

**Modesto Junior College**

website: [www.mjc.edu](http://www.mjc.edu)

# Return to Campus Recommendations



September 10, 2020

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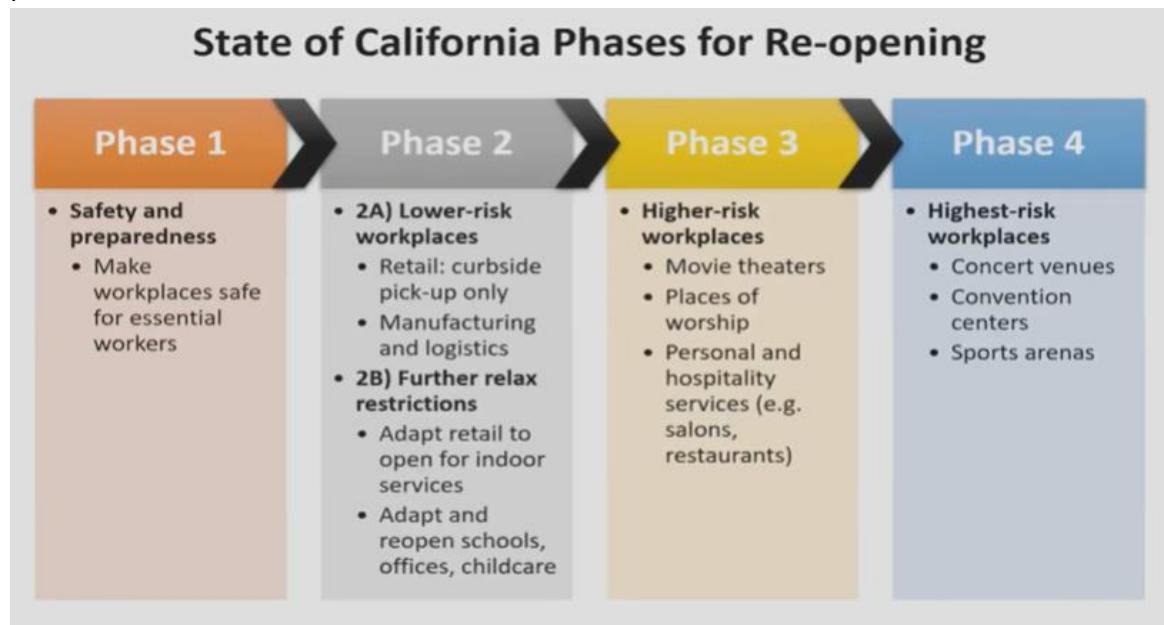
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# Introduction

In response to COVID-19 and the need to strategize a reopening plan, Modesto Junior College formed the Return to Campus Advisory Taskforce to advise and guide three planning sub-groups. The groups met according to the three major areas of campus (Auxiliary Services, Instruction, and Student Services), and the respective Vice Presidents (VP) led each group. Each VP was responsible for their group's composition and for possible additional working groups (e.g. athletics, lab/CTE courses, etc.) with the directive of developing a plan and timeline for implementing action plans to address potential return to campus in fall 2020.

Governor Gavin Newsome has defined the following phases for reopening the State of California as shown in the chart below, and college courses and activities are aligned with each phase.



In addition to the phases described by the state, the Stanislaus County Department of Public Health has the privilege of enacting stricter regulations than those of the state if Stanislaus County begins to show more cases, hospitalizations, and deaths due to COVID-19. The college will adhere to whichever guidelines offer most caution and protection for students and employees. These guidelines and expectations provided in this plan to return to campus are in response to the COVID-19 pandemic. The health and safety of all members of the college

community and the public whom we serve is our primary concern. As our knowledge and insight of the COVID-19 virus continue to increase, our guidelines, expectations, and policies may change to incorporate the most current research and safety information.

Critical Guidelines for MJC are laid out below with full explanation in each respective section of this report:

- Student, Employee and Community Safety are the highest priority.
- Reopening will be governed by State and County guidelines.
- Masks or Face Shields will be worn at all times while on campus.
- Social/Physical Distancing will be respected in all working spaces, classrooms, and facilities.
- Anyone coming to campus will complete a COVID-19 Screening Form.
- Ingress and Egress maps will be followed for all buildings and spaces.
- All courses at MJC will be placed into tiers that align with the State of California Reopening Phases, with the Academic Senate taking the lead.
- All faculty, staff, and students in need of equipment to ensure successful completion of work and study will contact the appropriate administrator to acquire needed equipment.
- Maps on and in buildings will direct flow of traffic.
- An orientation will be provided for employees as well as students offering necessary training for returning to campus.
- Facilities will be sanitized daily, with cleaning in between room usages.
- Work schedules may be flexed to accommodate fewer employees in spaces, alternating days between working on campus and working at home.
- Employees and Students will have the option of completing their work/studies from home if they or someone they care for are in an at-risk category.

**Final Note: This is a dynamic document, with changes in guidelines due to public health directives or changes in laws and policies at the Federal, State, and Local levels. Guidelines are also subject to changes due to change in policies and directives of the YCCD Board of Directives, and to provide to the extent possible, consistency across the District. Any changes or additions will be continually documented in the Amendment Section at the end of this document.**

# Guidelines for Reopening Administrative Offices

Planning for administrative offices were not included in the three groups mentioned above. This document serves as the guidelines for reopening administrative offices. These offices include but are not limited to:

1. President's Office Suite.
2. Vice Presidents' Office Suites.
3. Media and Public Relations Office Suite.
4. MJC Foundation Office Suite.
5. Deans' Office Suites.

## Guidelines:

1. Signage will be provided for all offices that will have identical messaging provided in both English and Spanish. An example of language for a sign would be "All individuals entering the office are required to wear a mask" (Todas las personas que entran en la oficina deben usar una máscara).
2. At the option of the office administrator, the door may be locked with a sign that states "Please Knock" (Por favor, de tocar).
3. All office employees are required to wear a mask when they are in their office and another individual is present.
4. Identical floor indicators will be developed and placed on the floors of all administrative offices to indicate social distancing from the employees' desk. If more than one person is visiting the office at the same time, floor signs must be placed to indicate social distancing for those waiting to be seen.
5. In offices with more than one employee, social distancing needs to be maintained between work spaces. It may be necessary to relocate office personnel if their current location does not allow for social distancing.
6. All office employees will be supplied with single-use masks unless employee prefers to bring their own level 1 mask.
7. Each office will be supplied with hand sanitizer.
8. All offices will be supplied with gloves, in case the need arises.
9. Office employees who are sick with a fever, show any symptoms mentioned on the COVID-19 Screening Form, or who have been exposed to someone either sick or showing symptoms must stay home, and it is highly recommended that they be tested for COVID-19.

10. Office employees who are caring for a sick family member or a family member who has tested positive for COVID-19 must stay home, and it is highly recommended that they be tested for COVID-19. Please see protocols established by [YCCD Human Resources](#).
11. If the office employee, or anyone with whom the employee interacts, tests positive for COVID-19, proper COVID-19 quarantine guidelines must be practiced.

# Instruction



As the Instruction group performed its work and analysis, several items came to the fore.

1. All campus constituents will use the COVID-19 Screening tool each time there is campus access requested.
2. Processes across all working groups should be blended from the individual recommendations.
3. Building ingress and egress patterns will be developed and implemented for all working buildings (see Appendix B)
4. Consolidation of other office functions to limit open/working buildings
5. Wherever possible, working remotely is the preferred option for the foreseeable future
6. Travel policies should be enacted for the institution.
7. All courses wanting in-person instruction should have a contingency plan to go fully remote.

As the taskforce worked, it also identified potential efficiencies and considerations:

1. Consolidation of course offerings to fewer spaces
2. Optimizing use of efficient buildings, while allowing older, less technologically advanced buildings to lie dormant
3. Planning should be verified with MJC and YCCD facilities to ensure that we are able to maintain the sanitizing of spaces.
4. Though phases may *allow* for occupation of campus spaces, sustainability must be a factor when deciding which courses return to physical spaces.

## Tiers and Phases\*

The Sub-taskforce worked diligently to align course offerings with the reopening phases from the State of California. The chart below defines the public sectors allowed to reconvene based on the defined reopening phase.



\* The State of California has replaced the four phases for re-opening described below with four new Tiers for reopening. A description of the fours Tiers and sectors is found at the following website:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-August\\_2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-August_2020.pdf)

Based on the state's phases of reopening, the college has recommended courses for each phase. See the table below:

Tier	CA Phases	Recommended Classification of Courses
Tier 1	<b>Phase 1</b>	Health and Public Safety
Tier 2A	<b>Phase 2A</b>	Courses for program/certificate completion with academic outcomes that cannot be measured or completed online and/or remotely.
Tier 2B	<b>Phase 2B</b>	Courses with academic outcomes that are difficult to measure or complete online and/or remotely.
Tier 3	<b>Phase 3</b>	Broader campus reopening
Tier 4	<b>Phase 4</b>	Large gatherings, community activities

Appendix A contains a list of fall 2020 courses prioritized into tiers and aligned with reopening phases. The Sub-taskforce did *not* exhaustively catalog the courses offered at MJC into tiers and phases, for this planning timeline limited our efforts to the fall 2020 semester.

