the COVID-19, Employee Reporting Maxient site located on the District’s Homepage https://www.sjeccd.edu. The supervisor will report:
   - Name of employee
   - Employee ID Number
   - Facility which employee is normally assigned
   - Department which the employee is normally assigned
   - Last location, date and hours the employee last worked

3. Contact your primary care doctor for guidance regarding a medical evaluation. The SJCC Student Health Center is not able to provide testing for students, faculty, or staff; however, COVID-19 testing is available local site in Santa Clara County (https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx)

**Step 2: Evacuate and Isolate**

**IF YOU ARE INFECTED**

If you become ill while on campus, you should immediately go home. If possible, avoid all public transportation, ridesharing, or taxis.
If you become ill while off campus, you should not come to campus.

For either situation, follow the appropriate scenario below (“After Home Isolation”) for returning to work.

- Do not leave your home, except to get medical care. Do not visit public areas or return to campus.
- Monitor yourself for symptoms of COVID-19, which include fever, cough, and shortness of breath. Other symptoms may be present as well.
- Take care of yourself. Get rest and stay hydrated.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, have any other emergency warning signs, or if you think it is an emergency.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions for checking your symptoms and reporting information.
- Separate yourself from other people. You will be required to self-isolate until the appropriate return-to-work criteria are met.
Appendix i.

**New stay at home requirements for counties in purple tier – Effective 21st November 2020**


Appendix ii

**Mandatory Directive for Gatherings – 16th November 2020**

[https://www.sccgov.org/sites/covid19/Pages/mandatory-directives-gatherings.aspx](https://www.sccgov.org/sites/covid19/Pages/mandatory-directives-gatherings.aspx)

Appendix iii.

**California Department of Public Health COVID-19 Industry Guidance – Institutions of Higher Education**


Appendix iv.

**Santa Clara County Mandatory Directive for Collegiate Athletics 13th October 2020**


*Please confirm that your activity is allowed under the State Order. Where there is a difference between the local County Order and the State Order, the more restrictive order must be followed.*

Information on the State's Order and State guidance is available at [https://covid19.ca.gov/](https://covid19.ca.gov/)

Issued: October 10, 2020
Revised: October 13, 2020

On August 28, 2020, the State released its Blueprint for a Safer Economy (“Blueprint”), a statewide system of COVID-19 restrictions. This Directive is not effective until the day after Santa Clara County is moved into Tier Three (Orange) of the Blueprint. For more information, see the Statewide Public Health Officer Order [here](https://covid19.ca.gov/) and the State’s Blueprint [here](https://covid19.ca.gov/).
On September 30, 2020, the State Health Officer released revised guidance entitled “COVID-19 Industry Guidance: Institutions for Higher Education,” which is available here. The State Guidance includes Specific Interim Guidance for Collegiate Athletics. All collegiate athletic programs must comply with the State Guidance as well as this Directive. Where there is a difference between the State Guidance and this directive, programs must comply with the more restrictive provisions.

This Directive is mandatory, and failure to follow it is a violation of the Health Officer's Order issued on October 5, 2020 (“Order”). Collegiate athletic programs and professional athletic organizations must comply with the Order, the requirements of this Directive, and the requirements of applicable State industry-specific guidance.

The Order Issued October 5, 2020
The Order imposes several restrictions on all businesses and activities (including institutions of higher education and professional athletic organizations) to ensure that the County stays as safe as possible, including but not limited to the following:

- **The Social Distancing Protocol:** All businesses must fill out and submit a Revised Social Distancing Protocol for each of the businesses' facilities within 14 days of the Order's effective date. The Revised Social Distancing Protocol must be filled out using an updated template, which will be available here. The Protocol is submitted under penalty of perjury, meaning that everything written on the form must be truthful and accurate to the best of the signer's knowledge, and submitting false information is a crime. The Protocol must be distributed to all workers, and it must be accessible to all officials who are enforcing the Order.

- **Signage:** All businesses must print (1) an updated COVID-19 PREPARED Sign and (2) a Social Distancing Protocol Visitor Information Sheet, and both must be posted prominently at all facility entrances. These are available for printing after online submission of the Revised Social Distancing Protocol. The Revised Social Distancing Protocol specifies additional signage requirements.

- **Face Coverings:** Everyone must wear face coverings at all times specified in the California Department of Public Health's mandatory Guidance for the Use of Face Coverings (“Face Covering Guidance”) and in any specific directives issued by the County Health Officer. Further, even where not required under State or local guidance and orders, face coverings should be worn to the maximum extent possible (1) when indoors and not in one's own residence and (2) whenever outdoors and within six feet of anyone outside one's own household. This Directive sets forth additional face covering requirements specific to collegiate programs and professional athletic organizations.

