



**SBCCD**

# **SAFE REOPENING PLAN**

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# 1 Introduction

## 1.1 Regulatory and Best Practice Guidance

The San Bernardino Community College District's Return to the Workplace Plan is written in accordance with the following regulations and directives:

- California Code of Regulations, Title 8, Section 3205 (COVID-19 Prevention)
- Industry Guidance from the California Department of Public Health (CDPH)
  - Institutes of Higher Education
  - Office Workspaces
  - Outdoor Seated Live Events and Performances
  - Youth and Adult Recreational Sports
- Public Health Orders from the California Department of Public Health
  - Use of Face Coverings in the Workplace and Public Settings
  - Social Distancing Mandate
- Blueprint for a Safer Economy - Updates

The Plan will be updated as existing guidelines are updated and new guidelines are introduced.

San Bernardino County has deferred to the State's guidance on the use of face coverings and social distancing practices. Where there is a conflict between COVID-19 mandates issued by different State and County entities, the guidance from the State will be followed.

## 1.2 History of Re-opening Plans

The District's Return to the Workplace Plan was approved by the Board of Trustees in July 2020 and addressed the conditions in which the District could accommodate the safe return of students, faculty, staff members, and visitors to the campuses and District sites. This plan has been updated to reflect changes made in the State's re-opening protocols since the summer of 2020 and includes more specific guidance provided by the State for re-opening institutes of higher education.

# 2 The District's Re-Opening Phases

## 2.1 Tiers of the State's Blueprint

With the debut of the latest re-opening regime, the State of California's Blueprint for a Safer Economy, the State has replaced the previous Pandemic Resilience Roadmap and its associated Phases 1 through 4 with the following Tiers:

- Purple Tier (Widespread)
- Red Tier (Substantial)
- Orange Tier (Moderate)
- Yellow Tier (Minimal)

Each of these four tiers includes a range of mitigation measures that employers and schools are expected to take to sustain on-site operations. The Purple Tier represents the actions that are most protective of the general population given a high prevalence or active spread of the COVID-19 virus. The Yellow Tier represents the least restrictive set of actions taken in recognition of low COVID spread

among the population. The Red and Orange Tiers lie between Purple and Yellow and represent a gradual loosening of restrictions from the Purple Tier.

As of June 15, 2021, the State has ended the restrictions of the Blueprint, in recognition of vaccine availability for California adults as well as the stabilization of COVID-related hospitalizations. The District has incorporated elements of this plan with consideration of this development.

## 2.2 SBCCD Re-opening's Process

With the goal of aligning the reopening process with the most up-to-date State guidance, the District has eliminated the previous Phases Zero, A, B-1, B-2, C-1, and C-2 from the Return to the Workplace Plan. The District will abide by the reopening directives and allowances provided by the State and per the applicable Industry Guidance from CDPH.

Per information received from Governor Gavin Newsom, the Blueprint tier system will be eliminated entirely at the point that the State fully reopens. If there are any COVID-19 preventative measures required of the District after full reopening, the District will abide by these requirements.

## 2.3 Progression and Regression

To minimize disruptions to instruction, in-person course offerings may have their classroom occupancies capped at a single number for the duration of the semester. However, at no point may classroom occupancies exceed what is allowed per the current guidelines.

If COVID-19 cases spike and the County is forced to regress to a Blueprint tier, or a statewide or regional "Stay at Home" order that overrides tier allowances is issued, the District will regress accordingly and expediently, with consideration to protection of employee and student health as well as continuity of operations.



### 3 Summary of District-wide Preventative Measures Taken

#### 3.1 Staying Home When Sick

Employees, students, and contractors should become familiarized with the symptoms of COVID-19. For a full list of COVID-19 symptoms, please visit the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

To minimize the spread of COVID-19 on campus or District sites, employees, students, contractors, and visitors must stay home if they are symptomatic to COVID-19 or have recently been in close contact with someone who has COVID-19. Please see section 3.2 for reporting a COVID-19 case.

