

# Southwestern Community College District Institutional Safe Reopening Plan



*SWC*

SOUTHWESTERN COLLEGE

Approved:  
December 2020



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## Overview of the Institutional Safe Reopening Plan

This reopening plan is an institutional guide that will be used by individual programs and departments to tailor to their specific needs. Each individual program and department will adapt the plan to best suit the needs of their respective areas. This plan is to be used as a living document. Revisions to the guidelines will be implemented, as new data is released. The Institutional Safe Reopening Plan is written using the guidance of the following agencies: the [Centers for Disease Control and Prevention \(CDC\)](#), [San Diego County Health and Human Services Agency](#), and [California Industry Guidance COVID-19](#). If this plan is revised, the revision will be made available on the District's website.

A reopening work group was developed to provide feedback on the Institutional Safe reopening plan. Participation from all contingency groups including Human Resources has been ongoing. The success of this plan will require everyone's participation. The reopening work group will continue to regularly meet and make revisions based on new data, health guidelines, and District operational practices. This plan is to be used as a guide for full or partial reopening.

### **Sections Updated:**

#### **Safe Reopening**

The state has lifted the Regional Stay Home Order. San Diego County is now in Tier 1, or Purple Tier, of the state's Blueprint for a Safer Economy. 2/23/2021

#### **Required Use of Face Coverings**

Face Masks must be two or more layers and must cover nose and mouth secured under the chin. The CDC recommends the use of gaiters be made of two layers, or folded to make two layers. Gaiters must be worn with a face shield at all times. 2/23/2021

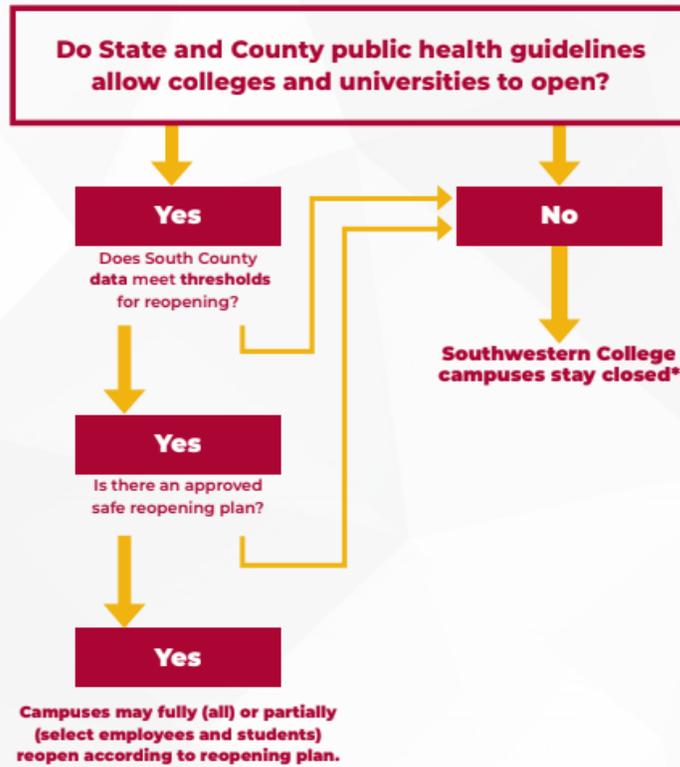
#### **Promote Healthy Hygiene Practices**

The District will ensure adequate supplies to support healthy hygiene, including soap, hand sanitizer containing at least 60 percent ethyl alcohol, paper towels, tissues, and disinfectant wipes. 2/23/2021

**\* Southwestern College is in remote operations.**

# Safe Reopening Decision Tree

As of Sept. 2, 2020.



\*San Diego County has allowed very limited in-person classes that train essential and health workers and first responders. Students in those programs will be notified of in-person instruction.

## Personal Protective Equipment

Following the San Diego County Reopening Plan the Facilities, Operations, and Planning department will provide Personal Protective Equipment (PPE) and coordinate the initial delivery of supplies to each campus by department. It is expected that District staff and students arrive on campus with facemasks; the District will provide additional personal protective equipment and supplies. The District's supply inventory consists of:

- Disposable surgical face masks
- Reusable cloth face masks (laundering is the responsibility of the user)
- Face shields (as needed based on department need)
- Hand sanitizer bottles
- Disinfecting wipes (gloves will be provided in order to safely handle the wipes)

### [Current PPE Inventory Available](#)

Specialty personal protective equipment and supplies for labs will be managed within the department. The District does not require the use of gloves or gowns unless the job duties or lab requires them. This is considered a specialty department request.

