

SAN DIEGO  
MESA COLLEGE  
Reopening Plan

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## Background

As of Monday, March 23, 2020 all SDCCD Faculty, Classified Professionals and Administrators moved to remote operations, with the exception of a few people who were needed to support our facilities and technologies, due to COVID-19. Our two top priorities during this time were to protect the health and safety of our students and staff; and ensuring the continuity of instruction and operations.

While the campus remains closed per the State and County [regulations](#), San Diego Mesa College has developed a reopening plan so our students, being trained in essential fields, can complete their studies and enter the workforce to continue the fight against COVID-19. [Chancellor's Message](#) [Governor Gavin Newsom Stay at Home Order](#). This plan was developed after much research and is, in part, informed by the Center for Disease Control (CDC), County Public Health Order, California Department of Public Health Guidance for K-12 Schools and Office Workspaces, and Cal/OSHA. All information included hereafter is effective as of June 25, 2020.

## Safe Reopening Plan [SD County: pg. 4](#)

In collaboration and assistance from Facilities Services, Administrative Services will complete and follow the county [Safe Reopening Plan](#).

## General Measures

Student Health Services and Administrative Services regularly review guidance from the County and the California Department of Public Health.

External community members will be granted access to the campus on a case by case basis to reduce the risk of exposure to students, faculty and staff.

## Social Distancing, Healthy Hygiene and Personal Protective Equipment (PPE)

### Social Distancing - Staff

Social distancing of 6 ft. apart, will be used to the highest extent possible by all students and employees. All classrooms and office spaces will adhere to the social distancing guidelines. All staff meetings, professional development training and education, and other activities involving staff will be conducted with physical distancing measures in place, or virtually, where physical distancing is a challenge. The minimization of the use and congregation of adults in staff rooms, break rooms, and other settings will be established. Administrative Services will also work with each area to ensure guidelines for activities such as waiting in line, barriers and partitions and ingress and egress are followed. [CDPH](#)

### Social Distancing - Students

To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable. The use of shared items should be limited and activities should be redesigned to maintain separation (For example, setting up supplies for individuals or pairs to eliminate common supply retrieval stations). Where sharing does occur, there must be cleaning and disinfecting between uses. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practices and performances are not permitted. [CDPH](#)

### Face Coverings [CDPH OSHA pg. 15](#)

People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
  - Interacting in-person with any member of the public
  - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
  - Working in any space where food is prepared or packaged for sale or distribution to others;

- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the person’s own household or residence) are present when unable to physically distance;
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of six feet from other persons is not feasible.

Individuals exempt from wearing a face covering, including but not limited to persons with a medical condition, mental health condition, or disability that prevents wearing a face covering, and persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

Employees and students must use face coverings, particularly in indoor environments and areas where physical distancing alone is not sufficient to prevent disease transmission. Face coverings and usage must follow the current county mandates for face masks. All other PPE required for instructional or work duties must be maintained by students and employees at all times. Persons refusing to wear a face mask may be asked to leave the classroom and/or campus if they do not meet one of the previously mentioned exemptions that prevents them from wearing a mask.

### Other PPE

Other forms of PPE such as gloves, eye protection, face shields, and gowns will be provided as necessary. These types of PPE are not mandatory, for the use of preventing covid-19, unless they are dictated by Cal-OSHA as a normal part of the employees work. However, workers or other persons handling or serving food must use gloves in addition to face coverings. Employers can make the determination if additional PPE should be used for covid-19 screeners or for employees handling commonly touched items. [CDPH](#)

### Healthy Hygiene

Students and employees should wash their hands frequently for 20 seconds with soap throughout the day, including before and after eating, after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or labs; and before and after using the restroom. Hand sanitizer can be used but should not regularly replace handwashing for 20 seconds or more. [CDC](#), [CDPH](#)

### Signage

[Signs](#) will be posted in highly visible locations (e.g., building entrances, restrooms, and dining areas) that promote everyday protective measures and describe how to stop the spread of germs and proper use of face coverings. [CDC](#)

### SDCCD sanitation protocol

#### Daily Cleaning

High touch surfaces will be thoroughly cleaned in high traffic areas such as breakrooms, areas of ingress and egress including stairways, door handles, light switches, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables, and elevator controls multiple times throughout the day.