#### 3.2 Reporting a Confirmed or Suspected COVID-19 Case

##### 3.2.1 Faculty and Staff Members

If you have a confirmed COVID-19 infection or have symptoms consistent with a COVID-19 infection or live with someone who may have come in contact with a confirmed case, please reach out to District Human Resources ([covid19@sbccd.edu](mailto:covid19@sbccd.edu)) as soon as possible. Even if you have not been to the campus recently, your timely reporting would assist the District greatly in its COVID-19 response and infection control procedures.

Faculty members must notify their Dean of any student self-reported COVID-19 cases. The Dean will notify Human Resources or Environmental Health and Safety staff for follow-up with the student.

##### 3.2.2 Students

If you have a confirmed COVID-19 infection or have symptoms consistent with a COVID-19 infection, please reach out to your course instructor(s) as soon as possible. Even if you are attending an online course and are studying remotely, your timely reporting would assist the District greatly in its COVID-19 response and infection control procedures.

### 3.3 Personal Preventative Measures

#### 3.3.1 Face Coverings and Personal Protective Equipment

Face coverings shall be worn by all non-vaccinated individuals (including employees, students, contractors, and visitors) as required by current California Department of Public Health (CDPH) guidance (<http://cdph.ca.gov>). These conditions apply to indoor settings and to those employees in a work vehicle with at least one other person present. Face coverings are not required for any individual in an outdoor setting. These conditions apply to all District sites.

Non-vaccinated students will not be allowed to participate in an in-person course held indoors if not wearing a face covering (unless a qualified exemption is claimed and has already been approved by Campus Student Services). Students may submit concerns about wearing a face covering at [this link for Crafton Hills College](#), or [this link for San Bernardino Valley College](#). There may be limited and rare circumstances where students with disabilities or certain medical conditions may not be able to wear a face covering. Concerns will be individually reviewed and further clarifications and/or documentation may be requested.

Personal protective equipment, including but not limited to gloves, face shields, disposable N95 respirator masks, safety glasses, and goggles, will be provided to employees in accordance with job tasks and responsibilities. Only those employees required to wear N95 masks will be enrolled in the District's Respiratory Protection Program, and issued an N95 mask.

Per the Cal/OSHA guidance issued on June 17, 2021, non-vaccinated employees may request a N95 mask for optional use, by contacting District Environmental Health & Safety ([mnguyen@sbccd.edu](mailto:mnguyen@sbccd.edu)). Please note that non-vaccinated employees are *not* required to wear N95 masks while at work, but they are required to wear face coverings when working indoors.

#### 3.3.2 Social Distancing Requirements

Per the latest guidance from Cal/OSHA and CDPH, there are no social distancing requirements for the workplace or education settings.

#### 3.3.3 Education and Training

All employees will be required to take COVID-19-related training courses via the District's learning management system (Keenan Safe Colleges). The courses cover the history of the SARS-CoV-2 virus and the pandemic, how COVID-19 can be controlled, and why the use of face coverings is critical to mitigating the spread of COVID-19.

Signage is placed at building entry points throughout the Campus and District sites which address the following:

- Use of Face Coverings Required for Non-Vaccinated Individuals
- Stay Home if you are Sick
- Encourage Good Personal Hygiene

### 3.4 Work Scheduling

Faculty and staff members must follow their supervisor's instructions regarding work schedules and notifications.

Supervisors must coordinate work schedules with employees in accordance with applicable Memoranda of Understanding pertaining to alternative work schedules.

Faculty and staff members must consult with their supervisors and the District Human Resources department if there are personal circumstances that prevent them from returning to work in the near future.

### 3.5 Cleaning and Disinfection

The District will use disinfectants on the U.S. Environmental Protection Agency's "List N" and use disinfectants that have been vetted for effectiveness against the SARS-CoV-2 virus to clean commonly touched surfaces throughout the campuses and District sites. Commonly touched surfaces include, but are not limited to, door handles, elevator buttons, and restroom fixtures. The buildings will be cleaned once a day per [Centers for Disease Control guidelines](#).