Every office receiving supplies must monitor the level of supplies for the office and reorder as necessary to avoid running out.

Supply reorders are to be requested via ServiceNow under the category "Health and Safety".

### General Maintenance Request

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**Opened for**

Aurora Ayala

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**\* Short Description**

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**\* Detailed Description**

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**\* Category**

Health and Safety

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**Campus**  
only required if different than your campus

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**Building**  
Hint: use an asterisk (\*) to narrow the results (example: to quickly search Building 1660, start by typing \*1660 or \*166 or \*16, etc.).

## Required Use of Face Coverings

It is a requirement that all individuals inside or outside a public area will wear a face covering while on District property, unless they are alone in their enclosed office. Open environment workspaces, such as cubicles require facemasks. Walking through common areas, using elevators as a single occupant, and preparing any material/food for public use requires a facemask.

“Public Areas” include hallways, restrooms, common workspaces, meeting rooms, service areas, waiting areas, elevators, stairwells, classrooms, parking facilities, and all other areas utilized by more than one person at a time.

All individuals on campus are encouraged to bring their own face covering to campus. If a mask is needed, the District will provide surgical-style or cloth masks at no cost.



Face Masks must be two or more layers and must cover nose and mouth secured under the chin. The CDC recommends the use of gaiters be made of two layers, or folded to make two layers. Gaiters must be worn with a face shield at all times.



## ADA Accommodations

Individuals that have a medical condition, mental health condition, or a disability that prevent them from wearing a facemask should wear a non-restrictive alternative mouth and nose covering such as a face shield.

District staff requiring ADA accommodations please contact:

Ruby Ayala

Workers Compensation Analyst

Human Resources

Southwestern Community College

900 Otay Lakes Road, Chula Vista CA 91910

(619) 216-6630 ~ (619) 216-6705 fax

[rayala@swccd.edu](mailto:rayala@swccd.edu)

Students with disabilities who may need accommodations are encouraged to contact the Disability Support Services (DSS) office at 619-482-6512 or [dss@swccd.edu](mailto:dss@swccd.edu) or [www.swccd.edu/DSS](http://www.swccd.edu/DSS) (live chat).

## COVID-19 Prevention Plan

Each campus will designate a site contact to assist with communication on preventive measures and help coordinate the Institutional Safe Reopening Plan.

The District will follow California Industry Guidance COVID-19 guidance:

- Establish a written, campus-specific COVID-19 prevention plan, perform a comprehensive risk assessment of all work areas, work tasks, and student interactions, and designate a person at each campus to implement the plan.
- Face coverings are mandatory and incorporated into the SWCCD Institutional Safe Reopening Plan.
- Following the San Diego County Health and Human Services Agency, the District will report any case that is COVID-19 positive. The following information may be shared: employee name, date of birth, and contact information.
- Training and communication with staff and students on the reopening plan. Plan will be made available and accessible to everyone by placing it on the SWC website, under the Special COVID-19 Updates top banner.
- Regularly evaluate the facility for compliance with the plan and document and correct deficiencies identified through ServiceNow.
- Evaluate any COVID-19 illness and determine if any factors could have contributed to risk of infection. Reopening plan will be updated immediately.

- Implement new processes and protocols into the reopening plan, when a workplace has a COVID-19 case, in accordance with CDPH guidelines. Contacting the county, supporting the individual, cleaning and disinfecting.
- Identify close contacts (within six feet for 15 minutes or more) of an infected worker or student and take steps to isolate COVID-19 positive worker(s) and close contacts. Isolation will depend on where the individual is located at the time of communication.
- All contractors and vendors performing any onsite service will follow the District's Institutional Safe Reopening Plan.