## **Library & Learning Center Lifelong Learning (formerly Community Education)**

### ***Library & Learning Center***

After consultation with the dean of this area, discussion with the Sub-taskforce, and examination of services currently being offered remotely, it is the recommendation of this taskforce that the Library & Learning Center continue remote operations through the fall semester.

There are indicators for reopening the L&LC more broadly such as:

1. Entering phase 4
2. Decline in new COVID-19 cases in Stanislaus County
3. Re-evaluation of student supports and the efficacy of remote delivery

Any of these could initiate planning for reoccupation of the Library & Learning Centers on each campus. Should that happen, a work plan would be put in place taking into consideration the following:

1. Occupation per square footage (to be determined in consultation with YCCD facilities)
2. Signage and configuration of spaces to promote physical distancing as long as required
3. Ingress and Egress maps of buildings to ensure maximum safety in flow of occupancy
4. PPE distribution and usage plan
5. Cleaning schedule (to be determined in consultation with YCCD facilities)

## **Workforce Development & Lifelong Learning (formerly Community Education)**

The Workforce Development & Lifelong Learning division interacts with the community and local workforce providing lifelong learning opportunities as well as public services such as SMOG Update Training, Motorcycle Training, GED, and Phlebotomy and Pharmacy Technician classes (to name a few).

While many of the Lifelong Learning courses are remote or postponed until phases 3 or 4, some services, particularly SMOG Update, Phlebotomy, and Motorcycle Training will resume this summer.

Motorcycle Training is primarily outdoors, so physical distancing is sustainable. PPE will be utilized when the instructor and students come into proximity of each other. All participants in the course, faculty and students alike, will complete the COVID-19 Screening Tool before coming to each session. If there is any fever, symptoms, or suspicion that one has been exposed, the person shall not attend.

Smog Update classes are typically 6 to 8 students and held over the weekend. Lectures and Labs can be held in the Automotive Lab, where physical distancing is sustainable given the small class group size. PPE will be utilized when the instructor and student come into proximity of each other. All faculty will complete the COVID-19 Screening Tool. Students will be screened

before each session. If there is any fever, symptoms, or suspicion that one has been exposed, the person will not be allowed to attend.

The SMOG Check Referee has put together these COVID-19 Modified Operating Procedures illustrated in the screen shots below. The consumers will follow standard process for leaving their vehicle in the designated parking spot, then proceed to the waiting room where there will be limited seating that promotes social distancing. When scheduling the appointment, consumers will be notified of the regulations, and will be informed of modified procedures.

## **Early Head Start Partnership**

MJC's Early Childhood Education program has a long-established partnership with the Early Head Start program, and this community organization utilizes Wawona 3 and 4 on West Campus. Processes for bringing this group back to campus should follow the established guidelines used for the SMOG Referee program and the partnerships in our Regional Fire Training Center. All protocols that repeat throughout this document will be followed, and a building usage plan will be submitted to the Dean and vetted through YCCD Facilities to ensure that there is personnel to support extended services.

## COVID-19 Modified Operating Procedures

### To be Communicated by Call Center to Consumers that are Approved for a Face-to-Face (FTF) Referee Appointment:

- If any symptoms or known positive test results of anyone in household, cannot make appointment (possible tech query for Ref to screen/assist as much as possible via ph/email)
- If any persons in household that is in the at risk categories, or is experiencing symptoms, cannot make appointment (possible tech query for Ref to screen/assist as much as possible via ph/email)
- Maximum of 2 persons, no pets, will be sent away by Referee if more than 2
- Due to social distancing and campus restrictions, do not show up earlier than 10 minutes before appointment time
- Inform that social distancing is required at site
- Inform that vehicle controls/other will be alcohol wiped by Referee
- We recommend consumers do their own sanitizing also, before and after they see Ref
- Consumers must follow local/state/fed face mask requirements
- Due to the instability of the current Covid 19 situation, Referee appointments and access to Referee services may be suspended or canceled at any time
- NO Restrooms Available
- Credit Card Only (Visa/MC). ATM with Visa/MC logo OK. No Cash. Consumer has option to purchase prepaid Visa/MC from any retailer before they come to us

### Refs Scheduled to Work at Referee sites:

- If any symptoms or known positive test results, do not go to site, contact supervisor
- If any persons in Refs household that is in the at risk categories, or is experiencing symptoms, do not go to site, contact supervisor
- Referees may choose to volunteer to work at sites, they are currently not required to work at sites

### Minimum required cleanliness procedures. Err on the side of too-much or excessive washing/sanitizing as opposed to less frequency of cleaning and sanitizing:

#### Personal Pre and Post Inspection Hand Washing / Sanitizing

- Frequent hand-washing for a minimum of 20 seconds with soap (bar or liquid) and water (cold or hot)
- At a minimum, handwashing should be performed before and after each consumer is seen <https://www.cdc.gov/handwashing/index.html>
- Sanitizer can be used if not able to immediately wash with soap. (60% alcohol minimum, or an acceptable substitute)
- Disposable Gloves, There is mixed guidance on use of gloves vs proper hand-washing etiquette. If used, must dispose of after each appointment and continue to follow hand washing guidelines. Should wash hands after every removal/disposal of gloves.
- Uniforms should be used one work day only, must be laundered before using again
- Recommended sanitizing personal commute vehicle at least once per day

## COVID-19 Modified Operating Procedures

- Face masks must be used by staff and consumers when required by local/state/fed orders. At this time DIY bandana/cloth type face mask with elastic bands are acceptable
- CDC guidance on DIY cloth masks  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Other DIY mask method <https://www.youtube.com/watch?v=1r2C1zGUHbU>

### Referee Site Pre and Post Inspection Sanitizing of Surfaces / Devices

- Before first appointment, and after each appointment is completed, sanitize:
- Door knobs & latches/frame surface near knobs & latches
- Counter/table tops
- File Cabinet surfaces/handles
- Chairs/arm rests
- Keyboards
- Cell and other phones
- POS device
- Pens/pencils
- Any area/object that is touched by Ref or consumers
- Brochures. Remove all brochures, magazines, etc. during this time, would decrease potential transfer
- Other where applicable

### Pre-Sanitizing of Vehicles that are Inspected

Before inspection, wipe with sanitary wipes or an appropriate substitute, sanitize the following areas:

- Keys
- Door handles (Exterior and interior)
- Steering wheel
- Shift lever
- Window switches/knobs
- Parking brake lever
- Armrest and seat surfaces
- Any surfaces close by driver area
- Other where applicable

### Consumer and Referee Social Distancing

- Maintain minimum 6 feet between you and consumer
- Floor/Wall will be marked with tape "X"s and signage indicating social distancing boundaries
- No more than 2 consumers are allowed at one appointment (If next appointment shows

## COVID-19 Modified Operating Procedures

- early, they will have to wait in their vehicle)
- No handshaking or contact
- Other as applicable

### **Face-to-Face (FTF) Referee Appointments / Minimization of Potential Exposure**

- Virtual Referee appointments should minimize or eliminate the exchange of hard copy documents between Referee and consumer
- Do not require a wet signature by consumer for our invoices, Referee to verbally obtain approval with consumer present, then note approval, time and date on invoice
- Credit Card Payment only (Visa or MC), Cash is not accepted
- Do not require a wet signature by consumer for Point-of-Sale (POS) transactions

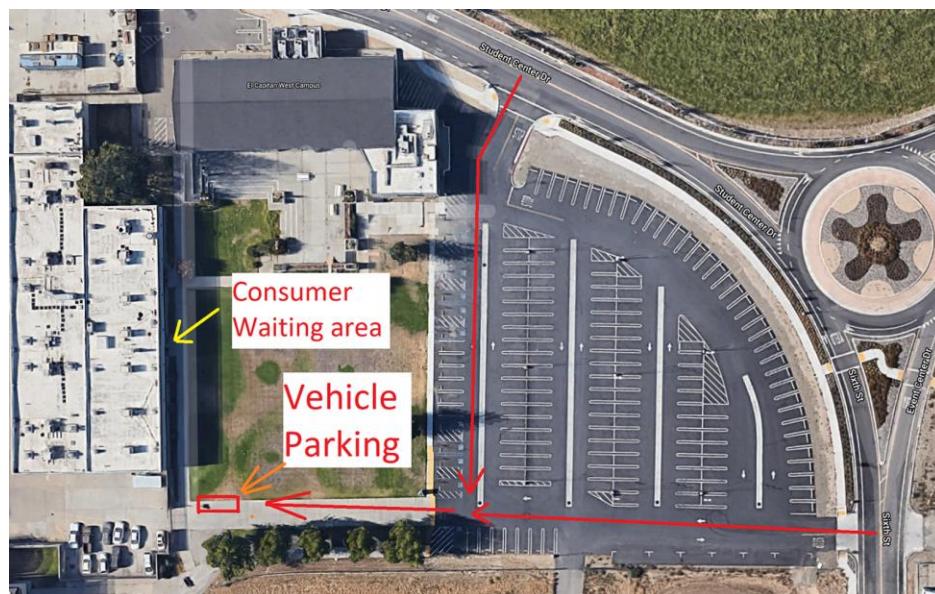
### **Y Code Inspections / Secondary Tailpipe Sample**

- Secondary tailpipe samples are not required for Y codes

### CDC Guidance Covid-19

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>



## Space Utilization and Occupancy Plan

The Sub-taskforce identified recommended spaces for instruction based on the following principles:

1. Newer buildings have updated HVAC equipped with diffusers to assist in improved air circulation
2. Buildings with updated technology would be more helpful with synchronous broadcasting of instruction should the need arise
3. Certain spaces were identified by function rather than the previous descriptors.