Faculty, staff members, and students will be provided sanitization wipes or similar items to facilitate cleaning of personal work and study spaces.

### 3.6 Ventilation

To help to minimize the spread of the Coronavirus throughout shared spaces in a building, HVAC system filters in the building ventilation system will be upgraded to MERV-13, contingent on market availability and where the existing HVAC can accommodate the use of MERV 13 filters without incurring negative impacts to the system. Where MERV-13 filters are not compatible with the ventilation system, the highest compatible MERV-rated filter will be installed, and other local measures may be deployed:

- a. Increasing the amount of fresh air introduced into the building.
- b. Installing ionization units in the ventilation system that can help to remove airborne virus particles.
- c. Installing in-room air filtration units.

### 3.7 Physical Barriers

The following may be installed as needed: Plexiglas or Plexiglas-like barriers which are positioned on top of a service counter, table, or cubicle partition; or hung from the ceiling.

### 3.8 OSHA-Compliant Measures

All of the aforementioned steps in Section 3 are in compliance with the Cal/OSHA emergency standards issued in November 2020 pertaining to COVID-19 prevention. In addition, the District has taken the following steps to ensure compliance with OSHA requirements:

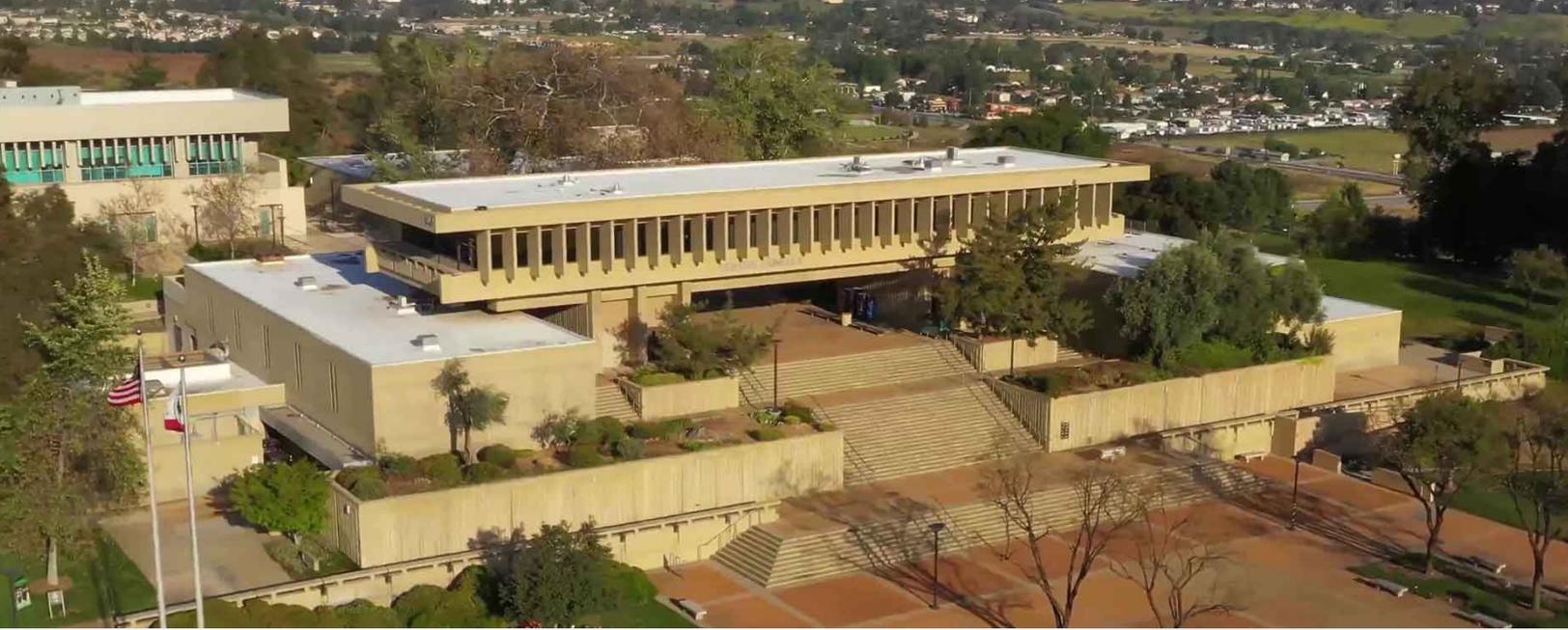
- **Communication:** Employees will be provided pertinent updates via email as well as the District's COVID-19 web page. Updates will include information on available on-campus services, safety and health protocols on campus, and any upcoming COVID testing or vaccination events. The COVID-19 web page may be accessed via the District's web site at <http://sbccd.edu>.