## General Measures

The following general measures will be applied at the District:

- Work areas will be modified to accommodate a 6-foot distance. In the event that physical separation is not easily manageable, submit a ServiceNow request under the category of Health and Safety. The facilities department will assist with the modified layout, if needed. Classrooms/labs will modify their seating arrangement to maintain 6-foot distance.
- Signage will be posted to identify maximum occupancy, 25% of occupancy or no more than 100 people per room, whichever is less.
- Elevators will have limited capacity of two occupants per ride, signage will be posted outside of each elevator. Floor markings will be made inside
- Meetings of two or more individuals will take place outdoors where a 6-foot distance can be achieved or via telemedia.
- Hand sanitizer stations will be placed near vending machines.
- Removal of high touch items such as magazines, common pens, etc.
- Following San Diego County Reopening Plan requirement:
  - Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever, wear facial coverings, maintain a minimum six-foot distance from one another, and not shake hands or engage in any unnecessary physical contact.
  - Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility.
  - All employees must either be screened for symptoms (cough, shortness of breath or trouble breathing, headache, fever, chills, muscle or body aches, fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea, exposure to individuals who have tested

positive for COVID-19), and have their temperature taken upon returning to work. Alternatively, employees may self-screen or take their temperature before reporting to work. All employees with symptoms or a temperature of 100.4 degrees or more, will not be allowed in the workplace.

- All employees must wear facial coverings in the workplace.
- Physical distance between individuals in a workstation need to be separated by at least six feet or installation of a physical barrier.
- Break rooms, bathrooms, and other common areas are being disinfected frequently.

## Promote Healthy Hygiene Practices

All employees and students need to practice good hygiene by washing their hands frequently, avoid making contact with one's eyes, nose, and mouth, and covering their mouth with a tissue when sneezing or coughing. If there is no tissue available use the elbow. Students, faculty, and staff should wash their hands for 20 seconds with soap and rubbing thoroughly under water. When hand washing is not practicable, students, faculty, and staff should use hand sanitizer.

The District will have hand sanitizer stations available throughout the campuses.

Restrooms will also be fully stocked with paper towels/automatic hand dryers. Restrooms will be stocked once per day and one automatic soap dispenser will be available per restroom. Throughout the day the restrooms will be disinfected with a sprayer.

Signage encouraging good hygiene will be posted inside restrooms. Additional signage will be posted through the campus instructing students and staff to engage in hygiene measures.

The District will include Healthy Hygiene Practices reminders in staff meetings, website promotion, and student outreach. The District will ensure adequate supplies to support healthy hygiene, including soap, hand sanitizer containing at least 60 percent ethyl alcohol, paper towels, tissues, and disinfectant wipes. Based on the demand of the campus restrooms, portable hand washing stations will be considered.



## Intensify Cleaning and Disinfection

- The custodial department will increase cleaning of frequently high touch surfaces. Such as but not limited to door handles, elevator buttons, handrails, all bathrooms, tables, switches and other areas based on the room's high touch surfaces.
- During the thoroughly disinfecting process of areas, doors and windows will be left open when possible to allow for outdoor air to enter. This cleaning will be performed when students or staff are not present inside the room.
- All products that will be used to disinfect are on the approved EPA list from List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19).
- Custodial staff will be fully equipped with personal protective equipment and required to use the District's provided uniforms.
- Cleaning schedule will be updated to include a disinfecting route. The schedule should focus on not over and under using cleaning products.
- All staff and students should be encouraged to clean their personal belongings and keep them away from high traffic surfaces such as restroom counters.
- Signage will be posted in visible areas indicating cleaning and disinfecting procedures for the custodial department.

## Ventilation

The District will make modifications to the heating, ventilation, and air conditioning system and increase the intake of fresh air by opening the air dampers to 100 percent or the highest possible percentage. Unit needs to be operational when there are occupants in the building.

Rooms that do not have good fresh air ventilation will be equipped with a portable air purifier. A department cannot use a fan for air circulation; if a fan is used it will be to pull in fresh air.

The air filters will be changed out within a month of reopening and continue on the quarterly schedule.

The National Air Filtration Association (NAFA) recommends using filters higher than a MERV 8. The District is currently using MERV 13 hospital grade.

Per the recommendation of The American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) epidemic task force-reopening schools:

- The air conditioning units will have a complete annual maintenance performed.

- Perform initial air flush of all spaces prior to occupants re-entering building
- Mechanical systems should operate in occupied mode for a minimum period of one week prior to students returning (may be completed at same time as faulty start returning to building) while assuring the outside air dampers are open.

## Disinfection of Water Systems

Hydration stations will be flushed, and filters will be replaced prior to reopening. Staff and students are encouraged to bring their own water supply.

Water fountains will be shut down and covered up for nonuse. Cleaning wipes will be placed near the hydration station for cleaning before and after use by each user.

Where possible signage will be placed near hydration stations promoting healthy hygiene practices and reminding users to properly wash or sanitize their hands.