The chart below indicates spaces recommended for Phases 2A and 2B:

Tiers / Phases 2A & 2B Space Utilization Recommendation	
Tech Ed/CTE	
	Sierra Hall
	Ansel Adams
	Tenaya Complex (Welding, Auto, possible Ag Welding)
Allied Health	
	Glacier Hall
Agriculture	
	Shops
	Ag Pavilion
	Livestock Units (Cattle, Dairy, Swine, Poultry, Equine, Bovine, etc.) – Outdoor
	Intern Housing
AHC	
	Ensemble Classes (Stage in PAC?)
	Elementary Piano (Move to SME?)
	Ceramics Studio
	Art 103, 108, 202
	Photography – Ansel Adams Darkroom
	Dance – PAC246 and El Capitan 100
	PAC 243 – Possible Forensics/Debate

	PAC Stage – Theatre Classes
	Recording Studio – Commercial Music (maybe)
Science	
	Botany/Zoology – Outdoor Nature Lab, Greenhouse, 2 <sup>nd</sup> floor SCC Labs
	Biology/Microbiology – 2 <sup>nd</sup> floor SCC labs
	Chemistry – 3 <sup>rd</sup> floor SCC Labs
PRHE	
	Outdoor Field Spaces
	Men's and Women's PE
	Athletic Training Facilities (emergency)
Anthropology	
	CAT Anthro Lab (if no kits available)

In addition to the determination of instructional spaces for fall 2020, the Sub-taskforce recommends that the ingress/egress maps indicating flow and usage of space be consulted and followed for the semester. To support optimal learning, faculty and deans should consider the technology support required to deliver instruction, and this should be included in any space proposals to ensure academic quality. See Appendix B for the maps.

For each room being utilized, faculty will work with their dean to create an access plan to ensure that students can safely complete the learning outcomes of the course, required hours of work, skills and competencies, and/or labs while adhering to the following recommendations:

1. Each course will develop a physical distancing plan to include
  - a. Mechanism to conduct symptom checks (e.g. usage of the COVID-19 Screening Tool, see Appendix C)
  - b. 6-foot radius per person
  - c. No more than 50% occupancy per room (Work with Facilities to determine Assignable Square Footage, ASF)
  - d. Distribution of PPE for Students, Classified Professionals, and Faculty working in the classroom environment

- e. Limit equipment sharing. If sharing is necessary, disinfect between each usage
  - f. Communicate effectively the plans and processes regarding safe participation in courses during phases 2A and 2B
2. Implementation of close monitoring and tracking of in-person attendance and seating arrangements to facilitate contact tracing in the event of an exposure
  3. Examine scheduling to ensure that there is ample time for sanitizing the space and any tools and/or equipment after each meeting
  4. Determine Administrative Work Schedule Rotations to ensure that there is at least one dean on each campus when courses are occupying buildings and one executive team member present.
  5. Determine any technology/IT support needed to ensure simulcasting of lecture and/or labs. Other technology needs should be noted in the re-occupation plans, and these needs will be communicated to IT, Media Services, and/or the appropriate administrator for solution seeking.

## **Logistical and Procedural Matters**

### ***Signage and Building Usage***

The Sub-Taskforce recommends that there be ample signage signifying the flow through the building, rules of usage (e.g. limited restroom facilities and instructions), personal hygiene, and reminders of symptoms and where to secure medical assistance.

When space utilization is finalized, the dean will communicate with YCCD Facilities to determine types and locations of required signage for proper usage of the building.

### ***Scheduling Requirements***

For the purposes of planning, the YCCD Facilities team performed the sanitizing routine on sample classrooms to determine time needed to disinfect. See the chart below:

### Sample Cleaning and Occupancy Chart

Room	Time to Disinfect	Seats Before and After COVID-19 and ASF
CAT113 – Computer Lab	45 Min.	39 BC, 21 AC, (1,564 ASF)
Founders 135 – Classroom	45 Min.	45 BC, 27 AC (739 ASF)
Forum 110 – Large Lecture	1 Hour	180 BC, 35 AC (3,306 ASF – lost every other row, and curvature of seating limits availability)
SCC324 – Lab	45 Min.	12 Sinks BC, 8 AC 16 Hoods BC, 9 AC

# Student Services

## Committee Recommendations

Following are general recommendations and protocols that will be practiced; however, each area has included their own action plans to be implemented by fall 2020 or whenever the President, through its respective approvals, deems prudent.

## ***Self-monitoring Requirements***

All members of Student Services workforce are required to comply with the guidelines, expectations, policies, and protocols outlined in this manual. Failure to comply may result in corrective action as advised by YCCD Human Resources. YCCD Human Resources recommendations and protocols for safety will be sent out later.

All staff members returning to campus must answer in the negative to the following questions or prescreen check-in form that can include but not limited to:

1. Have you or anyone in your household been in contact with someone who has been diagnosed with COVID-19?
2. Have you or anyone in your household experienced any of the following symptoms:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever (100.4)
  - Chills
  - Repeated Shaking with Chills
  - Runny nose or new sinus congestion
  - Muscle Pain
  - Headache
  - Sore Throat
  - Fatigue
  - New GI symptoms
  - New loss of taste of smell

If the answered in the affirmative to any of the above symptoms, the supervisor will be notified and appropriate HR protocols will be followed.

According to the CDC, if staff has any of the following conditions they be at higher risk for COVID-19 infection such as:

- An older adult 65 years and older
- A person living with HIV
- Asthma (moderate or severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Any staff member who is required to return to work and has concerns due to a medical condition that places them in a higher risk group or those who are pregnant should communicate with their supervisor and contact Human Resources to discuss reasonable accommodations according to the ADA. If you have primary care responsibilities for someone in the above categories, please contact your direct supervisor.

### ***Staffing of Offices***

Student Services will engage in a phased re-staffing of offices to ensure appropriate social distancing. Student Services will expand staffing based on mission-critical operations, and on our ability to manage specific work environments safely (including fulfilling the obligation to have a person-to-person interaction as law or policy requires).

All return to work decisions must be approved by the direct supervisor, or Administrative Manager. In order to reduce the spread of COVID-19, we continue to support social distancing; therefore, we must reduce the number of people on campus and support units that can continue to work remotely. These guidelines will continue to be in place until restrictions for large gatherings are lifted.

The return to work for all employees will be monitored and controlled to mitigate potential risks and ensure the health and safety of all members of the college community and the public. Once decisions are made to expand staffing in specific areas, on-site staff will follow the

recommendations of the President's Taskforce. All unit staffing levels will be monitored to assess the possible spread of the COVID-19 virus and to ensure health and safety. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be re-implemented.

### ***Strategies for staffing***

Area supervisors will identify multiple strategies to maintain social distancing and reduce staffing density within building and work areas. The supervisor and staff members will decide who comes to campus.

### ***Remote Work***

Those who can fulfill mission-critical work from home will do so to reduce the number of individuals on campus and the potential spread of COVID-19. The immediate supervisor will approve remote working, and it may be done on a full or partial day/week schedule as appropriate. Staff members who fall within the at-risk categories or who are primary caregivers for others at risk will work remotely.

### ***Alternation Days***

A partial staffing pattern on alternating days will be utilized for high-density departments to limit interactions, especially in units with large common workspaces, to ensure appropriate social distancing.

## **Health and Safety Guidance**

### ***Personal Safety and Self-Responsibility***

Face masks and cloth face coverings will be worn by all staff when working on campus in the presence of others, in public settings, and where other social distancing measures are challenging to maintain (e.g., shared workspaces, meetings room, classrooms, etc.). The proper use of face masks and coverings is critical to reducing the risk of transmission of the COVID-19 virus to others.

A supply of disposable masks will be provided upon entering the building.

**Social Distancing:** Keeping space between others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices:

1. Stay at least 6 feet from other people at all times
2. Do not gather in groups of 10 or more
3. Stay out of crowded places and avoid mass gatherings

**Goggles/Face Shields:** Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. Face Shields can be worn when interacting with students to allow for ease of communication.

**Cleaning/Disinfection:** Housekeeping teams will clean office and workspaces based on the CDC guidelines for disinfection and Yosemite Community College District policy. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevators stops, and high-traffic areas.

Building occupants should also wipe down commonly used surfaces before and after use with the cleaner provide to you by YCCD. This includes any shared-space locations or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks, tables, counters, light switches, doorknobs, etc.) Employees using the cleaners will be trained according to the YCCD Guidelines.

**Working in Office Environments:** All staff will maintain at least 6 feet distance from co-workers. Staff working in workstations will have at least one empty workstation separating coworkers. All Staff should wear a face mask or face covering at all times while in a shared workspace/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase the distance between employees, other co-workers, and students (when applicable), such as:

1. Place visual cues such as floor decals, colored tape, or signs to indicate to students where they should stand while waiting in line.
2. Place one-way directional signage for large open workspaces with multiple throughways to increase the distance between employees moving through the space.
3. Consider designating specific stairways for up or down traffic if building space allows.