- **Capacity Limitation:** To ensure that everyone is able to maintain at least 6 feet of social distance from everyone outside their household at all times, all businesses must limit the number of people who are inside a facility at the same time.

I. **Mandatory Requirements for Both Collegiate and Professional Athletics**
1. **Automatic Rescission of Approval Upon Violation**
   a. Any collegiate athletic program or professional athletics organization that violates the Order or this Directive shall be immediately and automatically suspended from engaging in athletic activities.
   b. If a violation occurs, the collegiate program or professional athletics organization must demonstrate that it has fully corrected such violation and obtain the Health Officer's written approval before re-initiating athletic activities.

2. **No Spectators**
   a. Collegiate programs and professional athletics organizations may not allow spectators to attend any practice, competition, or other athletics event.

3. **Face Covering Requirements**
   a. Only athletes who are actively engaged in athletic activity may remove their face coverings.
   b. All other persons associated with the program or organization must wear face coverings at all times while at any sports, training, or other facility, whether indoors or outdoors, that is associated with or being used by their athletics program or organization. These persons include, but are not limited to, all athletes, coaches, staff, trainers, volunteers, and officials (such as referees and umpires). Athletes must wear face coverings during practices and competitions whenever they are not actively engaged in athletic activities (for example, while on the sidelines during a competition).
   c. Announcers, reporters, videographers, members of the press and any other persons entering the program's or organization's facilities are required to wear face coverings at all times.
   d. Face coverings must fully cover both the mouth and nose, and must fit snugly around the face. A face shield is not sufficient to meet this requirement. Further, the following categories of face coverings may not be worn to comply with this Directive:
      i. Neck gaiters;
      ii. Single-layer cloth face coverings;
      iii. Face coverings with an exhalation valve.
   e. Persons for whom face coverings are medically inadvisable, as determined by a qualified physician and confirmed by the college or professional athletic organization are not required to wear face coverings.

II. **Mandatory Requirements for Collegiate Athletics**
   All collegiate athletic programs must comply with the following requirements in addition to all requirements in the State's *Specific Interim Guidance for Collegiate Athletics* (“State Guidance”):
   1. **COVID-19 Designees**
a. As required by the State Guidance, each college must designate a person responsible for responding to COVID-19 concerns for the college's overall athletic program and for each team or sport ("COVID-19 Designees"). Prior to beginning activity, each college shall provide the County Public Health Department with the name, e-mail, and phone number of all COVID-19 Designees.

2. **Regular Testing Protocols**
   a. All athletes, coaches, staff, trainers, volunteers, and other persons interacting with athletes (collectively, “Athletes and Personnel”) must receive polymerise chain reaction (PCR) testing on at least three non-consecutive days per week.

   b. Supplemental antigen testing may also be conducted, but must be in addition to, and not in lieu of, PCR testing. Any positive antigen test must be immediately confirmed with a PCR test.

   c. COVID-19 Designees must maintain all testing results for at least 21 days.

3. **Testing Requirements for Competition**
   a. All Athletes and Personnel for any college based in the County must receive PCR testing (specimen collection and results reported) within 48 hours prior to any home or away competition if they will be at the facility where the competition takes place on the day of the competition. If testing covered under Section I.1 falls within this time period, Athletes and Personnel are not required to receive additional testing.

   b. Any team visiting the County for a competition must test and provide results for all Athletes and Personnel who will be traveling to the County within 48 hours prior to the competition. Visiting teams must use PCR testing to comply with this provision. Results must be provided to the COVID-19 Designee for the team against which they will be competing.

   c. Any person who will be officiating a competition in the County must be tested and provide results within 48 hours prior to the competition. Officials must be tested using PCR testing to comply with this provision. Results must be provided to the COVID-19 Designee for each team or, if a visiting team does not have a COVID-19 Designee, to a person the visiting team designates to receive these results.

   d. The college's COVID-19 Designee for the team is responsible for collecting and reviewing all results from the visiting team and officials prior to the competition, and taking all action required by the State Guidance and the County Health Officer's Order in response to any positive tests.

   e. The college's COVID-19 Designee for the team shall notify the visiting team if any Athletes or Personnel receive a positive test result from a specimen collected within 72 hours of the end of the competition.