- **Hazard Assessments:** In preparation of re-occupancy, workplace inspections will be conducted at every campus building and District site. Managers will meet with faculty and staff to discuss concerns, evaluate work spaces, and identify individual needs to ensure a safe reopening. Managers may use the COVID-19 exposure controls prevention checklist in Appendix B of this plan, as a guide.
- **Contact Tracing:** District Support Operations (DSO) personnel will follow up with students, faculty and staff members who report COVID-19 symptoms, have been in close contact with a COVID-positive case, or have tested positive for COVID-19. Notifications will be sent to close contacts of the individual in question if the close contacts are students or employees of the District.
- **Return to Work Criteria:** DSO personnel will advise affected students, faculty and staff members on mandatory home quarantine or isolation periods and negative declaration of symptoms before returning to campus or District site.

### 3.9 COVID-19 Vaccinations

As of the writing of this plan, COVID-19 vaccinations are now available to all individuals 12 years of age and older in San Bernardino County. Faculty, staff members, and students may opt to receive the vaccine if they so choose. However, the vaccination will not be a requirement for returning to campus or District site.



## 4 Academic Services on Campuses

### 4.1 General Considerations

The CDPH guidance dictates the general conditions in which academic service departments can reopen. However, individual campuses have the authority and discretion to prioritize the opening of departments depending on local needs. Staff members working in academic departments not yet open for in-person (staff to student) services should continue to work from home and follow the directives of their supervisors.

The guidelines provided in this plan also apply to instructional support areas such as the academic department offices, as well as District sites such as the District Office, EDCT, and ATPC.

### 4.2 Considerations by Space Type

#### 4.2.1 Service Counters and Registers

Plexiglas-type barriers will be installed as needed and where feasible.

Where Plexiglas-type barriers cannot be installed, employees will be provided with face shields to wear during interactions with clients.

#### 4.2.2 Waiting Rooms and Lobbies

As of June 15, 2021, CDPH has eliminated occupancy restrictions and social distancing requirements for educational settings.

Where possible, departments may continue to utilize online appointment or queuing systems to avoid the likelihood of overcrowding.

#### 4.2.3 Food Service Operations

As of June 15, 2021, CDPH has eliminated occupancy restrictions and social distancing requirements for food service operations.

#### 4.2.4 Classrooms

##### 4.2.4.1 Classroom Capacities

As of June 15, 2021, CDPH has eliminated capacity levels for classrooms.

##### 4.2.4.2 Modified Layouts

As of June 15, 2021, CDPH has eliminated social distancing requirements for classroom settings. A limited number of classrooms may feature modified layouts as a result of reduced classroom capacities in fall semester 2021.

## 5 Career and Technology Education

The CTE programs will draft localized plans that follow the most current guidance from the California Department of Education and CDPH. Programs will adopt the most current guidelines as part of their operations, such as:

- Implementing procedures to clean equipment or tools being used by students. Tools may be checked-in and checked-out to and from a central location to ensure that they are cleaned in between uses.
- Asking students to assist in cleaning equipment at the end of the class session, and cleaning during the class session if necessary.
- Having students and instructors wear personal protective equipment, such as gloves, where needed.
- Training students on program-specific safety procedures and expectations, as well as highlighting the importance of practicing good hygiene.