For staff/faculty working in offices: No more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if staff are working alone in a confined office space (does not include partitioned work areas in a large open environment). All staff should wear masks/face coverings in a reception/receiving area.

Masks/face coverings should be used when inside all facilities where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms, and other meeting locations.

**Using Restrooms:** Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Washing hands protocol will be practiced.

Elevators: No more than one person may enter an elevator at a time, the stairs whenever possible.

**Meetings:** Convening in groups increases the risk of viral transmission. Where feasible, meetings will be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, WebEx, Microsoft Teams, telephone, etc.).

In-person meetings are limited to the restrictions of local, state, and federal orders. They should not exceed 50 percent of the capacity of a room, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g., Zoom, WebEx, Microsoft Teams, Jabber, etc.).

During your time on-site, staff will be encouraged to communicate with their colleagues and supervisors as needed by email, instant message, telephone, or other

**Meals:** If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside if this is reasonable.

**Signage and Posters:** Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage, and similar common use areas.

**Mental and Emotional Wellbeing:** EAP Employee Assistance Program (EAP) is available to offer support during this stressful period.

Departments and building managers will identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical “rush hours” of the business day when students are on campus.

# Program Area Action Plans

## Enrollment Services

### Staffing Options:

- Working remotely
- Alternating Days
- Student workers will return

### Office Environment:

- Enrollment Services is locked by keypad entry
  - Sanitize hands before using keypad?
- No more than 12 individuals in office at one time
  - This will allow social distancing at front counter, back cubical, and 3 private offices
  - Lunch & break schedule will remain the same – this ensures office coverage while maintaining distancing
- Plexi-glass at front counter
- Are we open to public?
  - If yes, can we reduce the number of hours open to public
- Limit number of people in Enrollment Services lobby?
  - Rearrange seating/furniture
- Student check-in
  - Remove Starfish Kiosk do not allow students to check in themselves
    - Install plexi-glass
    - Student worker can check-in student
- Floor decals and visual cues/signage
- One-way entry and exit
  - Will need facilities to program locks on building
- No in-office gatherings (potlucks, lunches, breaks)
- Shared copier/fax for all staff
  - Sanitize before using and after
- Opening/processing mail
  - Need gloves

## Student Financial Services

### Services Offered:

- Enrollment Services will continue to offer all services to student
  - On campus or remotely
  - Will work with Josh Hash to install Jabber software
- Website contains current hours of operation and modalities of offering services
  - Email
  - Chat
  - Phone
- Enrollment Services updates are included in weekly Student Services email
- E-forms coming soon
- CCC My Path coming soon
- Enrollment Services computer lab
  - If open to students, it needs frequent sanitation

### Phased staffing considerations:

- Staffing will be phased in alternate schedules.
- Daily symptom monitoring prior to work and during work hours
  - Temperature checks
    - Testing all employees/students daily not feasible, idea is to keep sick individuals away. Self-screening may be more feasible.
  - Daily self-screening
    - Emory University free screener for public: <https://c19check.com/start>
  - Wrist bands or day passes symbolizing “cleared?”
  - Training
- If symptomatic prior to work (“yes” in screening)
  - Direct employee to call Stan County assessment/testing #
- If symptomatic during work (through self-monitoring)
  - Isolation and communication protocol

**If an employee tests positive Human Resources will provide the necessary protocols.**

Stanislaus County conducts contact tracing – Amy emailed Aaron on 5/19/20 (PH contact) regarding collaboration with contact tracing.

- Plan for communication with departments and HR
  - Employee with positive test to notify HR and department manager conduct internal tracing and direction to isolate other employees
  - Importance of maintaining confidentiality

### **Personal Safety Practices:**

- Face Masks
  - Should be required in all shared spaces, even with 6 ft distancing
  - Students/Visitors to campus?
  - Not required if alone in a confined space
  - Plan if employee uncomfortable
  - Plan if employee/manager doesn't comply
  - N-95 available if employee symptomatic?
  - *Training*
- Distancing
  - Shared spaces, need at least 6 feet distance
- Handwashing
  - Schedule/Rotation
  - *Training*
- Using elevators
  - One at a time
  - Place signs
- Meals
  - Maintain at least 6 ft distancing
- Cleaning/Disinfecting
  - Facilities will do their part, but employees will also need to clean surfaces
  - Cleaning after shift in preparation for next rotation
  - *Training*

### **Self-Monitoring Requirements**

- Monitor for symptoms (prior and during work hours)
- YCCD COVID-19 Screening form
  - Experience symptoms prior to work
    - Stay home, isolate and contact medical provider
  - Experiencing symptoms during work hours

- Isolate
- Communicate with Manager
- Manager to call HR
- Maintain confidentiality

### **Staffing Options:**

- Alternative Days (M&T or W&Th; alternating Fridays)
- Remote (High risk group will be working from home)
- Staggered starting/ending times (starting times 7:00 or 7:30 am and End times 5:30 or 6pm)
- Contact HR if staff has concerns with returning to work due to Medical conditions and/or primary care responsibilities for self or someone consider High Risk

### **Personal Safety**

- Face-covering/disposable mask
  - All staff should be wearing face covering in all shared spaces
  - Washing hands and/or the use of hand sanitizer is required prior to handling the face-covering/disposable mask
  - Students/visitors must wear a face-covering when entering the office
    - HR will provide face-covering for staff and students
    - Training on proper usage of a face-covering/mask
- Physical Distancing
  - Staff need to stay at least 6 ft from each other
  - No large gatherings
  - In all share spaces – staff need to wear face-coverings
  - Not required – when inside own office
- Hands washing
  - Wash hands often with soap or use hand sanitizer, avoiding touching eyes, nose, mouth, and face
- Cleaning and Disinfecting Areas
  - Facilities will take care of the everyday cleaning; however, after receiving training, FA staff will also participate in cleaning/disinfecting their work area, common areas such as lunchroom tables, microwave, coffee makers, counters, doorknobs, and equipment (copy machine) before and after use with cleaning supplies provided by facilities.

- Using Restrooms
  - FA Restroom – clean doorknobs when entering and exiting, wash hands
  - Hallway Restrooms – we will place signs alternating restroom doors “Do not use” to allowed for social distancing
  - Only four people allowed in restroom at a time
  - Numbering system outside of the door to communicate with others in the building
- Financial aid Entrance/Exit doorway
  - Entry Doors- signs “Entrance Only” and “Exit Only”
  - FA will need floor signage
  - “Entrance Only” & “Exit Only” Traffic flow signage
  - Social distancing markers
- When students return
  - Student Worker will need to clean/disinfect the check in monitor
  - Only four students allowed in FA waiting area while maintaining social distancing
  - Social distancing floor decals
  - Posters/with instructions
  - Extra Pens for students to take with them
  - Students need to wear face masks to receive service
  - District to provide face masks for staff and students
- Meetings
  - FA will continue to meet using zoom
  - Communication with staff by zoom, teams, phone (Jabber), email
  - Avoid the face-to face interactions
- Office Space/Environment
  - All 13 stations will need a Plexi-glass protective barrier
  - Floor decals – at least 32 floor decals will be needed in our area to promote social distancing
- Visual Cues
  - 4 signs - “Entrance Only” & 4 signs- “Exit Only”
  - 4 signs - One-way directional signage for common area flow
  - 6 signs - Bathroom signage – “Do not use”
  - 10 signs – Clean/disinfect surface signage

- Communication plan for students
  - FA will communicate with students via chat, email, and phone calls. Pertinent information shall be available on our website including all documents accepted via email, fax, regular mail, EDS, in person, and documents needed to be notarized. A list of zoom workshops will also be included.
- Mental and Emotional Wellbeing
  - Employee Assistance Program (EAP)
- Technology Needs
  - 7 hot spots
  - 8 monitors (cable and monitor)
  - 15 laptops (more capacity)
  - 3 printers
  - 2 scanners
  - Cisco-Jabber for all FA staff
- Trainings
  - Training on how to use cleaning solutions
  - Training on how to use Jabber
  - Training on how to upload documents on Etrieve
  - Training on how to create events on Starfish and booking appointments
  - Training on how to update the website

## Access & Outreach, Veterans Services, and Campus Life

- **Alternation Days/Staggered Arrival and Departure:**
  - Access/Outreach: Will continue working 100% remote
  - Veterans Services: Employees will work Wednesdays, and Fridays.
    - Employees will have alternate schedules
    - Campus Life: Employees will work in the office Tuesdays and Thursdays
- **Health and Safety Guidance:**
  - Access & Outreach: Employees will wear masks on campus as they share office space.
  - Veterans Services: Both staff members will use mask
  - Campus Life: Staff will wear mask.
  - Department will need to request mask
  - Department will need to request cleaning/disinfecting supplies
- **Hiring Student Workers:**
  - Access & Outreach: Will have 5 student ambassadors that may need to come to campus for data entry and in reach/outreach efforts. Students will wear masks and adhere to social distancing policies.
  - Student Ambassadors will need laptops and hotspots
  - **Veteran Services:** If the VRC reopens, we will hire 2 VA student workers and 1 Peer Mentor who will work in the VRC and Veterans Services office to assist with operations
  - If VRC is not open, 1 student worker and 1 peer mentor will be hired.
  - **Campus Life:** Will hire 4 student workers. They will work remotely. Laptops will be provided if needed. Student workers will go through extensive customer services training with Campus Life staff via Zoom.
- **Communication Plan**
  - **Access & Outreach:** will continue to use student emails, phone calls, and zoom meetings.