4. **Athlete Households**
   a. Athletes must live exclusively with other teammates. Alternatively, an Athlete may live with his or her spouse and children. Households in which
Athletes are living with other teammates must be comprised of no more than 12 Athletes. No member of a household may switch from one household to another.

b. Athlete households may not have guests who are not members of that Athlete household.

c. COVID-19 Designees must maintain a list of Athlete household members, the address where each Athlete resides, and the name of each athlete in each household. Upon request, the COVID-19 Designees shall immediately provide the lists to the County Public Health Department.

d. Except as provided in this section, all Athlete households must live in on-campus or campus-affiliated housing. The college must assign a monitor who is responsible for ensuring compliance with this Directive and the State Guidance. The monitor may not be an Athlete or Personnel.

e. Colleges may allow Athlete households to live off campus if both of the following conditions are satisfied:
   i. The college identifies a monitor who is responsible for ensuring compliance with this Directive and the State Guidance at all off-campus Athlete household facilities. The monitor may not be an Athlete or Personnel.
   ii. The designated monitor conducts an unannounced inspection of each off-campus Athlete household at least two times per week to ensure compliance.

5. **Reporting**

a. All Athletes and Personnel must be trained to immediately report any positive test to COVID-19 Designees.

b. COVID-19 Designees for each team must report positive tests for Athletes and Personnel associated with the team within 4 hours of receiving notice of any positive test. All reports must be submitted at the County Public Health Department's Education Case and Contact Reporting Portal, available at: [https://www.sccgov.org/sites/covid19/Pages/school-guidance.aspx](https://www.sccgov.org/sites/covid19/Pages/school-guidance.aspx).

c. COVID-19 Designees for each team must also send an email notice of positive tests for Athletes and Personnel associated with the team within 4 hours of receiving notice of any positive test to collegepositives@cco.sccgov.org. The email must state the full name of the athlete, college, team, and date of the test.

d. COVID-19 Designees for each team must provide a list with the names of all Athletes and Personnel to the County prior to initiating athletic activity. The list must include the full name, address, email, and phone number of each individual on the list.

6. **Physical Distancing**

a. Personnel must maintain 6 feet of social distance from all Athletes and other Personnel at all times.
b. Athletes must maintain 6 feet of social distance from all Athletes outside their own household (except as necessary during athletic activities).

c. Trainers who are designated Certified Athletic Trainers may be within 6 feet of Athletes to the extent necessary to provide services to Athletes, but must wear appropriate medical personal protective equipment (PPE) at all times when providing such services.

7. Ventilation at Indoor Facilities
   a. Colleges with athletic programs at indoor facilities are strongly encouraged to comply with the Health Officer’s “Guidance for Ventilation and Air Filtration Systems (COVID-19).”

Appendix v.

Temporary Telecommuting Agreement

Temporary Telecommuting Agreement San Jose Evergreen Community College District Social Distancing Response to COVID 19 Pandemic 1 In order to minimize the spread of COVID-19 virus, San Jose Evergreen Community College District (District) encourages departments and units to consider ways of implementing social distancing. One option for social distancing is telecommuting on a temporary basis, in situations where a unit member requests this option and management has determined that such temporary telecommuting is appropriate and viable. Telecommuting will be approved on a case-by-case basis, consistent with the mission of the District and respective department or unit.

CSEA Chapter #363 has reviewed and agreed to the scope and form of this Temporary Telecommuting Agreement (Agreement). It should be used in all instances in which management has determined that a unit member who wishes to temporarily telecommute may do so as a means of social distancing in response to the COVID-19 Pandemic.

This Agreement is between the District and _____________________________ (“Unit member”) and must be signed and approved by your manager or supervisor. This Agreement is entered into as a temporary measure to address the COVID-19 Pandemic and will be only used for that purpose. This Agreement cannot be the basis for a request for future telecommuting that is not related to the COVID 19 Pandemic. Note that having successfully engaged in temporary telecommuting pursuant to this Agreement does not require management to agree to any future telecommuting.

A. Unit member will temporarily telecommute according to the following schedule:

   Name: _______________________________________

   Unit member ID: ____________________________________

   Start Date: _______________________________________

   End Date: _______________________________________

SJCC – ERT Return to Campus Plan Draft Dec. 2020
Regularly Assigned Place: The days and hours the District expects the Unit member to be physically present at the District Worksite are the following:

<table>
<thead>
<tr>
<th>Day</th>
<th>Morning</th>
<th>Lunch</th>
<th>Afternoon</th>
<th>Total Hours</th>
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Telecommute: The days and hours ("Work Schedule") the District permits the Unit member to be physically present at the Alternate Worksite are the following:

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<th>Day</th>
<th>Morning</th>
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Any unit member may request an altered work schedule that does not result in an increase or decrease in the number of hours worked in a normal work week by following the process outline in the CSEA Collective Bargaining Agreement Article 8 8.8-Unit Member Initiated Altered Work Schedule Change.

