



Coronavirus (COVID-19)
Return to the Workplace Plan

Board Approved 7/9/2020

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INTRODUCTION

The following plan provides guidance for the San Bernardino Community College District (SBCCD) to resume district-wide business operations in light of the Coronavirus (COVID-19) pandemic. As of the date of this writing, the State of California's Stay-at-Home order (also commonly referred to as the "Safer at Home" order) remains in force. However, many business sectors have been allowed to reopen, albeit under modified conditions. The goal of this document is to provide SBCCD with the greatest amount of flexibility to adapt to the changing environment while keeping the health and safety of the district-wide community at the forefront.

SBCCD's Plan: Six Phases

There is a total of six phases in SBCCD's Return to the Workplace ("RTW") plan. The phases have been given letters instead of numbers, so as not to confuse them with the stages of California's Resilience Roadmap (Stages 1 through 4). There is one exception – Phase Zero – which represents a complete shutdown of all district-wide activity. While this has not yet occurred for the education sector in California, and may possibly never occur, the District should be prepared for the possibility that the State of California ("State") and/or San Bernardino County ("County") can force schools to close completely if the current COVID-19 situation deteriorates.

Although this plan is primarily a re-opening plan, it should also be considered a devolution plan. With the possibility of a second wave of COVID-19 infections to hit in fall 2020, SBCCD should be prepared to retreat to a previous phase with little advance notice. The reality is that the progress made in the fight against COVID-19 can be erased in a very short period of time.

Implementation of a Phase

Each of SBCCD's six phases has a trigger point. These trigger points are driven entirely by the legal guidance issued by the State and County. The U.S. Centers for Disease Control and Prevention (CDC) has also provided excellent guidance for businesses responding and reopening in light of the pandemic; however, as it is not a legal entity, the recommendations made by the CDC will be considered by SBCCD as secondary to the State and County legal guidance.

The trigger point determines the first time SBCCD can proceed to a new phase. However, **when considering a progression into reopening, the trigger point does not automatically determine SBCCD entering that phase.** The District leadership makes the final decision to proceed. There may be elements of a new phase, such as legally-mandated Personal Protective Equipment provisions, that may require the District's implementation immediately. In the case that conditions due to COVID-19 deteriorate and the District must retreat, the trigger point, driven by State/County orders, will immediately force the District into a previous phase.

The District can take a more conservative approach than the State/County guidance at any point; however, it can never take an approach that contradicts the guidance provided by the State/County.

Coronavirus (COVID-19) Return to the Workplace Plan

It is important to note that the State and County provide guidance for the operating conditions of various business sectors with the following metrics in mind (just to name a few):

- The number of new COVID-19 cases in the County/State over a given period.
- The number of deaths due to COVID-19 in the County/State over a given period.
- The ability of the County/State to conduct contact tracing on infected individuals.
- The County's ability to respond to a resurgence of COVID-19 cases.

Because these metrics are subject to change constantly, it would be inappropriate for the District to schedule the implementation of its phases into the future without considering County/State guidance.

The RTW plan was written with the alignment of as many activities as possible in a given phase. There are opportunities for some District operations to proceed deeper into reopening than others. This is acceptable, as long as the action is supported by State/County directives. For the purpose of official communications, SBCCD is in the phase represented by the most restrictive or public-health-protective action administered at a District site.

AN OVERVIEW OF THE PHASES

The following is a brief overview of each of the six phases of the RTW plan. The table at the end of this plan provides more comprehensive details of each phase.

Phase Zero

This phase represents a full and complete shutdown of the District sites, meaning that no one, including "essential" employees is allowed on site.

Please note that this has not occurred as of May 2020. School employees were identified as essential Critical Infrastructure workers by the State, and therefore allowed to come on to site during the Stay-at-Home order issued in March 2020.

However, should the COVID-19 situation worsen and a devolution occur, it is important to acknowledge that a "hard" shutdown of operations is possible.

Phase A

The trigger for this phase is the State's Stay-at-Home order with the determination of school employees as essential employees (as mentioned in the Phase Zero description). Here is the relevant description from the state guidance document (<https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf>):

- Workers supporting public and private childcare establishments, pre-K establishments, K-12 schools, colleges, and universities for purposes of distance learning, provision of school meals, or care and supervision of minors to support essential workforce across all sectors.

Coronavirus (COVID-19) Return to the Workplace Plan

It is important to note that the State has included a footnote:

- Essential Workforce if remote working is not practical.