## Implement Distancing on Campus

Following San Diego County Reopening Plan in an effort to maintain a physical distance of six feet apart:

- The usage of restrooms where there are more than one toilet/urinal 6-foot physical distancing is required and facemask must be worn.
- All employees, students, and visitors are always required to maintain a distance of at least six 6-feet between themselves and other people. Social distancing is the primary method emphasized by the CDC for preventing the spread of COVID-19. Simply maintaining a distance of 6-feet from all other people substantially reduces the risk of infection.

In addition to the county recommendations:

- All efforts will be made to reconfigure workspaces to allow a minimum of 6-feet between each employee.
- Forward facing services areas are by appointment only and scheduled in such manner as to mitigate the possibility of large numbers of individuals congregating in an area in which physical distancing cannot be maintained.
- Areas where students wait to have a face-to-face conversation will be clearly marked off to indicate 6-foot physical distancing guide.
- Floor markings are in place to ensure proper physical distancing in waiting and common areas, such as hallways or lobbies.
- Adequate distance between staff and students will be made during in person learning.

## Physical Barriers and Guides

- The District will install physical barriers in areas where a 6-foot distance is difficult based on the operation of the department, such as Cashiers, Student Services, and Admissions. Barriers will consist of sneeze guards or partitions along with visible signage.
- Floor guides will be placed to remind individuals in line to maintain a physical distance of 6-feet.
- Route directional signage will be placed where it is possible to designate an entrance and exit.
- Signage will be placed in various locations to remind students and staff to maintain a 6-foot distance.
- Offices and classrooms will create an internal procedure for delivering documents to avoid coming into contact within 6-feet.

## Communal Spaces

- The District will close off all indoor dining areas. Outdoor dining will be available.
- The outdoor seating capacity will be reduced to allow tables to be spread-out and spaced at least 6-feet apart. Fixed seating will be marked for Use or No Use to space out at least 6-feet apart from each other.
- The District will close all nonessential gathering areas such as the student union and limit occupancy of communal space to 25 percent of a room or 100 people, whichever is less.
- Restrooms with sinks that are closer than 6-feet will have a sink disabled.
- Encourage staff and students to be consistent with the restroom that they use. This will help with tracing.

## Food Service & Dining Halls

In addition to the internal process that will be created by the food service department, which will incorporate cleaning and disinfecting of all surfaces, food prepping, methods of delivery, and social distancing, the following guidelines will be implemented:

- The cashiers and food pick up area will install physical barriers, such as sneeze guards.
- Only to-go food will be served
- There will be no self-serving buffets, condiment holders, or beverage dispensers.
- Touchless payment options will be encouraged.
- Cafe staff will clean and disinfect frequently touched surfaces, such as tables, counters, trays, condiment holders, etc. These areas will be cleaned throughout the day.
- Food serving hours will be extended to accommodate long lines during class breaks, depending on the number of onsite classes.
- Indoor dining will be closed off, outdoor dining will be available. Outdoor seating capacity will be reduced to allow tables to be spread-out and spaced at least 6-feet apart. Fixed seating will be marked for Use or No Use to space out at least 6-feet apart from each other.
- Only single use condiments and disposable utensils will be available.
- Signage will be placed near workstations promoting healthy hygiene practices, reminding users to properly wash.
- In the outside seating area, signage will also be placed to promote the proper use of facemasks and remind students to maintain physical distance.
- Wipes will also be available for student use.

## Internal and External Events

Internal events will only be considered if the intent is to promote remote learning and working. Other events that will be considered are nonprofit events with the purpose of providing basic need services in response to COVID-19, such as, but not limited to, distribution of food, meals, toiletries, diapers, and technology. Events will follow the Centers for Disease Control and Prevention (CDC), San Diego County Health and Human Services Agency, and California Industry Guidance COVID-19 guidelines. Internal and external event coordinators will adhere to SWC Institutional Safe Reopening Plan.

External social events will not be approved while the campus is operating during remote working and COVID-19 measures are being enforced by the county and state.

## Limit Sharing

- There will be minimal sharing of equipment or supplies for students and staff.
- Training will be provided to staff and students on wiping down equipment that is to be shared such as copiers, machinery, and other items.
- Avoid sharing items wherever possible, if items need to be shared make sure to sanitize hands before and after.

## Train Staff & Students

Staff will be required to complete the Keenan Safe Colleges Training, COVID 19 Employee Safety Training. Per Keenan, this course will provide practical guidance from the CDC to help get Southwestern Community College get ready to reopen. This course is designed for all District staff.

The Institutional Safe Reopening Plan will be revised and made public on the District website under Special COVID-19 Updates.