- **Veterans Services:** Will continue to use student emails, phone calls, and zoom meetings.
- **Campus Life:** Will continue to use student emails, phone calls, zoom meetings, website, and collaborate with Public Relations department to promote services such as events.

## Health Services

Health Services defined goal is to guide the implementation of public health-informed measures to lower risk and increase confidence for employees to be productive and healthy.

- **Mental Health Staff:**
  - Tele-mental health only (from home or office)
- **Staffing:**
  - Consider employees' personal health, family health, mental health, and other requests.
  - With HR guidance, employees will self-identify high risk status (age, health conditions)
  - Notify employees of leave or accommodation options if needed, refer to human resources.
  - Staff Schedule
    - West campus only; East will close (work space too cramped)
    - Two nurses and 1 support staff at a time
    - Nurses and admin staff will rotate daily
- **Health and Personal Safety-Masks, distancing, sanitizing, handwashing, other PPE, screening and Monitoring.**

All staff will maintain at least 6 ft distance from others with the exception of the nurses when examining patients and when front desk staff interact with a patient through plexi-glass.

  - Screening nurse: alone screening students, gloves, N-95s, gowns, face shield, sanitation supplies.
  - Nurse in clinic: alone in back half of clinic, gloves, surgical masks, sanitation supplies.
  - Admin at front desk: FDA-grade surgical mask
  - Training to learn appropriate donning and doffing of PPE
  - Nurses follow standard precautions and always wash hands between patients
  - Admin staff will be instructed to wash hands on a schedule throughout the day.
  - Screening –awaiting guidance from HR. Present recommendations:

- Implement a self-screening tool with questions and answers that have a corresponding action for employees and managers. Managers need to help employee ultimately determine if safe to work or not.
- Managers to be trained
- Daily Monitoring
  - All staff will self-monitor during work day
  - If staff member begins to feel unwell:  
N-95 will be available if symptomatic. Employee will be sent home.  
Isolation room will be designated if employee can't go home right away.
- **Physical Barriers**
  - Plexiglass at reception desk
  - Arrows for entry, exit, and exam room
- **Scope of Nursing Practice**

Direct patient care for students in clinic. Includes: Nurses and medical residents. Nurses at home will continue tele-health.

  - On-Campus Health Services/Student Pre-Screening:
    - A student will need an appointment
    - All students will need pre-screening for COVID-19 outside of Yosemite Hall.
    - Screening nurse will need PPE: face shield, gown, and N-95.
    - Infrared thermometer will be used.
    - Oral thermometer used if over 99 with infrared.
    - If over 100.3, student will be masked with N-95 and recommended to go home with instructions to monitor s/s.
    - Equipment sanitized between students.
  - On-Campus Health Services/Within Clinic:
    - Only students that pass pre-screening will be able to enter clinic.
    - Nurses will need to be *within* 6 feet of students for the majority of visits.
    - Nurses will need PPE, same as above with screening nurse, surgical mask ok in place of N-95
    - Medical residents will need surgical masks, gowns, gloves.
    - Equipment to be sanitized between students.

- **Respiratory Hygiene and Cough Etiquette**
  - Signs will be posted encouraging coughing etiquette
- **Restrooms**
  - To be used by Health Services students and staff only. Signs will be posted to encourage proper hand hygiene.
- **Meals**
  - To be taken in personal office within Health Services or outside Health Services

Based on the CDC guidelines, we will continue to serve our students remotely through the fall semester and spring if necessary. Our rationale to continue remote service is as follows; there is not enough room in offices to conduct one-on-one meetings and keep the recommended 6ft social distancing requirement.

- **Remote Services**
  - Programs used for staff and student communication:
    - Starfish, Cranium Café, Teams, Zoom, Google Voice
  - Technology Needed
    - Adobe Professional for PDF reading/writing/Sign
    - Office phones (Jabber) from home
    - Some staff may still need to pick up monitors, keyboards, printers, etc. from offices
    - New laptops for some staff may be needed
- **Professional Development Needs**
  - Maintain “Wellness and Resilience” in the remote environment
  - Regular staff town halls to ensure we all have the most current information
  - Confidentiality training in an online environment.
- **Counselors can work entirely remotely without a significant impact on service to students.**
  - It is estimated that approximately 50% of the current staff may fall into a high-risk category as outlined by the CDC

- **Communication with Students**
  - Counselors will use email, Starfish, text messages through remind.com, chat, one-on-one online meetings, and Zoom to communicate with students
  - Front desk phones are linked to a shared email where admin staff can connect students to the appropriate counselor and or service.
- **Social distancing and Scheduling on East and West Campus**
  - No more than three counselors, one Dean and their Senior Administrative Secretary, would be scheduled per day to serve students online in the counseling center. Given that several programs share common hallways and copy rooms, we need to keep the entire staff in the Counseling and EOPS wings to ten total staff members.
  - Staff will be scheduled to work both on campus and remotely, depending on program needs.
  - Staff will split the week and possibly split the day in order to maintain social distancing and limit staff density in shared hallways and copy rooms.
  - All staff will wear masks in shared spaces or at the front desk work station.
- **Signage**
  - Floor markers to main social distancing
  - Entry and Exit signs and assist with traffic flow
- **Health Safety**
  - All stations will have hand sanitizer
  - Provide pen/pencils specific for student use.
  - Cleaning supplies will be made available to staff
  - Wireless keyboards and mice to avoid sharing with students

## Counseling

Based on the CDC guidelines, we are planning to continue to serve our students remotely through the fall semester. Our rationale to continue remote service is as follows; there is not enough room in offices to conduct face to face meetings and comply with the recommended 6ft social distancing requirement East or West Campus Counseling Offices.

- Remote Services
  - Programs used for staff and student communication:
    - Datatel, SARS, Starfish, Cranium Café, Etrieve, Teams, Zoom, VPN, Google Voice
  - Technology Needed
    - Office phones (Jabber) from home
    - Printers/paper at home
    - Some would prefer to have their work desktops (two monitors) at home
    - Make available back-up laptops for those that encounter technical difficulties with their equipment.
  - Other needs
    - We need to be informed of changes and updates that impact students in a timely manner
- Professional Development Needs
  - Wellness and Retention
  - Regular staff town halls to ensure we all have the most current information
  - Technology training on backing up desktop onto One Drive
  - Confidentiality training in an online environment
  - More frequent meetings to share ideas; what is working and what is not

## Educational Opportunity Programs and Services

- EOPS /CalWORKs is working entirely remotely; however, some students may still require to come on to campus: (in this case special arrangements will need to be made examples follow)
  - Students that are receiving book vouchers will have to come on to campus to pick up their books.
  - Some students might have to come on to campus to pick up laptops.
  - Some students might have to come to campus for food services
- Communication with Students
  - EOPS/CalWORKs is using email, Starfish, text messages through remind.com, chat, one-on-one online meetings, and phone calls to communicate with students.

At the appropriate time, EOP&S will return to face to face student services and will rotate staff to provide coverage. Alternate schedules and staff through self-disclosure wishing to come to campus will follow all safety precautions and training. Student service building will only have one entry point where students and staff are check for temperature and given hand sanitizer.

- Plexiglass for check-in areas
- Floor markers to maintain social distance
- Masks
- Cleaning supplies
- Hand sanitizer
- Signage
- Wireless keyboards and mice to avoid sharing with students
- Rearrange furniture, desks, computers, cubicles, etc.
- Paperless processing
- Enough pens/pencils so they are not shared
- Clear process/guidelines for screening staff and students
- Tents and chairs for students that may potentially have to wait outside for their turn to receive services
- Air purifiers

### **California Work Opportunity and Responsibility to Kids (CalWORKs)**

The office configuration for the CalWORKs office is not conducive to face-to-face services. Given the size of the office, we would not be able to maintain the 6 feet of social distancing.

## Student Success Specialists

Based on the CDC guidelines, we are planning to continue to serve our students remotely through the fall semester. Our rationale to continue remote service is as follows; there is not enough room in offices, hubs, and Pathways Centers to conduct one-on-one meetings/help and keep the recommended 6ft social distancing requirement.

- Remote Services
  - Programs used for staff and student communication:
    - Datatel
    - SARS
    - Starfish
    - Cranium Café
    - Etrieve
    - Teams
    - Zoom
    - VPN
    - Google Voice
  - Technology Needed
    - Adobe Professional for PDF reading/writing
    - Office phones (Jabber) from home
    - Hotspots
    - Internet connection boosters
    - Some staff may still need to pick up monitors, keyboards, printers, etc. from offices
    - New laptops for some staff that have ancient ones
  - Other needs
    - All MJC webpages to be up to date
- Professional Development Needs
  - Wellness Coaching (for employees so employees can coach students)
  - Regular staff townhalls to ensure we all have the most current information
  - Technology training on backing up desktop onto One Drive
  - Confidentiality training in an online environment
- Student Success Team is working entirely remote with a few exceptions:

- Collaborative book loan program requires visits to campus to give students books
- Periodic laptop and hotspot distribution
- Communication with Students
  - Student Success Team is using email, Starfish, text messages through remind.com, chat, one-on-one online meetings, and the Pathways Center webpage (currently linked in homepage) to communicate with students
  - Are not currently using the Student Services Canvas shell but this is another option

Physical return to campus considerations once social distancing requirement is removed.