This means that SBCCD has an obligation to request that as many employees as possible work from home.

The County or State may additionally require that employees working on site maintain social distancing.* This is easier to do when the number of on-site employees is kept to a minimum.

(*For the purposes of the RTW plan, social distancing means keeping a distance of at least six feet from others, where a physical barrier is not present. This is consistent with the guidance from the CDC.)

Considering the potential impacts of COVID-19 to specific groups of employees, the District should consider allowing those employees who are immunocompromised, caring for someone who is infected with COVID-19, or 65 years of age or older to stay at home and work from home. These employees should be allowed to stay home and work from home until the District reaches Phase C-1.

Phase B-1

On May 22, 2020, San Bernardino County submitted a request to the State of California that the County be allowed to open additional businesses as part of “enhanced” or “accelerated” Phase 2 of the State’s Resilience Roadmap. The Governor approved the request on May 23. As part of the request, the County submitted a Readiness and Reopening Plan (R&R) ([http://www.sbcounty.gov/Uploads/CAO/Feature/Content/San Bernardino County Readiness and Reopening Plan - FINAL Update 5-22-20.pdf](http://www.sbcounty.gov/Uploads/CAO/Feature/Content/San_Bernardino_County_Readiness_and_Reopening_Plan_-_FINAL_Update_5-22-20.pdf)).

The R&R Plan provides several requirements for the “Educational Services” sector, including community colleges. Of note are the following requirements (see pg. 53 of the R&R Plan):

WORKPLACE CONTROLS FOR SAFETY & HEALTH

- Require face covers for all staff, students, patrons, and customers.
- Provide station to wash hands or alcohol-based hand rubs (at least 60% alcohol)

SOCIAL DISTANCING

- Ensure six feet of distance
- Stagger break times or consider providing additional breakroom seating outside
- Rearrange seating areas for extra spacing
- Adapt breakrooms, gathering areas and storage to support social distancing

Coronavirus (COVID-19) Return to the Workplace Plan

POLICY, RIGHTS, AND NOTIFICATIONS

- *Supply at minimum a two-week supply of necessary PPE (if obtainable)
- Train staff on new customer service standards
- Train employees on new cleaning standards
- Train employees how to use PPE
- Update guest and visitor policies to reflect current COVID-19 State and Federal guidelines
- Update employee travel policies to reflect current COVID-19 State and Federal guidelines
- [Update] HR policies regarding illness, support for caregivers, etc.

In addition, the County makes the provision available for libraries, museums, and bookstores:

- Right to refuse public entrance to non-compliant persons.

(*PPE = Personal Protective Equipment. Per conversation with the County COVID-19 hotline representative on June 1, 2020, the requirement to make PPE available, “if feasible,” pertains to employees, not students. SBCCD Associate Director Michael Nguyen also explained that per agreement with CSEA the District was providing each employee with one reusable cotton mask for the duration of the pandemic. The representative determined that this provision would meet the requirement of this section.)

The County confirmed via phone conversation on June 1, 2020 that all of the provisions in the R&R Plan, including those for the Educational Services sector, went into effect as of the Governor’s approval of the County’s petition to enter enhanced Stage 2 on May 23, 2020.

The R&R Plan is a reassurance to the District that not only can SBCCD continue existing on-site operations as an essential sector, but it can bring on additional employees (and even students) to District sites as long as social distancing and PPE guidelines are followed.

One major change from previous County guidance is the requirement that all persons on site wear face coverings. In early April 2020, the County issued a Public Health Order requiring all residents to wear a face covering when out in public; however, this order was rescinded in early May 2020. The County clarified via phone conversation on June 1 that the District was not required to provide face coverings to employees and students. However, the provision of face masks to employees was strongly recommended by the County.

Phase B-2

Phase B-2 was included as a follow-up to Phase B-1, in the case that the County or State decides to rescind the face mask requirement for the education sector. There is already a precedent of the County striking down a requirement to wear face coverings while maintaining the social-distancing mandate. The District recognizes that enforcing face mask use is a significant endeavor. While there is no guarantee the face covering mandate will disappear before social distancing, the District would like to include this phase to provide maximum flexibility to District operations. Furthermore, at the time of writing this plan, there appeared to be a sentiment among many staff members that it was “better to be safe than sorry,” and,

Coronavirus (COVID-19) Return to the Workplace Plan

therefore, these employees continued to wear face masks to work regardless of the County/State guidance.