Following the California Industry Guidance COVID-19 the following training for students and staffs will be provided on:

- Use of personal protective equipment and proper use, removal and washing of cloth face coverings, including:
  - Face coverings are not personal protective equipment.
  - Face coverings can help prevent exposure of people near the wearer and the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Face coverings must cover the nose and mouth.
  - Hands should be washed or sanitized before and after using or adjusting face coverings.

- Avoid touching eyes, nose, and mouth.
- Face coverings must not be shared and should be washed or discarded after each use.

It is a requirement that all individuals inside or outside a public area will wear a face covering while on District property, unless they are alone in their office.

Individuals that have a medical condition, mental health condition, or a disability that prevent them from wearing a facemask should wear a non-restrictive alternative mouth and nose covering such as a face shield. ADA accommodations through the District are available for staff. Contact Ruby Ayala, Workers Compensation Analyst [rayala@swccd.edu](mailto:rayala@swccd.edu). Students who may need accommodations are encouraged to contact the Disability Support Services office at 619-482-6512 or [dss@swccd.edu](mailto:dss@swccd.edu) or [www.swccd.edu/DSS](http://www.swccd.edu/DSS) (live chat).

District staff and students who have been in contact with someone who tested positive to COVID-19, or in contact with a suspected but unconfirmed coronavirus victim:

- Notify supervisor/instructor immediately and self-quarantine for a minimum of 14 days.
- Follow the protocols that have been put in place in the Institutional Safe Reopening Plan

The Families First Coronavirus Response Act (HR 6201) (FFCRA) expands emergency paid sick leave as a means to protect the health of employees and the people around them. Please contact Shelley Carbajal at [scarbajal@swccd.edu](mailto:scarbajal@swccd.edu) for more information regarding the FFCRA leave.

All visitors will follow the SWC Institutional Safe Reopening Plan. The District will report any positive COVID-19 case to San Diego County Health and Human Services Agency by calling (888) 950-9905. The following information may be shared: name, date of birth, and contact information.

## Check for Signs and Symptoms

Everyday District staff and students must have temperature taken and screened for symptoms upon reporting to work. Signs and symptoms, according to the CDC COVID-19 can consist of the following:

- 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

These symptoms can range from mild to severe and may appear 2-14 days after being exposed to the virus.

Employees who have been instructed to return to work must conduct symptom monitoring. Employees will self-evaluate for COVID-19 related symptoms two hours prior to returning to work. If any symptoms are present, or if the employee has been in close contact with a confirmed COVID-19 case, or if the employee has received information that they may have been exposed, the employee should seek medical advice and not report to work. Employees must be free of any symptoms potentially related to COVID-19 to be eligible to report to work. Each employee will complete a daily COVID-19 health screening questionnaire via online or in paper form. The employee will submit a copy of the questionnaire to their supervisor at the end of each week.

COVID-19 can cause mild to severe respiratory illness with symptoms of fever, cough, and difficulty breathing. Other symptoms may include muscle aches and pains, fatigue, decrease in appetite, or loss of taste or smell. The employee should take their temperature without taking any fever reducing medications (i.e. Tylenol or acetaminophen), consistent with CDC guidelines. If the employee's temperature is 100.4 degrees Fahrenheit or above, or if they have the above-mentioned symptoms, the employee should contact their supervisor and Human Resources immediately.

Human Resources will report exposure information to the Facilities Director for cleaning and disinfecting protocols to be initiated. Human Resources will also report the case to the San Diego County Department of Public Health.

A self-checker is also available on the CDC website, [CDC Coronavirus Self-Checker](#)

## **Plan for When a Staff Member, Student or Visitor Becomes Sick**

Department will create backup plans for essential staff needed onsite to support reopening plans and operations.

## **Employee Protocols**

- Employee, or a family member in the same household is sick with a cold, flu, or virus:
  - Employees shall stay home, or if at work shall immediately inform the supervisor and return home.
  - If the employee thinks they have been exposed to COVID-19 and develops a fever and symptoms, such as cough or difficulty breathing, loss of taste or smell, they should call their healthcare provider for medical advice.
  - If this is the case, the supervisor shall immediately notify Angela Riggs, Director of Human Resources at [ariggs@swccd.edu](mailto:ariggs@swccd.edu) or (619) 216-6629