Employees are responsible for the cleaning and disinfecting of their own work areas such as desks, keyboards and phones.

Cleaning and disinfecting of common classrooms and surfaces will be done in accordance with current health guidelines.

Restrooms will be cleaned nightly, and refreshed as needed during the day, depending on the level of building foot traffic and usage.

Disinfection products will be selected from the [EPA’s approved list “N”](#) and follow the products instructions. [CDPH Workspace Guidance](#), [CDPH](#) and [CDC](#)

#### Shared Supplies

The sharing of supplies and equipment is strongly discouraged. If the sharing of supplies and equipment cannot be avoided they must be cleaned and disinfected between uses and it is the responsibility of the employees and students to clean and disinfect these items. [CDPH Workspace Guidance](#) and [CDC](#)

Revised 8/16/2020

## Water Systems

To minimize the risk of Legionnaires' disease and other diseases associated with water, facilities will ensure that all water systems (e.g., sink faucets, drinking fountains, decorative fountains) are flushed and safe to use after a prolonged facility shutdown. Use of drinking fountains is prohibited. Employees and students are encouraged to bring their own water bottles. [CDC](#) and [CDPH School K-12 Guidance](#)

## Ventilation

- Classrooms are encouraged to open windows when possible to naturally ventilate classrooms and office space.
- HVAC systems will be operated continuously when employees are in the building.

## Screening – Employees and Students [CDC](#) & [SDCCD Minimum Standards for On-Campus Classes](#)

Employees who have been recalled to campus and students reporting for f2f instruction must adhere to the CDC, local, state and national guidelines while on campus. Employees, students and visitors are required to conduct a self-assessment via the [CDC Coronavirus Self-Checker](#) prior to reporting to campus. Everyone must be free from any of the symptoms listed below and submit to a temperature screening once on campus. Employees and students who do not pass the Coronavirus Self-Screening must remain home and contact their supervisor or instructor for next steps.

- 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 runny nose
- Nausea or vomiting
- Diarrhea

