

Dear Chaffey College Community:

During the last 16 months, you have made adjustments and experienced changes in your personal and professional lives to continue serving our students and the College during the pandemic. Thank you for pushing through and weathering all of the challenges that we have all faced as a result of the pandemic. Your service and dedication to the Chaffey community is unmatched.

Now that our Governor has reopened the state, it is time for Chaffey College to do the same in a safe manner. Starting **Tuesday, August 10, 2021**, and in compliance with state, county and federal regulations, we will begin returning to campus with a phased-in approach that includes the following:

- Initially, most District in-person services will be limited to 7:30 a.m. to 4:30 p.m., M-F.
- At least 50 percent of classified professionals, managers and professional experts from each department/area will work on-site, while the other half will work remotely.
- Each manager will decide the most effective schedules and assignments to optimize the use of work space. (Example: 50 percent of department/area staff work on-site one week while the other half work remotely and then the following week, these groups alternate.) All assignments will begin and end at the same location each day. The workday will not be split between remote and on-site work.
- All full-time managers, classified professionals, and professional experts will work full days regardless of whether they are remote or on-site assignments.
- A designated manager on duty will be present when employees are working on-site.
- All employees whose work requires 100 percent on-site work will continue to work 100 percent on campus (e.g. Campus Police, Maintenance and Operations, Warehouse, Campus Store).
- Temperature screening operations will be suspended starting Monday, August 2 as these practices are not currently recommended by Cal/OSHA; however, the daily self-screening process will continue.
- In compliance with Cal/OSHA guidelines, the District will observe the following safety guidelines:
 - a. Employees are no longer required to wear masks outdoors on-site except during outbreaks or when physical distancing is not possible.
 - b. Unvaccinated employees will be required to wear masks indoors unless eating and drinking or due to an accommodation authorized by Human Resources.
 - c. Unvaccinated employees must wear masks when traveling in vehicles with other individuals, regardless of the other individual's vaccination status.
 - d. Vaccinated employees (who provide proof of a full vaccination) no longer need to wear masks indoors or outdoors. Human Resources will provide direction and maintain records related to this process.
- Vaccines are not required to work on campus; however, they will be required for any business-related travel including coaches and student-athletes participating in away games.
- Staff are continuing to examine and implement all recommended safety measures, including ventilation systems in work spaces and classrooms. Departments will provide respirator masks (such as an N95) to employees who request them. Training will be required for use.

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Implementation Plan

- All managers will communicate with their department/area employees of schedules and assignments.
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As we prepare for fall, our goal is to continue to effectively serve our students. One of the best ways we can achieve this is by being accessible to them and each other on campus.

Thank you in advance for helping us with our safe return to campus.

Distribution: Governing Board, staff, faculty, adjunct faculty, Chaffeyans

Sincerely,

Henry D. Shannon, Ph.D.
Superintendent/President



Chaffey College