- Employee tests positive for COVID-19:
  - Employee shall notify supervisor.
  - Supervisor shall immediately notify Angela Riggs, Director of Human Resources at ariggs@swccd.edu or (619) 216-6629
  - If the case involves students, the supervisor shall also contact Rachel Fischer, Interim Dean, Student Services, rfischer@swccd.edu or (619) 482-6369
  - Prior to returning to work, employees will email a doctor's release to Angela Riggs in HR [ariggs@swccd.edu](mailto:ariggs@swccd.edu).
  - Human Resources will notify the manager of the employee's return to work date.
- Employee has been in contact with someone who tested positive to COVID-19, or in contact with a suspected but unconfirmed coronavirus victim:
  - Employees shall notify supervisor and immediately self-quarantine for a minimum of 14 days.
  - Supervisor shall immediately notify Angela Riggs, Director of Human Resources at ariggs@swccd.edu or (619) 216-6629
  - If the case involves students, the supervisor shall also contact Rachel Fischer, Interim Dean, Student Services, rfischer@swccd.edu or (619) 482-6369
  - Employee shall contact Angela Riggs in Human Resources on the 14<sup>th</sup> day of quarantine to discuss returning to work ariggs@swccd.edu or 619-216-6629.
  - Human Resources will notify the manager of the employee's return to work date.
- Contact tracing:
  - When Human Resources learns of a probable or confirmed case involving an employee at any SWC location, Human Resources will contact the individual and those known to have been in contact with them. Human Resources will further work to learn more about symptom onset, provide public health guidance for isolation, quarantine, and testing, and to appropriately communicate information about the case.
- Reporting:

The Director of Human Resources shall contact the County Department of Epidemiology to report COVID-19 positive cases involving employees.

## Student Protocols

- Student, or an individual in the same household is sick with a cold, flu, or virus:
  - Students shall stay home, or if at school, shall immediately inform their instructors and return home.
  - If the student thinks they have been exposed to COVID-19 and develops a fever and symptoms, such as cough or difficulty breathing, they should call Health Services or their medical provider for medical advice.
  
- Student tests positive for COVID-19:
  - Students shall report their COVID-19 positive test via the Online Reporting Tool.
  - The reporting tool will notify Health Services and the Office of Student Services. If the case involves employees, Health Services and the Office of Student Services shall also contact Angela Riggs, Director of HR at ariggs@swccd.edu or (619) 216-6629.
  - Students shall notify their instructor of their need to self-quarantine.
  - Prior to returning to school, students will email a doctor's release to Health Services, [enurse@swccd.edu](mailto:enurse@swccd.edu), <https://www.swccd.edu/student-support/health-services>
  
- Student has been in contact with someone who tested positive to COVID-19, or in contact with a suspected but unconfirmed coronavirus victim:
  - Students shall report their situation using the Online Reporting Tool and immediately self-quarantine for a minimum of 14 days.
  - Students shall notify their instructors of their need to self-quarantine.
  - Students shall contact Health Services on the 14th day of quarantine to discuss returning to school.
  
- Contact Tracing--when SWC learns of a probable or confirmed case involving a student at any SWC location:
  - Health Services will contact the individual and those known to have been in contact with them. Student Health Service works to learn more about symptom onset, provide public health guidance for isolation, quarantine and testing, and to appropriately communicate information about the case.
  - COVID-19 positive cases involving students are reported to the County Department of Epidemiology by the Campus Nurse or Dean of Student Services.

## Campus Notifications:

Individual reports a positive lab test for COVID-19, confirmed by a public health agency, and has had direct contact to campus:

- Confirmation Process: Public health agency confirmation to the individual and to SWC.
- The District will have a notification process in place notifying the campus community.
- SWC will provide direct communication and guidance to students and/or employees if they were near or in direct contact with the individual who tested positive.

Confirmation for an individual report, the notification process will be:

- This will not be a campus wide notification, but SWC will provide direct communication and guidance to students and/or employees if they were near or in direct contact on a case-by-case basis, based on last contact on campus or in community and timing of symptom onset.
- Tracking of positive COVID-19 reports of students who have been on campus are registered in the Case Management System (called Maxient) for reference and tracking purposes.

COVID-19 test results fall under HIPPA confidentiality; therefore, we are not asking students to report positive COVID-19 tests results unless they have been on campus.

For more information on how to protect yourself against the Coronavirus (COVID-19), please visit the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## Visitors Protocols

All visitors will follow the SWC Institutional Safe Reopening Plan. The visitor needs to also notify their onsite contact of the potential or positive COVID-19 test. The District will report any employee, visitor, or student that is COVID-19 positive to San Diego County Health and Human Services Agency by calling (888) 950-9905. The following information will be shared: name, date of birth, and contact information.