Phase C-1

The major trigger for this phase is the State ending the Stay-at-Home order. It is important to note that this will only occur after the State has entered and passed through Stage 3 of the Resilience Roadmap. (Stage 3 includes expanded travel for healthcare, food, stages 1-3 work, and local or activities shopping related to open sectors.)

Stage 4 is the final State stage and represents the ending of the Stay-at-Home order. This stage includes the reopening of nightclubs, concert venues, and live audience sports.

The District has taken a conservative approach and split Phase C into two parts. Phase C-1 assumes that the Stay-at-Home order has ended, but large gatherings such as career fairs and live athletic events are restricted by social distancing or an occupancy cap. The State/County may not provide such nuanced guidance, but it is an acknowledgement from the District that the manifestation of this phase does not constitute “business as usual” – yet.

However, with the lifting of the Stay-at-Home order, students, faculty, and staff members should be able to return to District sites without restrictions. Social distancing measures and physical barriers for protection can be removed.

Phase C-2

This phase represents SBCCD’s return to normalcy. All District operations are allowed to proceed as they did before the onset of COVID-19.

If the State or County issues guidance restricting any activity for the foreseeable future (beyond implementation of Phase 4), Phase C-2 will be modified to reflect that guidance.

GUIDANCE FOR IMPLEMENTING SOCIAL DISTANCING

Social distancing (staying six feet or further from others) is a key infection control method in Phases A, B-1, and B-2. In order to ensure that social distancing can be done effectively, the following should be considered.

Coronavirus (COVID-19) Return to the Workplace Plan

Office Building Occupancy

Instead of implementing an occupancy cap based solely on the percentage of the total workforce in the building, the Facilities administrator should examine where each “essential” employee resides in the building, and then determine where essential employees may sit in close proximity to one another. Consider the following schematic of four cubicles arranged side-by-side in an open area (assume cubicle walls are short):



To maintain social distancing, the following employee assignments can be considered:

- Employees A and C come on site; employees B and D stay home.
- Employees A and D come on site; employees B and C stay home.
- Employees B and D come on site; employees A and C stay home.

Alternatively, the cubicle walls can be raised higher to provide a physical barrier between employees. This can allow for increased occupancy, but also consider where social distancing may be difficult (e.g. employees passing by one another in a hallway; going to the breakroom or restroom).

Where multiple work areas are arranged within one smaller room, only one person should be allowed to work inside that room at any given time, regardless of the 6-foot physical separation.

When determining who can come into the office and who should stay home during Phases A, B-1, and B-2, the goal is to be as fair as possible. Each department should come up with as many occupancy plans as practical and be prepared to rotate through them (i.e. asking different employees to come in) until the Stay-at-Home order is lifted. No employee in the department or group should be coming to work on site substantially more than the others (unless the employee’s specific job duties require it). It is worth emphasizing that “essential” work is done at home as much as it is on site.

Restrooms, Hallways, and Elevators

Social distancing in a restroom is difficult, if not impossible, to do. While toilets and urinals are isolated by barriers, hand-washing sinks are not. Where multiple sinks are present, consider placing signage requesting that only one person at a time wash their hands.

In a wide hallway: where two employees are passing each other from opposite directions, each employee should make way for each other, in order to maintain physical distance.

For building floors with narrow hallways, consider drafting a floor plan directing “one-way-only” foot traffic to minimize the occurrence of employees running into each other. The floor plan should be drawn (bird’s-eye view) and shared with all employees on the affected floor.

Coronavirus (COVID-19) Return to the Workplace Plan

The use of elevators may be limited to four or fewer people in the cab at a time. Consider placing signs at each elevator landing to remind people of the policy. Also, remind occupants that they need to physically distance while in the cab.

Breakrooms

Depending on the size of the breakroom, the Facilities administrator may have to make furniture modifications or disallow certain actions (such as eating at the table) while social distancing is in effect. Consider removing some chairs from a table to reinforce distancing. Encourage employees to take breaks outside the building, and place additional chairs and tables outside if needed.

Shared Office Equipment

Equipment used by multiple employees, such as printers and copiers, should be located at least six feet away from the closest occupant. If this cannot be done, consider placing a physical barrier (e.g. glass or glass-like shield) around the equipment.

Employee Etiquette

Employees with office suites are encouraged to leave their doors closed if there is constant foot traffic through the hallway in front of their suite, or if there is communal office equipment (e.g. printer/copier) in the vicinity of their suite.