This agreement to permit Unit member to telecommute is a temporary measure only and will be reviewed continuously during the period in which the District encourages social distancing as a measure intended to minimize the spread of the COVID-19 Pandemic. The District may alter this schedule or end the temporary telecommuting agreement at any time at its sole discretion.

B. Every unit member shall perform a self-assessment prior to entering a district facility in an effort to maintain unit member safety and lessen the spread of COVID-19. The unit member will utilize the CDC
Corona Virus self-checker [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) to complete the self-assessment. If a unit member’s self-assessment indicates they should get tested or self-quarantine:

a. The unit member shall immediately notify their supervisor.
b. The supervisor in turn will complete an entry, on the COVID-19, Unit member Reporting Maxient site located on the District’s Homepage [https://www.sjeccd.edu](https://www.sjeccd.edu). The supervisor will report:
   i. Name of unit member
   ii. Unit member ID Number
   iii. Facility which unit member is normally assigned
   iv. Department which the unit member is normally assigned
   v. Last location, date and hours the unit member last worked
c. The unit member shall take any precautions necessary, which may include either self quarantine for 14 days or a COVID-19 test at the health facility of their choice.
d. If the unit member has self-quarantined for 14 days or has received a negative test for COVID-19, the unit member is free to return to work (whichever comes first).
e. The unit member will notify their supervisor prior to returning and will continue with the daily self-assessments.

C. All existing duties, obligations, responsibilities, and conditions of employment remain unchanged. Telecommuting unit members are expected to abide by all District and departmental policies and procedures, rules and regulations, and Collective Bargaining Agreements.

D. Telecommuting unit members are required to perform their assigned work duties and be accessible as if they are working at their District worksite during the established telecommuting Work Schedule. Unit members must be accessible during their regular scheduled hours via the manner and technology designated by their supervisor, which may include laptop computer, mobile phone, email, messaging application, video conferencing, instant messaging and/or text messaging. Unit members will make themselves available to attend scheduled work meetings, trainings, and other department activities as requested or required by the Department. During the period that Unit member is temporarily telecommuting, Unit member will check District-related email, telephone, or other designated communication at least twice a day.

E. While temporarily telecommuting, unit member will maintain professionalism, productivity, performance, communication, timeliness of assignments, and responsiveness standards as if Unit member were not temporarily telecommuting. Unit member remains obligated to comply with all District (as well as the Department’s) policies and procedures.

F. Unit member is prohibited from working additional hours outside of their temporary telecommute work schedule and is expressly prohibited from working overtime without prior approval from their supervisor per contract. Rest and meal breaks are required to be taken in full compliance with the Collective Bargaining Agreement.
G. Unit members who have been approved to work remotely shall be responsible to create and maintain a safe work environment. The District shall not be responsible to provide any furniture, or utility subsidy to the Unit member. Unit members must work with their Immediate Management Supervisor to assess what is necessary to perform work at home while telecommuting.

H. By signing this Agreement, Unit member agrees to maintain a safe and ergonomically appropriate telecommuting worksite, and that Unit member has reviewed the free Keenan Safe Colleges, online training, “Office Ergonomics.” Upon request, the District will provide additional resources to assist Unit member in assessing and maintaining the telecommuting worksite in a safe and ergonomically appropriate manner. Unit member agrees to utilize these resources if needed. It is the responsibility of the unit member to inform their Supervisor of additional resources needed to be ergonomically correct.

I. All work-related injuries incurred while performing work-related tasks/duties during Unit member’s work hours, and all illnesses that are job-related must be reported promptly pursuant to Administrative Procedures 7343 - Industrial Accident and Illness Leave. Additional information concerning SJECDD workers compensation program and process is available via the website at https://www.sjeccd.edu/district-services/human-resources/workers-compensation

J. Unit members are prohibited from having face-to-face meetings regarding District business in their homes. Unit members shall opt to use video or phone conferencing to maintain social distancing guidelines and personal protection.

K. Unit member will continue to abide by practices, policies, and procedures for requesting sick, vacation, and other leaves of absence.