For serious injuries or illness call 9-1-1.

# Decision Tree Fever/COVID-19 Flow Chart

[Sandiegocounty.gov](http://sandiegocounty.gov)

## Fever / COVID-19 Symptom Decision Tree

(Version: 07/31/2020c)



**At school, student or staff member develops any one of the following signs or symptoms:**

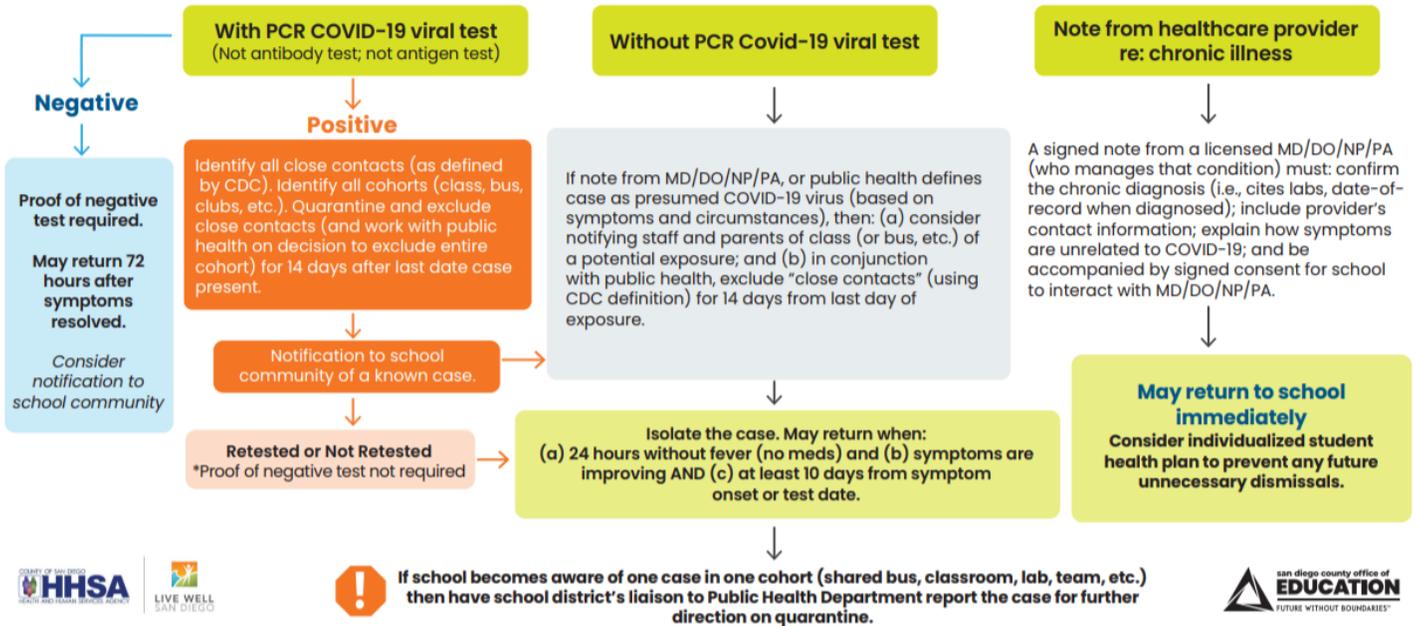
- Fever with or without chills/rigors (fever defined as  $T > 100.0$  that does not resolve within 30 min. without medication);
- Cough\*  Shortness of breath  Nasal congestion/rhinorrhea (runny nose)\*  Sore throat
- Nausea, vomiting, or diarrhea\*  Fatigue\*  New loss of taste/smell  Headache\*
- Muscle or body aches\*  Poor feeding or poor appetite\*

\* Disregard this symptom if school personnel already aware of a chronic, pre-existing condition that causes the symptom. The nature of the presenting symptom (e.g., duration, intensity) must be consistent with the underlying chronic condition.