Face-to-face conversations should be kept to a minimum and should pertain to work. Extended conversations and “catch up” chats should be avoided.

Student Services Departments

Where face-to-face interaction between a staff member and a student is required, there should be a glass or glass-like partition between the two persons. If a partition cannot be installed during the social-distancing mandate, the department should consider an alternate method of rendering services.

Occupancy in a waiting room or lobby should be limited to reinforce physical distancing. Remove chairs as needed. Have “X” stickers or similar on the floor and direct foot traffic with signage (directional arrows, etc.).

If overcrowding (either indoors or outdoors) is a concern, consider implementing an appointment system (i.e. students must call ahead before showing up). Establish a daily or hourly cap for service.

The department should remind students not to come to District sites if they are exhibiting symptoms which may be indicative of COVID-19 (e.g. fever, sore throat, cough, shortness of breath).

Coronavirus (COVID-19) Return to the Workplace Plan

GUIDANCE FOR SPECIFIC DISTRICT OPERATIONS

Visitor Policy

Throughout Phases A, B-1, and B-2, visitors (i.e. any persons with no affiliation with the District) should not be allowed to visit District sites. To the greatest extent possible, virtual conference calls (e.g. Zoom) should take the place of physical, face-to-face meetings. Consider asking prospective students to reach out to student services departments via teleconference, email, or telephone.

The District may decide to take these steps during phases A, B-1, and B-2 if visitors must be accommodated:

- Option 1: Leave the receptionist desk vacant; door closed; ask visitor to call when on site; employee will meet visitor.
- Option 2: Receptionist on site; door closed; ask visitor to call when on site; receptionist will meet visitor and direct visitor to employee while maintaining social distancing. (Glass barrier option for receptionist desk can be considered.)
- Option 3: Receptionist on site; door open; direct visitor to employee while maintaining social distancing. Signs directing visitor where to stand and walk. (Glass barrier option for receptionist desk can be considered.)

Vendor Policy

The guidance for vendors is largely similar to that for visitors. There may be some exceptions for critical activities, such as vendors visiting a construction site. Those individuals must be vetted through the appropriate District employee(s) coordinating the project, and the individuals must follow all proper safety guidelines as directed, including social distancing and the use of PPE as required by the District and/or State/County.

If dropping off items, vendors should simply “drop and go.” Close contact with an employee should be avoided if possible. Where contact is necessary (e.g. signature confirmation of delivery), both the receiver and the delivery person should wear face coverings.

Travel Policy

SBCCD-Sponsored Travel

Until the State rescinds the Stay-at-Home order and large gatherings are allowed to resume per local/County orders, employees and students should not expect to attend conferences or meetings within the State. (This includes events within driving distance.) Most reputable event organizers will be following State and County guidance before scheduling a conference or other major event. SBCCD will follow the most restrictive local jurisdiction.

Coronavirus (COVID-19) Return to the Workplace Plan

When considering out-of-state or international travel, the following questions should be considered:

1. Is the event allowed by the local jurisdiction, based upon anticipated number of attendees? (Answer should be yes.)
2. Is the event organizer following all local and state COVID-19 guidance? (Answer should be yes.)
3. Is there a CDC advisory warning against non-essential travel domestically/ internationally? (Answer should be no.)
4. Is there a CDC advisory warning not to travel to the city/state where the event is to be held? (Answer should be no.)
5. Is there a state/local requirement for travelers to self-quarantine for XX days upon arrival? (Answer should be no.)
6. Is there a spike in the number of COVID-19 cases in the local area during the time leading up to the event? (Answer should be no.)

If one can answer all the preceding questions with the indicated answers, it is most likely safe to travel to the event. Keep in mind that other conditions, such as social distancing and wearing face coverings, may apply during travel (particularly air travel) and upon arrival at your destination.

To check on the latest CDC guidance for travel, please visit the CDC web page (<https://wwwnc.cdc.gov/travel/notices>).

The final decision on whether work-related travel is permissible lies with the Chancellor. Travel approval may depend on various factors such as mode of travel, destination, and duration of trip.

Where possible, employees and students should book with airline carriers, rental car companies, and hotels with flexible cancellation policies. Please note that that a travel credit (for future use of the funds) is not the same as a refund.