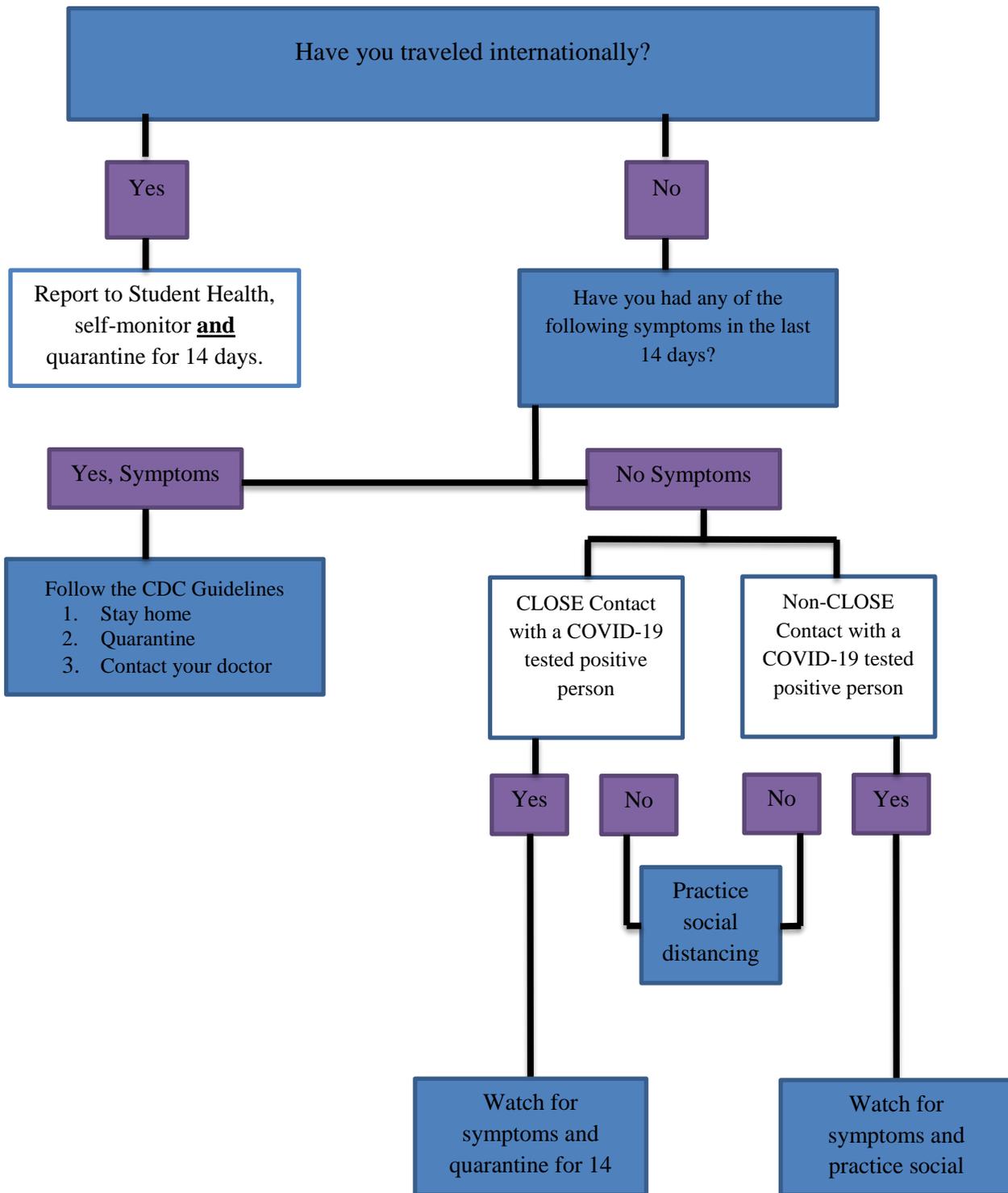
## Screening

A temperature screening area will be established for employees, students and visitors. The screening area will include a screener, PPE, a screening log and wristbands. The screener will request verbal consent for a temperature check. If consent is not given, the employee, student or visitor may not be granted entry to the campus/building. Any employee, student or visitor with a temperature above 100.3 degrees will be sent home.

Employees, students and visitors will be screened once a day. A wristband with the word of the day will be given to each individual who has been successfully screened. Individuals will be screened once a day. They can move from building to building for class without being screened again. If a student arrives to class without a wristband they must be sent back to the nearest screening area to complete the screening process. [SD Mesa Student Health Services](#), [CDPH Workspace Guidance](#) and [CDC](#) Screener will maintain a log that includes student name, student ID and screening status.

## Employees and Students Who Become Ill on Campus

If a student or employee has reported to campus and begins to feel ill, they should immediately be sent home or to a previously designated isolation area until they can be transported home. Once home, the employee is required to complete the [Coronavirus Self-Checker](#). If the employee passes the self-checker, they are to report to work the following business day. If they do not pass, they are to contact their supervisor and remain home until their symptoms subside. The supervisor must immediately contact Administrative Services to implement the SDCCD sanitation protocol.



<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

## Ingress and Egress

All entrances and exits will be designated for one-way traffic and will depend on foot traffic and building occupancy. Doors may not be held open at any time. Students and employees will stagger their arrival and exit time with a minimum of a 30-minute gap to reduce foot traffic and contact. With the input of faculty and employees, Administrative Services will establish directional floor “signage” for foot traffic to reduce contact and passing in the common areas. [CDC](#)

## Elevators

Capacity may be reduced depending on the size of the elevator. Face masks are to be worn at all times and do your best to avoid repeated touching of the elevator buttons. Immediately wash your hands or use alcohol-based hand sanitizers with greater than 70% isopropanol upon exit. [CDC](#)

## Classroom and Office Layouts

Administrative Services will meet with the campus partner to develop and/or approve layouts for classrooms and office spaces prior to the return to campus. Guidelines on space configuration, capacity, foot traffic, ventilation, and cleaning and sanitation protocols will be implemented. [CDC](#)