- Social distancing on campus (when campus fully reopens)
  - Pathways Centers
    - East campus
      - No more than two specialists scheduled per day to serve no more than 2 students at a time with 2 students waiting to be seen (with current layout)
    - West campus
      - No more than two specialists scheduled per day to service no more than 2 students at a time with 1 student waiting to be seen (with current layout)
    - Needs
      - Plexi glass to divide computer stations
      - Plexi glass for check-in areas
      - Face shields if no plexi glass available
      - Plexi glass for specialist cubicles
      - Floor markers to maintain social distance
      - Masks
      - Cleaning supplies
      - Hand sanitizer
      - Signage
      - Wireless keyboards and mice to avoid sharing with students
      - Rearrange furniture, desks, computers, cubicles, etc.
      - Assistance from campus safety to help monitor crowds
      - Paperless processing
      - Enough pens/pencils so they are not shared

- Clear process/guidelines for screening staff and students
- Tents and chairs for students that may potentially have to wait outside for their turn to receive services
- Air purifiers
- Hubs (possible to be open but recommend they stay closed as students will not be served in these areas)
  - East Campus Hub
    - There is not enough space in the east campus hub to maintain social distancing while serving students
    - Staff can work in the hub without students but only one person at a time
  - East Campus Multicultural Center
    - There is not enough space in the MCC to maintain social distancing while serving students
    - Staff can work in the hub without students but only 1-2 persons at a time
    - Students may occasionally stop in to pick up books, laptops etc. but the front area will be used to leave the items for pickup to limit interaction
  - West campus
    - There is not enough space in the east campus hub to maintain social distancing while serving students
    - Staff can work in the hub without students but no more than two people at a time with a minimum of one cubicle distance between them
- Staff will be scheduled to work both on campus and from home
  - Staff will split the week and possible split the day as well to limit having to eat their lunch on campus to minimize risk

## Transfer Center

Based on the CDC guidelines, we are planning to continue to serve our students remotely through the fall semester. Our rationale to continue remote service is as follows; there is not enough room in Transfer Center to conduct one-on-one meetings and keep the recommended 6ft social distancing requirement.

- Remote Services
  - Programs used for staff and student communication:
    - Starfish, Cranium Café, Teams, Zoom, Google Voice
  - Technology Needed
    - Adobe Professional for PDF reading/writing
    - Office phones (Jabber) from home
- Professional Development Needs
  - Wellness Coaching (for employees so employees can coach students)
  - Regular staff townhalls to ensure we all have the most current information
  - Technology training on backing up desktop onto One Drive
  - Confidentiality training in an online environment
- Communication with Students
  - The transfer team is using email, Starfish, text messages through, chat, one-on-one online meetings, and Center webpage (currently linked in homepage) to communicate with students

Physical return to campus considerations once social distancing requirement is removed.

- Social distancing on campus (when campus fully reopens)
  - Needs: Floor markers to maintain social distance, Masks, Cleaning Supplies, Hand Sanitizer, Signage, Wireless Keyboards and mice specifically for student use, Masks, Cleaning Supplies, and Paperless processing  
Enough pens/pencils so they are not shared
  - Tents and chairs for students that may potentially have to wait outside for their turn to receive services
  - Air purifiers

- Staff will be scheduled to work on campus and from home
  - Staff will split the week and possibly split the day as well to limit having to eat their lunch on campus to minimize risk.

## TRIO Programs

### Pre-College Programs

Based on the CDC guidelines, in response to the Coronavirus (COVID-19), the federally funded program TRIO SSS has prepared a reopening plan to continue serving program participants/students remotely. Counselor/Coordinator will continue to coordinate efforts to maintain efficiency and services remotely.

- Remote Services
  - Programs used for staff and student communication:
    - Colleague, OneDrive shared folder, SARS, Starfish, Cranium Café, Etrieve, Teams, Zoom, VPN, Jabber, Email, Webpage
  - Technology Needed
    - Adobe Professional for PDF reading/writing
    - Office phones (Jabber) from home
    - New laptops for some staff
  - Professional Development Needs
    - Wellness Coaching (for employees so employees can coach students)
    - Regular Meeting with the Dean to ensure we all have the most current information
    - Technology training on backing up desktop onto One Drive
    - Confidentiality training in an online environment
- Office staff will have continuous communication, operate, and serve participants remotely.
  - Voicemail changed, reflecting information on how to meet with program Counselors and Program.
- Communication with Students
  - Program Staff will coordinate with the presenter and offer workshops via Zoom.
  - Emails to be sent to students on how to sign up for the sessions virtually.
  - Keep students informed is our priority. Emails, text messages, and phone calls will be used.

## **Student Support Services**

In respond to the Coronavirus (COVID-19), the federally funded program TRIO SSS has prepared a contingency plan to continue serving program participants/students. Counselor/Coordinator will continue to coordinate efforts to maintain efficiency and services remotely.

### *Counselor and Staff*

- Counselor and Program Technician are prepared to work remotely taking appointments and walk-ins online via Zoom
- Counselor and Program Technician will continue to serve students remotely.
- Staff attended training provided by college and other virtual resources.
- VPN access given to permanent staff.
- OneDrive Shared Folder: TRIO SSS updated with all program forms.
- Office staff will have continuous communication, operate and serve participants remotely.

### **Office Main Phone Line**

- Voicemail changed reflecting information on how to meet with program Counselor and/or Program Technician via appointment or walk-in.
- Main office phone line (209) 575-6189 has been linked to Program Technician's email.

### **Peer mentor and staff**

- Peer Mentors and Tutors will be hire according to program need.

### *Workshops*

- Program Staff will coordinate with presenter and offer workshops via Zoom.
- Emails to be sent to students on how to sign up for the sessions virtually.

### *Website and Social Media*

- Program Technician will update website and social media with announcements.

### **Staff and Student Communication**

- Constant communication among staff will continue via email, text messaging, and TEAM Microsoft.

## Disability Services & Programs for Students

COVID-19 Emergency Goals:

- To provide alternate media, counseling, advocacy, support, and other essential student services
- To advise the campus community of best practices regarding accessibility requirements, services, and accommodations
- To prevent and or minimize health and safety risks

Staffing:

- All team members will exercise social distancing and good hygiene practices while on campus
- Team members will use alternating schedules via remote operations and in-person
- East Campus: SSB 112 (main office) and Jour 160, 155, 115 (Resource Center and Testing)
  - 1 team member in the lobby area
  - No more than 1 team member in an office or shared space
  - Meetings will be via Zoom
- West Campus: YH 115 (Testing Center), YH 122 (Testing Center – Overflow), YH 147 (Counseling)
  - 1 team member in the lobby area
  - No more than 1 team member in an office or shared space
  - Meetings will be via Zoom
- Absenteeism (self-monitoring and or doctor's opinion)
  - Should a team member become ill, the normal HR protocol will be followed for non-COVID symptoms
- COVID-19 Symptom Monitoring
  - All team members will self-monitor for COVID-19 symptoms and should report to work if he or she does not have symptoms
  - Should a team member experience COVID-19 symptoms before work, he or she should stay at home and will be directed to:
    - Contact their doctor for next steps (i.e. assessment)
    - Contact the Health Services Director
      - Stanislaus County Health Department for tracing purposes
  - Should a team member experience COVID-19 symptoms during work:
    - He or she will be isolated
    - The communication protocol will be followed
- Capacity will not exceed 50%

- DSPS Team meetings will include information on best practices for hand-washing and disinfecting the workplace
- Office hours will be from 7:30 AM to 5:30 PM with a 30-minute lunch break
  - Signage will be posted with lunch hour when services are offered on campus
  - The DSPS team will rotate remote and in-person schedules
  - Counselors will offer services remotely but have the option to come on campus

#### Health and Safety

- Should a team member test positive for COVID, the team member should notify HR and manager
  - Confidentiality will be exercised
- Disinfectant, provided by HR, will be used to wipe “busy” areas, including keyboards, desks, doorknobs/handles, chairs, phones, objects shared by team members, etc. Cleaning areas before leaving will occur daily
- A frequent hand-washing schedule will be followed
- Face masks and gloves will be provided by YCCD and safety recommendations will be followed
- A 6-feet minimum of social/physical distancing will be exercised at all times, including meals, on-campus business, restroom breaks, etc.

#### Student Workers

- Student Workers who provide essential services for students with disabilities (e.g. scribes and alternate media assistance) will continue to offer services remotely

#### Interpreters

- Sign-language interpreters will continue to provide services remotely
- Should face-to-face services be required, safety measures will be used to reduce health and safety risks

#### Students and Guests On-Campus

- Limitation of shared space (i.e. 1 person with one team member will be allowed in the lobby area of the main office)
- The floor will be clearly marked to indicate social/physical distancing

## Athletics

Below are all the steps that would be taken ensure every precaution is taken to ensure the safety of athletes and coaches. All recommendations of the CCCAA are also subject to State and County Health recommendations for our area. The faculty and staff that served on this working group are to be commended for their knowledge, passion, professionalism and sacrifice of personal time in preparing this very thorough document.