Personal (Leisure) Travel

Travelers should follow the most up-to-date CDC guidance on domestic and international travel. Keep in mind that some destinations require a mandatory 14-day self-quarantine period upon arrival. Also, depending on the destination, the CDC or the County may require/recommend a 14-day self-quarantine upon *return* to the United States. The District expects that all employees and students will heed these requirements before returning to District sites for work or classes.

Food Service/Sales on District Sites

Each District site should evaluate the anticipated demand for food services, as well as any social distancing mandates, when deciding when to reopen food services. Food service employees are considered essential employees, but they must follow strict guidelines which may be more restrictive than the County/State guidance for the education sector in general.

Coronavirus (COVID-19) Return to the Workplace Plan

One possible alternative to “on demand,” on-site food preparation is to contract with a third-party food vendor to bring pre-packaged food items to the District site to sell.

“Buffet-style” food distribution (e.g. large District events such as the Classified Employees’ Thank-You event) should be avoided until the County/State provides further guidance on this type of food service.

Child Development Centers

The State identified “public... childcare establishments” as an essential government and community-based function upon the issuance of the Stay-at-Home order in March 2020. Out of an abundance of caution, the Child Development Centers at Crafton Hills College and San Bernardino Valley College closed in March and remain closed as of the writing of this plan. It is difficult to “socially distance” young children in a daycare-type environment, not to mention that children are particularly susceptible to being infected with COVID-19 or other illnesses.

The District may decide to reopen the Child Development Centers when it reaches Phase C-1.

Some actions worth implementing at the centers upon reopening include:

- Temperature checks of forehead upon arrival and throughout the day
- Monitoring for symptoms of illness (via inquiry to parent as well as on site throughout the day)
- Sending children home if they feel sick
- Avoiding sharing play items between children without sanitization
- Constant sanitization of common-touch surfaces, play items, etc.
- Frequent hand-washing – both children and employees
- Provision of alcohol-based hand sanitizer

Coronavirus (COVID-19) Return to the Workplace Plan

Phase Zero

- The State issues stay-at-home order along with forced shutdown of all on-site business and academic operations.
- Staff and faculty members are not allowed on site
- Students are not allowed on campus
- Athletic events are not allowed
- Self-directed leisure activities (e.g. SBVC Track; CHC Golf Course, Aquatics Center) are not allowed
- Large gatherings (e.g. career fairs, athletic events with spectators) are not allowed

Phase A (March 19th – May 22nd)

- The State issues stay-at-home order with the determination that the education sector is part of critical infrastructure
- Staff and faculty members are allowed on site for critical tasks only.
- Students are allowed on campus with maximum 10 people per room
- Social distancing of 6 feet or greater required at all times
- Athletic events are not allowed
- Self-directed leisure activities are not allowed
- Large gatherings are not allowed

Phase B-1 (May 23rd to Present)

- The County/State enacts an order specifically requiring face coverings for education sector but still enforcing social distancing
- Additional employees are allowed to work on-site at supervisor's discretion
- Students are allowed on campus with limited occupancy
- Social distancing of 6 feet or greater required at all times
- Athletic events are not allowed
- Self-directed leisure activities are not allowed
- Large gatherings are not allowed

Phase B-2

- The County/State enacts an order eliminating face covering mandate for education sector but still enforcing social distancing
- Additional employees are allowed to work on-site at supervisor's discretion
- Students are allowed on campus with limited occupancy
- Social distancing of 6 feet or greater required at all times
- Some athletic events are allowed
- Some self-directed leisure activities are allowed
- Large gatherings are not allowed

Phase C-1

- The State/County ends the stay-at-home order but restricts social gatherings
- Majority of the employees may return to the work site. Immunocompromised and employees of advanced age may work from home.
- Students are allowed on campus with limited occupancy
- Social distancing of 6 feet or greater required for some activities
- Athletic events are allowed
- Some self-directed leisure activities are allowed (Aquatic Center guidance may vary)
- Large gatherings are allowed with an occupancy cap

Phase C-2

- The State/County ends the stay-at-home order and does not restrict social gatherings
- All employees return to the work site
- All students are allowed on campus
- All athletic events are allowed
- All self-directed leisure activities are allowed
- Large gatherings are allowed

Correlation with the State's Resilience Roadmap

Phase Zero: N/A

Phase A: Stage 1 and Early Stage 2

Phase B-1: Enhanced Stage 2

Phase B-2: Stage 3

Phase C-1: Early Stage 4

Phase C-2: Enhanced Stage 4