## 6 Child Development Centers

There are several agencies which govern the operations of the Child Development Centers (CDC) and the implementation of COVID-19 preventative measures. These entities include the California Department of Social Services (Child Care Licensing Program), the California Department of Education, and the San Bernardino County Department of Public Health. The CDC will continue to follow the most up-to-date guidance provided by the State and County.

The following steps may be taken for reopening:

- Prioritizing available spaces for children of employees working in sectors identified by the State as part of critical infrastructure.
- Rooms not needed for instruction may be closed to reduce the burden of cleaning and disinfection.
- Conducting daily temperature screenings of children, as required by the State.
- Increasing cleaning frequencies and enhancing disinfection protocols.
- Adhering to State and local guidance for reduced children-to-adult ratios in every classroom.
- Requiring children's use of face coverings where it is safe to do so, per State and local guidance.
- Restricting access to the CDC, and only allowing enrolled children and staff in the CDC during operating hours.

## 7 Athletics

### 7.1 Overview

Guidelines specific for collegiate athletics departments have been provided by the CDPH Industry Guidance for Higher Education, the California Community College Athletic Association (CCCCA) and the National Collegiate Athletic Association (NCAA). Both campuses' Athletic departments have created facility-specific COVID-19 prevention plans.

### 7.2 Testing Requirements

There are two types of COVID-19 testing which can be implemented for student-athletes and personnel in the Athletics program: polymerase chain reaction (PCR) and antigen.

During the season, a percentage of student-athletes and staff members will be COVID-tested at the frequency provided by the CDPH or CCCCCA. Where there is a conflict between CDPH and CCCCCA guidance on testing frequency, the Athletics program will adopt the more conservative testing protocol.

Testing frequencies will also depend on the risk categorization of the sport. Participants in sports activities categorized as “High Risk” will be tested at a higher frequency than “Low Risk” sports participants.

### **7.3 Athletic Events with Spectators**

As of June 15, 2021, sporting events with spectators are permitted, with no restrictions on capacity or social distancing. COVID-19 preventative measures such as cleaning and disinfection of concession stands and other service areas will continue.

### **7.4 Athletic Events Hosted by Non-SBCCD Entities**

For all athletic events held on a District campus or site between two non-SBCCD entities (e.g. local K-12 school districts), the hosting or “home team” entity is responsible for ensuring adherence to all applicable health and safety guidelines, and coordinating with the campus as needed.

## **8 On-Campus Events**

At the discretion of campus and District administration, any social events held on campus may be restricted to current students, employees, family members of SBCCD affiliates, or a combination thereof.

As of the writing of this plan, the campuses remain closed to the public. All campus events must follow protocols for review and approval. Campus clubs and organizations should continue to host events virtually, and special consideration should be given to the latest CDPH guidance for in-person gatherings and events.

As a general rule, any and all events hosted by San Bernardino County for COVID-19 prevention measures (e.g. COVID testing and vaccination events) are exempt from limits on large gatherings. The County entity coming to campus or District site to administer the event is responsible for making sure all health and safety protocols are followed.

## Appendix A: General Principles – COVID-19 Preventative Measures

The San Bernardino Community College District follows the guidelines set by Cal/OSHA and California Department of Public Health. These guidelines are applied in the following considerations that are used to develop and implement department-specific reopening plans. The application of these considerations may be adjusted to align with current federal, state, and local guidelines.

