

# Chaffey College



## **SAFE CAMPUS REOPENING**

*Slow, Safe, Sustainable*







# TABLE OF CONTENTS

## 1 Safety

---

Proactive Measures

## 2 Safety

---

Face Coverings

## 3 Safety

---

Physical Distancing & Good Hygiene Practices

## 4 Screening & Testing

---

Self Check Daily & Symptom Checker

## 5 Communication & Training

---

Urgent Information & Topics

## 6 Compliance

---

Guidelines



*Dear Chaffey Community:*

I am pleased to present the Safe Campus Reopening Taskforce's (SCRT) 'Safe Campus Reopening Plan.' The Safe Campus Reopening Plan is the product of months of hard work by a diverse taskforce that included classified employees, faculty, and managers. With direction from my office and the Executive Team, the taskforce was asked to provide reopening recommendations, and this document has been developed to facilitate a phased slow, safe, and sustainable return of employees and students to workspaces and pre-designated lab classes for in-person instruction. The document is organized in response to a 'Campus Reopening' online survey that was disseminated by the Office of Institutional Research to all thirty-one taskforce members. The survey sought feedback on guiding principles and best practices related to a safe campus reopening and was grouped into four primary principle areas:

1. The health and safety of students, staff, and faculty
2. Maintaining continuity of instruction and student support
3. Communicating with the campus community
4. Ensuring the flexibility to meet the needs of the campus community

Members of SCRT engaged as many stakeholders as possible and devoted significant time to this important task. The taskforce recognizes the document represents a moment in time, and that evolving federal, state, and local public health guidance could quickly result in some of the recommendations becoming revised or updated.

*“facilitate a phased slow, safe, and sustainable return...”*

The following document addresses 4 key areas recommended by SCRT which include:

- Safety
- Communication
- Training
- Compliance

I want to extend my sincere thanks to each member of the Taskforce for all of their efforts.

Best,

Henry D. Shannon, Ph.D.



## SAFETY

In order to continue keeping our workplace safe and healthy, the following has been implemented:

The District is taking proactive measures to ensure our campuses are safe and we are following all federal, state, and local health and safety guidance.

Informational signage is posted as appropriate throughout the District in accordance with current safety measures and COVID -19 requirements. Signs will be updated as new information becomes available.



Employees are required to wear face coverings in accordance with CDC guidance and use physical distancing of 3 feet or more. Face coverings will be available for faculty, staff or students, if needed.

Common areas and frequently touched surfaces where employees/students/visitors have been present will be disinfected as required. Disinfecting supplies will also be available for employee use. Employees are encouraged to disinfect their workspaces throughout the workday. The District will provide essential disinfecting products.

Soap and paper towels are readily available in all restrooms.



When feasible all facilities' air filters are high efficiency MERV 13 rated and are routinely replaced following current industry standards. Facilities are being optimized for airflow and air exchange where practical.

Business travel remains restricted and must be approved by the area Associate Superintendent.

Plexiglas (upon review and approval) may be installed in those areas where employees interact with others and physical distancing is not possible.

Signage with physical distancing reminders are installed in areas where lines may occur.



Video-conferencing or other technologies will continue to take the place of in-person meetings. If virtual meetings are not possible, choose a space that can accommodate physical distancing while still following the recommended guidelines related to mass gatherings.

Meeting rooms, break rooms, and other communal areas may be closed or have limited seating in order to maintain physical distancing.

Schedules, including lunches and breaks, may be modified (with appropriate approvals) to allow for necessary physical distancing.

Workspaces will be evaluated to ensure appropriate physical distancing is maintained. This may include staggered work schedules.

Employee safety training will be provided.

## SAFETY

### Face Coverings - CDPH Guidance for Face Coverings

All face coverings shall be specifically designed for protection as defined by CDC.

People working in California must wear face coverings when they are in the following situations:

- Inside of, or in line to enter, an indoor public space
- Engaged in work, whether at the workplace or performing work offsite
- When interacting in-person with any member of the public
- Working in any space visited by members of the public
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities
- In any room or enclosed area where other people are present
- If an employee is alone at their desk and is able to physically distance, a mask is not required
- A mask should be worn once another person comes within 3 feet of that employee's work area



### Baseline Level of Face Covering

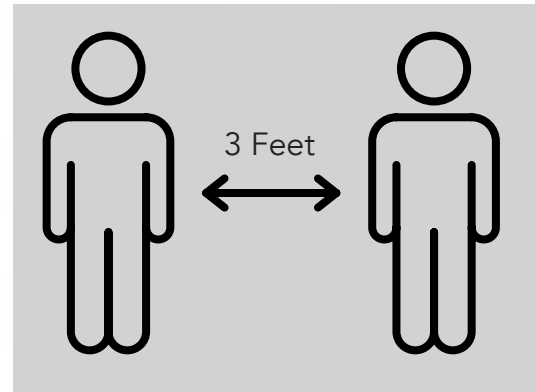
Face coverings shall:

- Be required while on campus
- Fit snugly but comfortably against the face
- Be secured with ties, ear loops or elastic bands
- Include at least three layers of fabric
- Allow for breathing without restriction
- If employees, students, or visitors do not have a face covering one will be provided
- Face shields are also available for faculty and staff upon request, and shall be worn in conjunction with a face covering when physical distancing of 3 feet or more cannot be maintained
- N95 masks are available upon request from the Center of Culture and Social Justice in AD-109, Chino campus Dean's office and Fontana campus Dean's office.

## SAFETY


### Physical Distancing


- During a pandemic or heightened infection season, any person coming on campus should be kept apart at distances of no less than 3 feet apart
- Multiple options shall be considered with respect to spacing that can maintain the baseline of 3 feet of separation between all persons while on campus
- Some activity-based courses may use increased distancing greater than 3 feet per student due to physical movement and intensity of activity
- Physical barriers do not replace the need for physical distancing but should be installed wherever 3 feet of distancing cannot be reasonably maintained



### Good Hygiene Practices

*All persons shall engage in good hygiene practices.*

- Wash hands or use hand sanitizer each time entering and exiting a room
  - Avoiding touching eyes, nose, or mouth without cleaning hands first
  - Avoid non-essential physical contact and maintain appropriate physical distancing guidelines both inside and outside of the facilities
- 

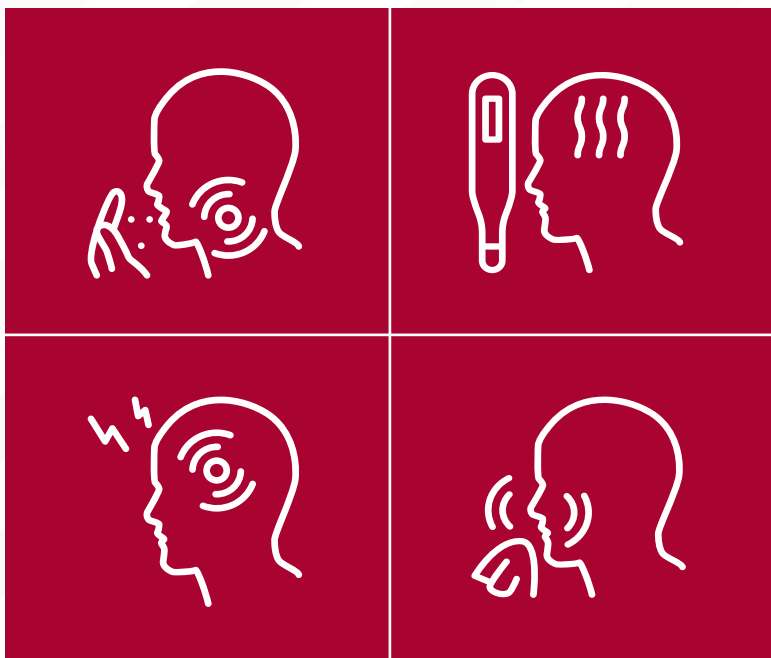
  - Regularly wash hands with soap and water for at least 20 seconds, especially after coughing, sneezing, or blowing nose, and after using the restroom
- Cover mouth and nose with elbow (or ideally with a tissue) rather than with hand when coughing or sneezing. Dispose of all tissues in the trash immediately after use. Immediately wash hands with soap and water for a minimum of 20 seconds
  - If unable to wash hands, use hand sanitizer that contains at least 60% ethanol or 70% isopropanol alcohol
- 

  - Avoid sharing phones, desks, office equipment, or other items wherever possible
  - Never share personal protective equipment (PPE)

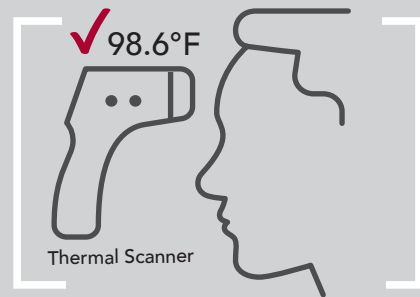
## SCREENING & TESTING

- Employees who develop symptoms outside of work should notify their supervisor and contact their health care provider.
- Employees shall provide Human Resources with return to work documentation prior to returning to campus. Human Resources shall provide directions to the employee regarding safe return protocols.
- Sick employees should stay home and follow the advice of their health care provider.
- Employees may not return to work until they have clearance from their health care provider and Human Resources.
- Special consideration shall be made for employees with pre-existing medical conditions or over the age of 65. This will be managed through the Human Resources Department.