On July 9, 2020 the California Community College Athletics Association (CCCAA) Board of Directors approved implementation of its Contingency Plan, providing a return to intercollegiate athletics for the 2020-21 academic year that shifts all sports, including football, to the spring season. The CCCAA Contingency Plan calls practices for Fall Sports (now taking place in Spring) to begin on January 18, 2021 for Basketball, Cross Country, Football, Women's Golf, Soccer, Volleyball, Water Polo, and Wrestling. The season for each of these sports would begin in the first two weeks of February 2021.

The CCCAA Contingency Plan calls practices for Spring Sports to begin on March 27, 2021 for Baseball, Men's Golf, Softball, Swimming, Tennis and Track & Field. The season for each of these sports would begin April 10, 2021. Associated with each of these sports at MJC are 26 Courses. These following courses are currently scheduled to be face to face as long as State and County declarations allow:

Course	Section	Title
MPEVM-101B	9932	<b>Training &amp; Conditioning for Baseball</b>
MPEVM-101B	9934	<b>Training &amp; Conditioning for Baseball</b>
MPEVM-105	9935	<b>Men's Varsity Basketball</b>
MPEVM-107A	9936	<b>Training &amp; Conditioning for Basketball</b>
MPEVM-110	9937	<b>Men's Varsity Cross Country</b>
MPEVM-115	0919	<b>Varsity Football</b>
MPEVM-115	9938	<b>Varsity Football</b>
MPEVM-121	9963	<b>Training &amp; Conditioning for Golf</b>
MPEVM-122	9939	<b>Men's Varsity Soccer</b>
MPEVM-131C	9940	<b>Training &amp; Conditioning for Tennis</b>
MPEVM-136	9941	<b>Training &amp; Conditioning for Track &amp; Field</b>
MPEVM-140	9942	<b>Men's Varsity Water Polo</b>

<b>MPEVM-142</b>	<b>0953</b>	<b>Training &amp; Conditioning for Swimming</b>
<b>MPEVM-142</b>	<b>0954</b>	<b>Training &amp; Conditioning for Swimming</b>
<b>MPEVM-145</b>	<b>9943</b>	<b>Varsity Wrestling</b>
<b>MPEVM-147A</b>	<b>9945</b>	<b>Training &amp; Conditioning for Athletics</b>
<b>MPEVM-147A</b>	<b>9944</b>	<b>Training &amp; Conditioning for Athletics</b>
<b>MPEVM-100</b>	<b>9946</b>	<b>Women's Varsity Basketball</b>
<b>MPEVM-102A</b>	<b>9947</b>	<b>Training &amp; Conditioning for Basketball</b>
<b>MPEVM-103</b>	<b>9948</b>	<b>Women's Varsity Cross Country</b>
<b>MPEVM-115</b>	<b>9949</b>	<b>Women's Varsity Golf</b>
<b>MPEVM-121</b>	<b>9950</b>	<b>Training &amp; Conditioning for Softball</b>
<b>MPEVM-123</b>	<b>9951</b>	<b>Women's Varsity Soccer</b>
<b>MPEVM-136</b>	<b>9952</b>	<b>Training &amp; Conditioning for Track &amp; Field</b>
<b>MPEVM-140</b>	<b>9953</b>	<b>Women's Varsity Softball</b>
<b>MPEVM-145</b>	<b>9954</b>	<b>Women's Varsity Water Polo</b>

The Instruction Sub-Taskforce with Academic Senate participation have designated courses into tiers that align with reopening phases of the State of California. Refer to that section for more detail. To promote safety:

- All activities will be broken down in to small groups with a focus on conditioning.
- PPE will be utilized when the instructor and students come into proximity of each other.
- All participants, faculty and students alike, will complete the COVID-19 Screening Tool before coming to each session. If there is any fever, symptoms, or suspicion that one has been exposed, the person shall not attend.

Included in the current Return to Work document is a full breakdown by sport regarding how courses will be conducted in compliance with all COVID-19 guidelines. The courses related to Athletics have been listed in this plan as part of Tier 2A. Tier 2A courses are courses for program/certificate completion with academic outcomes that cannot be measured or completed online and/or remotely.

### ***California Community College Athletics Association (CCCAA)***

The CCCAA is the governing body for California Community College Athletics. They have sent out a draft document that highlights how schools can return to practices and competitions. This document is still a draft awaiting an official vote.

*"The following framework was created by the CCCAA COVID-19 Working Group (WG) to provide guidance to the organization and its member institutions as we transition out of a shelter-in-place environment for the fall 2020 semester. While this guidance is not perfect, it should nonetheless provide opportunity for student-athletes to experience the many benefits of being part of intercollegiate athletics. With that thought in mind, it is important to note that one of the primary guiding themes of this effort has been to ensure we field teams for the fall semester regardless of whether or not we are ultimately able to compete. The worst case would be that we all have teams full of young men and women that still need our guidance athletically, academically, and socially and fielding teams provides them with the motivation and structure to enroll and excel in higher education. Our collective objective must be about more than competition. In accordance with our system's Vision for Success and most of our missions, it must be about student success, retention, and equity"*

*CCCAA COVID-19 Working Group – Recommendations for Athletics in the 2020-21 Academic Year*

See Appendix A

**National Federation of State High School Associations (NFHS)  
Sports Medicine Advisory Committee (SMAC)**

The National Federation of State High School Associations is the body that writes the rules of competition for most high school sports and activities in the United States

*"The NFHS SMAC believes it is essential to the physical and mental well-being of high school students across the nation to return to physical activity and athletic competition. The NFHS SMAC recognizes that it is likely that ALL students will not be able to return to – and sustain – athletic activity at the same time in all schools, regions and states. There will also likely be variation in what sports and activities are allowed to be played and held. While we would typically have reservations regarding such inequities, the NFHS SMAC endorses the idea of returning students to school-based athletics and activities in any and all situations where it can be done safely."*

## Pre-Activity Planning

### ***Prior to Return to Campus***

- Take into consideration that new information is unfolding daily. Abide by CCCATA and NSCA guidelines on how to safely return to campus/sports.
- All athletics staff, coaches and student-athletes will watch the CCCATA education videos and take and pass a quiz.
- Students, coaches and staff will fill out a health screening questionnaire before the first training session and be required to update their questionnaire if any information changes. (Appendix C in CCCATA document)
- All student-athletes, coaches and staff will need to be symptom free for 14 days prior to participating in any activity.
- Student-athletes, coaches and staff who have underlying medical conditions will need to be approved for participation. MJC athletics will follow state, local, institution and athletic association guidelines for participants with underlying medical conditions.

### ***Prior to Return to Practice***

- Student-athletes will come dressed to the field, no use of locker rooms. If warranted student-athletes can bring a white and a dark colored shirt.
- Student-athletes, coaches and staff will be reminded of CDC recommended hygiene procedures. Student-athlete will either wash hands or use hand sanitizer at the beginning and end of practice.
- Student-athletes, coaches and staff will have to wear face masks during transition to and from facility and have to abide by social distancing requirements (currently six feet).
- Athletic Trainers/Trained Staff will have a designated temperature testing station, if above 100.5 degrees, student-athletes will be sent home and notify the athletic trainer.
- Stations will vary based on sport facility and location of practices
- Six feet social distancing will be monitored by athletic staff
- Student-athletes, coaches and staff will be required to bring their own water bottle (and towel) and will be able to fill their water containers with non-contact water dispensers
- All training sessions will be scheduled and approved by the Director of Athletics
- No spectators allowed at practice
- Each team will have designated parking lots to use, so it minimizes the number of individuals entering and exiting campus at the same time

- If student-athletes, staff or coaches do not abide by the protocols approved by the college they can be suspended from face-to-face participation

### ***Personal Responsibility***

- Always acknowledge and report to your Coach AND Athletic Trainer when you are ill or have a temperature and STAY HOME.
- Wash hands for at least 20 seconds with water. If that is not an option use hand sanitizer made up of at least 60% alcohol.
- Avoid touching your mouth, eyes and nose.
- Sneeze/cough into your shirt or elbow to limit exposures.
- Avoid sharing personal items (water bottle, towel, silverware).
- Clean and disinfect high surface touch areas as needed (weight room benches, tables, door knobs, cell phones, etc.).

### ***Training Sessions***

- Each program will have a specific plan, since all teams, facilities and training sessions are different.
- Groups/Pods will be no larger than 10 individuals (nine students and one coach) and stay in the same Pod until restrictions are lifted/loosened.
- Teams with large numbers will be spread out throughout the facility so no groups overlap. Larger teams may have to split their team practice times to allow for social distancing space.
- When coaches are giving directions on drills and conditioning, student-athletes abide by social distancing requirements.
- Social distancing guidelines will be required during all drills and exercises and there will not be any physical contact between individuals (i.e. huddles and celebrations)
- At the end of the training session, coaches will have groups exit at separate times in their small groups while practicing social distancing.