- Any user of a District site shall follow the COVID-19 screening and reporting requirements as highlighted in the SBCCD Reopening Plan.
- Eating or drinking is not allowed in the classroom; eating or drinking is limited to outdoor areas or other designated locations.
- The regular use of hand sanitizer or handwashing will be emphasized.
- The need for physical barriers will be assessed and provided where necessary.
- Face coverings will be required, in accordance with current federal, state and local guidelines.
- Adjustments will be made to the individual work environment to prevent sharing of personal equipment, where possible.
- Staff members shall be mindful of using shared office equipment (e.g., copiers) and avoid congregating near the equipment.
- Disinfectant wipes will be made available to sanitize shared office equipment.
- Facilities should be optimized for airflow and air exchange, where necessary and feasible.
- High-touch surfaces will be sanitized frequently, in accordance with current federal, state, and local guidelines.
- Disinfectant wipes and hand sanitizer will be available for use.
- Training will be provided for employees and students on the proper use of personal protective equipment including face coverings, as needed. Signage to promote social distancing and other COVID-19 safety measures will be available and installed where necessary.
- Virtual meetings should continue to take the place of in-person meetings, where possible.

## Appendix B: COVID-19 Departmental Exposure Control Implementation Checklist

### COVID-19 DEPARTMENTAL EXPOSURE CONTROL IMPLEMENTATION

**INSTRUCTIONS TO THE MANAGER:**

- 1.) REVIEW WORKPLACE USING THE EXPOSURE CONTROLS BELOW AS A GUIDE, REFER TO THE SBCCD REOPENING PLAN AS NEEDED.
- 2.) IDENTIFY AND DOCUMENT THE NEED BY FILLING IN THE "ACTION AND NEEDS" COLUMN
- 3.) IDENTIFY THE APPROPRIATE INDIVIDUAL(S) OR ADMINISTRATIVE SERVICES TO IMPLEMENT REQUESTS.
- 4.) EMAIL COMPLETED FORM TO ADMINISTRATIVE SERVICES OR EH&S (FOR DISTRICT SITES) – PLEASE CONSULT VP ADMIN. SERVICES OR EH&S FOR SUBMISSION DEADLINE

Campus/Department:	Building/Area:	Manager:	Date:
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Describe Fall 2021 Service Modality for Non-Instructional Service Areas (All-Online, Hybrid, all Face-to-Face, etc.):

EXPOSURE CONTROLS	ACTION AND NEEDS (See #2 above)	IMPLEMENTATION BY (See #3 above)	MANAGEMENT RESPONSE
BARRIERS / PARTITIONS –When applicable (Where needed?)			
VENTILATION CONCERNS/QUESTIONS/REQUESTS			
PHYSICAL DISTANCING (STUDENTS AND/OR EMPLOYEES) (QUEUES, TRAFFIC FLOW, RECONFIGURATION, CLASSROOMS/OFFICE AREAS, WAITING AREAS, ETC.)			
STAFFING SCHEDULES (IF USING A SHARED SPACE, WHAT STAFF SCHEDULE ADJUSTMENTS SHOULD BE MADE TO MAINTAIN DISTANCING REQUIREMENTS?)			
SURFACE CLEANING AND DISINFECTION (ROUTINE SURFACE CLEANING, SUPPLIES, ETC.)			
HAND-WASHING FACILITIES (WATER, PAPER TOWELS, SOAP, ETC.)			
DISINFECTING HAND SANITIZER SUPPLIES & ACCESSIBILITY			
PERSONAL PROTECTIVE EQUIPMENT (MASKS, GLOVES, FACE SHIELDS, ETC.)			
SHARED ITEMS (OFFICE EQUIPMENT, CLASSROOM and/or STUDENT SUPPLIES) (PURCHASE PERSONAL SUPPLIES?)			
SIGNAGE (HYGIENE, FACE COVERINGS, SOCIAL DISTANCING, ETC.)			
EMPLOYEE TRAINING/PROFESSIONAL DEVELOPMENT (CONCERNS/QUESTIONS/NEEDS)			
COMMUNICATION PLAN (WHAT DEPARTMENTAL DIRECTIONS NEED TO BE COMMUNICATED TO STUDENTS/CAMPUS/DISTRICT?)			
TECHNOLOGY (COMPUTERS, QUEUING SYSTEM, ETC.)			
OTHER EXPOSURE CONTROL CONCERNS			