L. If approved for a Virtual Private Network (VPN) account, a Unit member is required to use a district or college provided computer. VPN access provides users with the same level of network access as onsite and it is vitally important to safeguard the computer, log-in credentials, data, and private information on the screen. Alternatively, Unit members working at home may request access to a Virtual Desktop computer. A Virtual Desktop computer may be accessed by using a networked personal computer and browser. It does not require a VPN account.

Brief computer guidelines for unit members working from home:

1. Do not use the district/college computer on a public wireless network without VPN turned on at all times.
2. Do not use a district/college computer in a public or home area where others may view private data on your screen (e.g., student/unit member information).
3. Do not allow anyone else to use your district/college computer.
4. Do not install personal software on your district/college computer.
5. Do not share your password with anyone.
6. Log out of your computer or lock it (Windows-L) when not in use.
7. Sign-out of the VPN connection when not in use (go to VPN settings).
8. Do not store sensitive data on the computer – store it on the network shared drive.
9. Be careful when traveling with the computer – safeguard it from theft, temperature extremes, physical damage, etc.
10. Report a lost computer to the ITSS Help Desk right away.
11. Report a stolen computer to Police Services and the ITSS Help Desk right away.

Unit member is responsible at all times for the access, use and security of those devices. Unit member must NOT download any privacy data related to students or unit members such as Personal Identifiable Information in Colleague or any other District data system to your laptop computer. Unit member must be sure to connect district/college mobile devices from a secured network (one that requires a username and password). Unit member must take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access while telecommuting. Unit member agrees to close or secure all connections to District desktop or system resources (i.e., remote desktop, virtual private network connections, etc.) when not conducting work for the District.

M. By signing this Agreement, Unit member is also confirming they have read, understood and will comply with all Board Policies and Administrative Procedures in connection with Unit member’s telecommuting arrangement, including, but not limited to:

1) BP 3050: Institutional Code of Ethics
2) BP 3420: Equal Employment Opportunity
3) BP 3720: Computer and Network Use
4) BP 6450: Wireless & Cellular Telephone Use
5) BP 6520: Security for District Property
6) BP: 6535: Use of District Property
7) AP 7234: Overtime
8) AP 7344: Notifying District of Absence/Illness
9) AP 7343: Industrial Accident and Illness Leave

Unit member acknowledges and understands that management may at any time adjust or end the temporary telecommuting arrangement. Management will attempt to provide at least 48 hours’ advance notice of any changes to the temporary telecommuting arrangement.

N. Unit member agrees that they will be telecommuting from the following City: _________________. Unit member agrees to notify their manager/supervisor in writing within three calendar days of any changes from which Unit member will be temporarily telecommuting, along with the effective date(s) and duration of such change. Unit member understands the District will rely on this information in determining its compliance with any local laws and ordinances while Unit member is temporarily telecommuting.

O. Any breach of the telecommuting agreement by Unit member may result in termination of this Agreement, and disciplinary action as outlined in Article 19, CSEA Chapter #363 Collective Bargaining Agreement.
UNDERSTOOD AND AGREED:

_______________________________________
Unit member Signature

_______________________________________
Date

_______________________________________
Print Name/Title

APPROVED BY:

_______________________________________
Approver Signature (Manager/Supervisor)

_______________________________________
Date

_______________________________________
Print Name

_______________________________________
Name/Title

_______________________________________
Department

Agreement is to be turned in to and maintained by the Manager.
Appendix vi.

SJECCD/CSEA MOU Travel Quarantine

AMENDMENT TO
MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 363

This memorandum is agreed between San Jose Evergreen Community College District (“District”) and the California School Employees Association and its Chapter 363 (“CSEA”) concerning the District’s response to the coronavirus (COVID-19) pandemic.

The District and CSEA recognize the importance of maintaining safe facilities and operations for the benefit of the students and communities served by the District and its staff and the pressing magnitude of prudent measures to prevent such individuals from being exposed to or infected with Coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the pandemic.

To these ends, the District and CSEA agree as follows:

Any willful violation of a Santa Clara County Health Department order that causes the employee to have to quarantine for a period specified by the Health Department, will result in the employee having to use their own sick or vacation leave balance when available, or go unpaid.

Dated: 12/09/2020

By: ______________________________

Beatriz Chaidez, SJECCD Representative
Associate Vice Chancellor, Human Resources

Dated: 12/09/2020

By: ________________

Joe Lugo Jr.
President, CSEA Chapter #363

Dated: 12/09/2020

By: ________________

Nathan Jennings, CSEA Chapter #363
Labor Relations Specialist