**ACTION:** Apply appropriate PPE; isolate student/staff member until sent home; recommend they reach health care provider for instructions. Note: Other infections can cause same symptoms (e.g., flu, strep, etc.) but these do not rule out COVID-19 as co-occurring



### STUDENT / STAFF TO STAY HOME UNTIL...



**If school becomes aware of one case in one cohort (shared bus, classroom, lab, team, etc.) then have school district's liaison to Public Health Department report the case for further direction on quarantine.**



## Cleaning and Disinfecting Protocols

Following the California Industry Guidance COVID-19 the following actions will be taken in an event that there is a confirmed case onsite that causes a risk to others:

- Close off areas used by a confirmed COVID-19 case and do not use these areas until after cleaning and disinfecting, as described below:
- Post signage on the door(s), indicating cleaning in progress, do not enter.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as practicable. Ensure a safe and correct application of disinfectants with trained staff using personal protective equipment and ventilation recommended for cleaning, as described above.
- Full body personal protective equipment and supplies will be provided to the custodial department.
- Custodians will use products that are listed on the EPA site for approved disinfectants for use against SARS-CoV-2 (COVID-19).
- The Custodial Supervisor will inform the Director of Facilities as soon as the task is completed.
- The Director of Facilities will inform the point of contact from the campus once the cleaning and disinfecting has been completed.
- The custodial department will follow the implemented plan, as well as maintain and revise the department plan according to new measures or guidance.

## Maintain Healthy Operations

If an employee has any safety concerns or there is a potential for an unsafe condition, the employee will report the issue to their immediate supervisor. If the immediate supervisor needs assistance in resolving the safety issue or concerns related to the physical distance, working environment, or is seeking additional guidance. Please email Maintenance, Facilities Health and Safety Coordinator James Lee, [jlee@swccd.edu](mailto:jlee@swccd.edu) and Human Resource Director Angela Riggs, [ariggs@swccd.edu](mailto:ariggs@swccd.edu). If this is an emergency please contact Acting Director of Facilities, Operations and Planning Aurora Ayala 619-482-6320 (rolls over to cell phone).

If an employee is seeking mental or well-being support, please contact the Employee Assistance Program (EAP). EAP provides assessment, assistance and, when necessary, referral to additional services.

Eligible members may be entitled to face-to-face (online) or telephonic consultations for a wide range of emotional health, family and work issues, including:

- Marriage, relationship and family problems
- Domestic violence

- Alcohol and drug dependency
- Stress and anxiety
- Depression
- Grief and loss

Call toll-free, 24 hours a day, seven days a week: Eligible members are entitled to as many telephonic sessions as needed (800) 977-7593 or TDD: (800) 327-0801  
Eligible members may also visit members.mhn.com using company code: swccd.

## Travel and Transit

If you travel take steps to protect yourself and others from COVID-19:

- Wear a mask to keep your nose and mouth covered when in public settings.
- Avoid close contact by staying at least 6 feet apart (about 2 arms' length) from anyone who is not from your household.
- Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching your eyes, nose, and mouth.

## Considerations for Partial or Total Closures

The District will follow all local, state, and CDC guidelines to avoid transmission of COVID-19. The District holds the right to move partial or full operations to remote learning and working if required or determined by the District to be necessary.

Triggers for a return to remote operations could include, but are not limited to:

- [Guidance from San Diego County Department of Public Health](#)
- [Guidance from the Governor](#)

## **Designated COVID-19 Point of Contacts:**

Two administrators have been designated and are responsible for responding to COVID-19 concerns. Both administrators will coordinate the investigation, documentation, and tracking of possible COVID-19 exposures. The administrators will coordinate contacting individuals who have tested positive, notify the San Diego County Health and Human Services Agency, staff, and students.

Contact Information:

### **Administrator Designated to Student Support:**

Rachel Fischer  
Interim Dean of Student Services  
Southwestern Community College District  
900 Otay Lakes Road,  
Chula Vista, CA 91910  
(619) 482-6369  
rfisher@swccd.edu

### **Administrator Designated to Employees:**

Angela Alvarez Riggs  
Director of Human Resources  
Southwestern Community College District  
900 Otay Lakes Road,  
Chula Vista, CA 91910  
(619) 216-6629  
F. 619-482-6418  
ariggs@swccd.edu

## References

Centers for Disease Control and Prevention (CDC):

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

San Diego County Health and Human Services Agency

[https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/reopening.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/reopening.html)

California Department of Public Health, COVID-19 Industry Guidance: Institutions of Higher Education 9/30/20

<https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

EPA, disinfectants for Use Against SARS-CoV-2 (COVID-19)

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

John Hopkins University of Medicine

<https://coronavirus.jhu.edu/>

## Reopening Working Group – Developing an Institutional Safe Reopening Plan

Advisor: Bill Abasolo

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Advisor: Zaneta Encarnacion

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