## Dining

Food Services and all other dining options will be provided via take-out and limited in-person service. [CDPH](#)

## Designated COVID-19 Point of Contact

An Administrator or a team of designees will be responsible for responding to all campus related COVID-19 concerns. The point of contact will be published at <http://www.sdmesa.edu/covid19/index.shtml>. [Students](#) and employees must utilize our communication system to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. [CDC](#)

## When Someone Gets Sick [Mesa Student Health Services](#), [CDPH School K-12 Guidance](#), and [District Reopening Plan](#) Employee

### IF YOU DEVELOP FLU LIKE SYMPTOMS WHILE AT WORK

- Ensure your face covering is secure, stop work activities and notify your supervisor.
- Prior to leaving, clean your work station (as noted above).
- Limit your contacts, maintain social distancing, and avoid socializing in communal areas as you exit the facility.
- Go directly home. Do not stop for errands on the way home.
- Promptly consult your medical provider.

### WHEN CAN YOU RETURN TO WORK?

People with COVID-19 who have mild to moderate symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptoms began;
- Have not had a fever for 24 hours without taking fever reducing medications; and
- Other symptoms have resolved.

A limited number of people who have severe or critical illness or are severely immunocompromised are recommended to wait 20 days after symptoms developed and one day after fever resolution and improving symptoms.

People who are severely immunocompromised but have no symptoms can leave isolation after 20 days after testing positive.

People who tested positive for the novel coronavirus but never developed symptoms can stop isolation and other precautions 10 days after the date of their first diagnostic positive test.

**IMPORTANT:** While you are unable to work due to COVID-19, you should maintain

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## Student

Notify Student Health Services regarding COVID student of concern.

Student(s) should not be permitted to return to in-person classes/lab/clinical until cleared by Student Health. Please send notification to the director of SHS and Dean of SA **only** with the subject title as CONFIDENTIAL. To maintain privacy of exposed student please do not copy others on the email.

Student Health RN/NP/MD contacts the student and either

- an agreed upon plan of care is developed, or,
- If appropriate for COVID care, treatment or testing, student is referred to call 211 and their Primary Medical provider for direction.
- If a positive test result is received, the “**Checklist/Protocol for Response to Public Health Exposure**” will be enacted in conjunction with the District.
- When appropriate, SHS provider sends an unalterable clearance letter to the student releasing them back to class(es). The student forwards the letter to their Professor.

### **San Diego Community College District - Checklist/Protocol for Response to Public Health Exposure**

Upon notification by Department of Public Health Services, SHS will work with the Dean of Student Affairs to compile a packet of information including:

- Verification of results
- Class rosters of exposed students, faculty and staff
- Identification of affected classroom(s), lab(s) and student support services
- Requirements outlined by the Department of Public Health
- Packet will be provided to the VPSS who will notify the President, VPI, VPA, PIO and Vice Chancellor of Student Affairs. The President will notify the Chancellor.
- The VPA will ensure that spaces are cleaned in accordance with proper guidelines.
- The Vice Chancellor of Student Services will send email notification and/or a hard copy of required notifications to exposed students, faculty and staff.

If appropriate: District or College PIO will construct and circulate a press release.

If notified a student or employee has tested positive for COVID-19, Administrative Services will work with Instruction and Facilities to implement the following protocols.

- Close off the impacted area
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not available, wait as long as possible.
- Disinfect all areas used by the student or employee.
- Reopen area once it has been appropriately disinfected.
- Employees without close contact with the student or employee can return to work immediately after disinfection.
- Notify health officials
- Students and employees may not return to work until that have met the CDC criteria to discontinue home isolation, including 3 days with no fever, they are feeling better and it has been 10 days since the first symptoms appeared.
- Students and staff should follow their respective policies on absences.

### **Considerations for Partial or Total Closures**

- Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

- We will implement the following if a student or employee tests positive for COVID-19 and has exposed others on the campus:
  - In consultation with the local public health department, the appropriate district official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
  - Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or affected area where the person was based will typically need to close temporarily as students or employee isolate.
  - Additional close contacts at school outside of a classroom should also isolate at home.
  - Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
  - Include information for employee regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.
  - Provide guidance to students and employees reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or employees from gathering elsewhere.
  - Maintain regular communications with the local public health department.