For additional infectious disease information go to [https://www.chaffey.edu/healthsafety/docs/outbreaks\\_of\\_infectious\\_disease\\_plan\\_082520.pdf](https://www.chaffey.edu/healthsafety/docs/outbreaks_of_infectious_disease_plan_082520.pdf)



## SELF CHECK DAILY



All employees must self-check daily for any symptoms of COVID-19 prior to leaving home and entering the workplace.

## SYMPTOM CHECKER

*In accordance with CDC Guidelines:*

Employees who have symptoms when they arrive at work or become sick during the day should be immediately sent home.

**Employees with the following symptoms may have COVID-19:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or running nose
- Nausea or vomiting
- Diarrhea





## COMMUNICATION

Urgent information related to Coronavirus (COVID-19) will be shared with the campus community. Health alert information will be distributed through formal District channels such as website, email, portal or social media. Other non-urgent messages related to COVID-19 may also be emailed to the campus community. In the event a community member tests positive for COVID-19, the District will work with San Bernardino County Public Health to gather information for contact tracing and reaching those who may be impacted. In the event the affected groups cannot be identified or there is a broader risk to the campus, a general notification will be sent to the campus community.

## TRAINING

*At this time the following online trainings are available for employees.*

Coronavirus 101: What you need to know

Coronavirus 103: Managing Anxiety and Stress

Coronavirus 105: Cleaning and Disinfecting the Workplace





## COMPLIANCE

The District requires that all persons on campus shall follow the safety protocols set in place by federal, state and local guidance.

*Please follow guidelines below:*

### Non-Compliant Student

- Offer the student a mask and request compliance
- Notify the on-site dean or manager to address the student if he or she fails to comply
- Notify Campus Police if the student still fails to comply

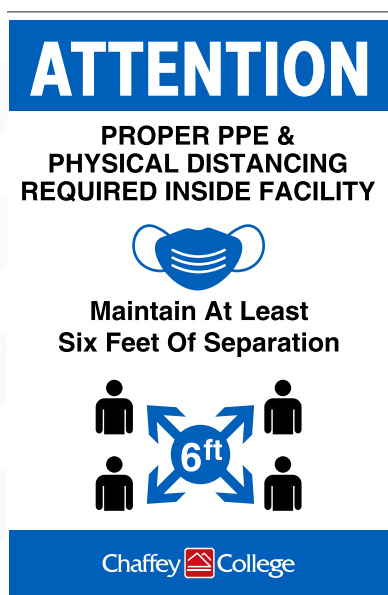
### Non-Compliant Visitor or Vendor

- Offer a mask and request compliance
- Ask person to remain outside while out of compliance
- Notify supervisor or manager to address the issue
- Do not continue the interaction

### Non-Compliant Peer to Peer

- Offer a mask
- Move to a safe physical distance
- Notify manager of the health and safety concern

If at any time during an interaction with a non-compliant individual you feel unsafe, contact Campus Police immediately @ (909) 652-6911.





# Chaffey College

## **Mission Statement**

Chaffey College improves lives and our communities through education with a steadfast commitment to equity and innovation to empower our diverse students who learn and thrive through excellent career, transfer, and workforce education programs that advance economic and social mobility for all.





### Chaffey College Governing Board

**Gary C. Ovitt**  
*President*

**Lee C. McDougal**  
*Vice President*

**Gloria Negrete McLeod**  
*Immediate Past President*

**Kathleen Brugger**  
*Clerk*

**Deana Olivares-Lambert**  
*Member*

**Rousselle Douge**  
*Student Trustee/CCSG President*



#### *Safe Campus Reopening Taskforce Members*

- Trisha Albertsen
- Troy Ament
- Patrick Aranda
- Rachel Arciniega
- Timi Brown
- Sean Connelly
- Corinthia Crawford
- Lisa Doget
- Kim Erickson
- Michael Fink
- Yolanda Friday
- Susan Hardie
- Jeff Harlow
- Manar Hijaz
- Teresa Hull
- Stan Hunter
- Sapna Jethani
- Richard Levine
- Steve Lux
- Kelley Lyons
- Anthony Martinez
- Michael McClellan
- Kay Peek
- Patty Peoples
- Mellanie Reeve
- Rob Rundquist
- Sarah Schmidt
- Steve Shelton
- Brian Stone



5885 Haven Avenue  
Rancho Cucamonga, CA 91737