## Training

### Employee Training

The training videos listed below cover the topics required in the new CalOSHA guidelines. The training should be completed and confirmed in an email to your immediate supervisor prior to returning to work at a District facility if possible, otherwise as your first function upon returning to a District facility.

- Signs and symptoms of COVID-19 (how it spreads): <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Social distancing measures: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- How employees can protect themselves: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Proper handwashing practices and the use of hand sanitizer stations: <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Cough and sneeze etiquette: [https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)
- Routine infection control precautions, such as the proper use, care and disposal of masks or face coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

**REMINDER:** When you have completed each of the training videos listed above, please confirm in an email to your immediate supervisor.

Below is a list of recommended trainings from Keenan Safe Colleges

- Coronavirus Awareness (10 Min)
- Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings (9 Min)
- Coronavirus: Cleaning and Disinfecting Your Workplace (10 Min)

Your **Username** is your complete **District email address**, no password is required. Once you log in to the site, click on a course title to begin the training. Each course has audio, so be sure to turn up your speakers if you'd like to listen.

## Attachment

Attachment A - COVID-19 INDUSTRY GUIDANCE: Institutions of Higher Education

Attachment B - District COVID-19: Returning to Work Safely

Attachment C - Mesa COVID-19 Screening Checklist



The cover of the "COVID-19 Industry Guidance: Institutions of Higher Education" document. It features a dark blue background with a grid of small white dots on the right side. The title "COVID-19 INDUSTRY GUIDANCE: Institutions of Higher Education" is written in white text on the left. Below the title, the date "August 7, 2020" is displayed with a small orange underline, and the website "covid19.ca.gov" is listed. In the bottom right corner, there is a "CALIFORNIA ALL" logo with the slogan "Your Actions Save Lives" and the website "covid19.ca.gov".

Note: Please double click to open.



## SAN DIEGO COMMUNITY COLLEGE DISTRICT

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### **COVID-19: Returning to Work Safely**

The San Diego Community College District is following California Occupational Safety and Health Administration (CalOSHA) and San Diego County Health and Human Services guidance to assist colleagues in safely returning to work during the evolving Coronavirus Disease 2019 (COVID-19) pandemic.

The SDCCD has utilized this guidance to develop policies and procedures to ensure the safety and health of all our colleagues. This guidance focuses on the following:

- Employee Training
- Infection Prevention Measures (Social Distancing/Face Covering)
- Basic Hygiene
- Personal Protective Equipment

**IMPORTANT:** If you have recently had close contact with a person with COVID-19 or have experienced flu like symptoms, fever, cough, shortness of breath, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or diarrhea, **stay home, immediately contact your supervisor**, and seek medical attention if necessary.

#### **EMPLOYEE TRAINING**

The training videos listed below cover the topics required in the new CalOSHA guidelines. The training should be completed and confirmed in an email to your immediate supervisor prior to returning to work at a District facility if possible, otherwise as your first function upon returning to a District facility.

- Signs and symptoms of COVID-19 (how it spreads): <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Social distancing measures: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- How employees can protect themselves: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Proper handwashing practices and the use of hand sanitizer stations: <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Cough and sneeze etiquette: [https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

- Routine infection control precautions, such as the proper use, care and disposal of masks or face coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

**REMINDER:** When you have completed each of the training videos listed above, please confirm in an email to your immediate supervisor.

## **SOCIAL DISTANCING**

While at work, practice social or physical distancing by staying at least 6 feet (about two (2) arms' length) from other people who are not from your household in both indoor and outdoor spaces.

- Maintain 6 feet of distance from others whenever possible
- Use Zoom or other videoconference platforms for meetings
- Use the phone and email for communication
- Limit restroom use so that 6 feet of distance can be maintained if possible
- Limit use of the elevator to one person at a time
- Maintain 6 feet of distance in the lunch/break room when possible
- Greet others with a verbal greeting; handshakes and hugs should be avoided
- Don't socialize in communal areas

## **FACE COVERING (Masks)**

To properly wear a face covering or mask:

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- **Don't** put the mask around your neck or up on your forehead
- Try to fit it snugly against the sides of your face
- **Don't** touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect
- Make sure you can breathe easily

Wear a face covering or mask whenever:

- You are entering or exiting any work facility
- You are in the hallway or other communal area
- You are in any indoor space where the general public is permitted
- It is not possible to maintain at least 6 feet of distance

## **BASIC HYGIENE**

- Wash hands frequently, avoiding contact with eyes, nose, and mouth.
- Wash hands for 20 seconds with soap, rubbing thoroughly after application.
- Cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

- Use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands until completely dry.
- Do not use any hand sanitizer that may contain methanol per FDA advisory. Methanol is dangerous to both children and adults. (Hand sanitizer provided by the District does not contain methanol.)

## **WORK STATION CLEANING**

Please clean your work station, copiers, computers, printers, cabinets and all surfaces you came in contact with after each use adhering to the following:

- Contact your Supervisor for cleaning materials
- Frequently disinfect surfaces and objects touched by multiple people.
- Use no more than the amount recommended on the cleanser's label.
- Use water at room temperature for dilution (unless stated otherwise on the label).
- Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening.
- When necessary depending on the type of cleaning product used, wear skin protection (gloves) and consider eye protection (goggles) for potential splash hazards.

## **IF YOU DEVELOP FLU LIKE SYMPTOMS WHILE AT WORK**

- Ensure your face covering is secure, stop work activities and notify your supervisor.
- Prior to leaving, clean your work station (as noted above).
- Limit your contacts, maintain social distancing, and avoid socializing in communal areas as you exit the facility.
- Go directly home. Do not stop for errands on the way home.
- Promptly consult your medical provider.

## **WHEN CAN YOU RETURN TO WORK?**

People with COVID-19 who have mild to moderate symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptoms began;
- Have not had a fever for 24 hours without taking fever reducing medications; and
- Other symptoms have resolved.

A limited number of people who have severe or critical illness or are severely immunocompromised are recommended to wait 20 days after symptoms developed and one day after fever resolution and improving symptoms.

People who are severely immunocompromised but have no symptoms can leave isolation after 20 days after testing positive.

People who tested positive for the novel coronavirus but never developed symptoms can stop isolation and other precautions 10 days after the date of their first diagnostic positive test.

**IMPORTANT:** While you are unable to work due to Covid-19, you should maintain regular communication with your immediate supervisor. If you are severely ill and unable to communicate, contact your supervisor when you become able to do so.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The SDCCD has procured Personal Protective Equipment. Please ask your direct supervisor for details. Remember, you need to wear a mask or face covering when entering any District facility.

# SAN DIEGO MESA COLLEGE

## COVID-19 SCREENING CHECKLIST

The following mandatory steps must be taken prior to admitting anyone into a District-owned building:

1. Ask whether they are experiencing or have recently experienced (in the last 10 days) any of the following symptoms which they cannot reasonably attribute to another known health condition:
  - a. Fever or chills;
  - b. Cough;
  - c. Shortness of breath or difficulty breathing;
  - d. Fatigue;
  - e. Muscle or body aches;
  - f. Headache;
  - g. New loss of taste or smell;
  - h. Sore throat;
  - i. Congestion or runny nose;
  - j. Nausea or vomiting;
  - k. Diarrhea; and

EXCLUDE anyone who states that they are experiencing or have recently experienced (in the last 10 days) any of the above symptoms, which they cannot reasonably attribute to another known health condition.

2. Ask whether they have recently been exposed (in the last 14 days) to any person who has tested positive for Covid-19, and EXCLUDE any employee who states that they have been exposed.
3. Take temperature and EXCLUDE anyone who has a temperature of 100 degrees Fahrenheit or higher. This is automatic even if the employee does not report any of the symptoms listed above.
4. Confirm that the person has a face covering and, if they do not have a face covering, provide them a disposable facemask.
5. Anyone who is precluded from accessing a District facility based on the above should be instructed to immediately contact their supervisor or faculty member via phone or email.

Screener will issue a wristband and maintain the screening log from Administrative Services with name and other applicable information.