### ***Sanitization of Equipment and Individuals***

- Before and after practice sessions, equipment will be sanitized (all cleaning will be approved by MJC policies & procedures)
- If excessive use of equipment occurs with hands, student-athletes could be required to wear gloves (e.g. running backs).

- When applicable, student-athletes will be designated their own equipment (i.e. their own basketball that is not shared)
- If drills take place where equipment is shared, the equipment will be sanitized before the next participant.
- All student-athletes, coaches and staff will be reminded to wash their hands for at least 20 seconds after restroom usage (signage will be posted in each bathroom).
- Hand sanitizer will be readily available for programs that share equipment to use in between drills.

### ***General Facility Procedures***

- All locker rooms will be closed (restroom facilities in locker rooms will be available).
- Bathroom usage for teams will be available (locker rooms and/or east side bleacher restrooms).
  - ▪ Bathroom doors will be propped open to avoid a touch point.
- Student-athletes, coaches and staff will not enter facilities at the same time and be required to follow social distancing guidelines.
  - All indoor facilities will have their doors propped open by the coach or staff member prior to practice.

### ***Athletic Trainers and Training Facilities***

- Athletic Trainers and Trained Staff will be using PPE approved by the college when administering temperature checks.
- Athletic Training Center will be closed for student-athletes for non-emergency needs. Student-athletes will need to make appointment times for evaluation, treatment and rehabilitation. Will use resources and approved guidelines to return to being able to provide normal healthcare.
- If an injury occurs at practice, athletic trainers will assess using proper precautions.
- If necessary, the student-athlete will be transported to the Athletic Training Center.
- Athletic trainers will leave bags of ice outside of the AT Center for student-athletes after practice.
- If student-athletes need specific items for injury prevention or rehab, those items will be checked out to the student-athlete for a specified time.

## Return to Campus Plan by Sport

### Baseball

#### **Prior to Activity**

- There are two classes for the fall. 12:45-2:10 and 2:20-3:45 on MTWTH.
- Student-Athletes will be divided into Groups (1,2,3,4,5,6,7,8):6-10 athletes per group
- Under these modifications, the class will be hybrid.
- Groups 1-4 will be P/C's on MW; Groups 5-8 will be INF/OF's on TTH
- All Student-Athletes will have their own glove, bat, bag, water bottle etc.
- All Student-Athletes that show any symptoms will be required to stay home or sent home.
- Assignment modifications will be made for players who are sick or who chose not to participate due to safety concerns.
- All Student-Athletes will sanitize and wash hands before their Group's class time is over and leave the field immediately to return to their cars and go home.
- Coaches will speak to their student-athletes about the importance of social distancing, personal hygiene, and sanitation

#### **During Activity**

- All Student-Athletes will be assigned catch partners, to limit exposure of shared baseballs.
- All shared equipment will be sanitized routinely

#### **After Activity**

- All Student-Athletes will sanitize and wash hands after their Group's class time is over and leave the field immediately to return to their cars and go home

#### **Plan for MW 12:45-2:00 (Group 1 enters at main gate; Group 2 enters at side gate)**

- Each student-athlete will enter through their assigned gate 1 at a time and have temperature checks along with washing hands until all of their group is in the field.

- Group 1 will check home dugout for plan and then go to stretch/catch in LF(always staying at least 6 feet apart, most of the time it will be much more)
- Group 2 will go to 1B dugout for plan and then go to stretch/catch in RF(always staying at least 6 feet apart, most of the time it will be much more)
- After warm-ups, players will break up into drills while practicing social distancing. When drills are done, players will sanitize and wash hands (one at a time in both bathrooms) while leaving the field.

***Plan for MW 2:15-3:30 (Group 3 enters at main gate; Group 4 enters at side gate)***

- Each student-athlete will enter through their assigned gate 1 at a time and have temperature check along with wash hands until all of their group is in the field.
- Group 1 will check home dugout for plan and then go to stretch/catch in LF (always staying at least 6 feet apart, most of the time it will be much more)
- Group 2 will go to 1B dugout for plan and then go to stretch/catch in RF (always staying at least 6 feet apart, most of the time it will be much more)
- After warm-ups, student-athletes will break up into drills while practicing social distancing. When drills are done, student-athletes will sanitize and wash hands (one at a time in both bathrooms) while leaving the field.

**\*The TTH group will be under these same guidelines. Just substitute groups 1-4 for groups 5-8**

## Basketball (Women's)

### BASKETBALL



#### Lowest Risk

Dribble, shoot and participate in other ballhandling drills or activities alone or with household members at home in driveway or backyard with your own sanitized equipment.



#### Medium Risk

Engage in the above activities with household members at indoor or outdoor public court, making sure to sanitize any commonly shared surfaces such as gate handles, benches, basketballs, etc.



#### Highest Risk

Participate in any team or large group pickup play with non-household members and shared balls.

*Sources and resources: [USA Basketball](#) • [Jr. NBA](#)*



### CDC Guidelines on return to sports

#### Prior to Activity

- Athletes will park directly across from the gym in lot P101 and will be advised to enter through the gym (door open so no use of handles) located next to the women's locker room in the gymnasium
- Upon arrival, a coach will take each athletes temperature as they enter individually
- Athletes will arrive dressed for practice and will not utilize their lockers
- Each athlete will then be advised to enter the women's bathroom located in the lobby and wash their hands prior to practice at separate times
- Lobby doors will also be propped open to avoid use of handles
- Hand sanitizers and disinfectant wipes will be available also
- Athletes will be reminded to avoid high fiving teammates or contact of any kind - which will hopefully increase our 'communication'
- Coaches will speak to their student-athletes about the importance of social distancing, personal hygiene, and sanitation

#### During Activity

- The gymnasium will be sectioned off with 2 players at each hoop (separated)
  - Hand sanitizers and disinfectant wipes will be available

- EACH player will be given their own personal ball that will be wiped down PRIOR to use and CONCLUDING use
- Each athlete will also have their own personal towel and water bottle at their hoop
- Coaches will wear gloves and masks when assigned to hoops working one on one with athletes

### ***After Activity***

- Athletes will be encouraged to sanitize/wash their hands directly after
  - As well as wipe down their basketballs, water bottles, etc.
- Athletes will exit the same door they entered upon, and will do so individually

## **Basketball (Men's)**

### ***Priority to Activity***

- Athletes will park directly across from the gym in lot P101 and will be advised to enter through the gym (door open so no use of handles) located next to the women's locker room in the gymnasium
- Upon arrival, a coach will take each athletes temperature as they enter individually
- Athletes will arrive dressed for practice and will not utilize their lockers
- Each athlete will then be advised to enter the women's bathroom located in the lobby and wash their hands prior to practice at separate times
- Lobby doors will also be propped open to avoid use of handles
- Hand sanitizers and disinfectant wipes will be available also
- Athletes will be reminded that high fiving teammates or contact of any kind will be prohibited
- Coaches will speak to their student-athletes about the importance of social distancing, personal hygiene, and sanitation

### ***During Activity***

- The gymnasium will be sectioned off with 2 players at each hoop (separated)
  - Hand sanitizers and disinfectant wipes will be available
- EACH player will be given their own personal ball that will be wiped down PRIOR to use and CONCLUDING use
- Each athlete will also have their own personal towel and water bottle at their hoop

- Coaches will wear gloves and masks when assigned to hoops working one on one with athletes

### ***After Activity***

- Athletes will be encouraged to sanitize/wash their hands directly after
  - As well as wipe down their basketballs, water bottles, etc.
- Athletes will exit the same door they entered upon, and will do so individually

## **Cross Country (Men's & Women's)**

### ***Prior to Activity***

- Men's and Women's teams will have staggered practice times as each team is approximately 7-10 athletes.
- Student-Athletes will park near and enter at the North end of the football practice field
- Upon entering Student-Athletes will have their temperatures checked and given hand sanitizer to wash their hands
- Coaches will speak to the team about the importance of social distancing, personal hygiene, and sanitation

### ***During Activity***

- Student-Athletes will start their dynamic warm up
- Student-Athletes will head out on their run and be advised to maintain social distance from people they might encounter during their runs
- There will not be any equipment used

### ***After Activity***

#### **Student-Athletes will go to the sanitation station and wash their hands**

- Student-Athletes will be instructed to exit through their designated areas

## Football

The safety of our players and staff continue to be our top priority. Our plan is to implement safe practices with the lowest risks possible for the safety and health of our coaches and players. This plan was developed using CDC guidelines and addressed the first and second guiding principles. We will continue to monitor the recommendations of the CDC and our County Health Department and update our plan as needed.

### ***Guiding Principles***

- Lowest Risk: Performing skill-building drills or conditioning at home, alone or with family members.
- Increasing Risk: Team-based practice.
- More Risk: Within-team competition.
- Even More Risk: Full competition between teams from the same local geographic area.
- Highest risk: Full competition between teams from different geographic areas.

### ***Preventative Measures***

- Coaches will be trained on proper sanitization protocols and techniques.
- Proper sanitization supplies will be ordered and safely stored
- Coaches teach and review Hand Hygiene and Respiratory Etiquette (Daily) with Players - Posters will be displayed
- Towels and water bottles will not be shared
- Student athletes will not use the locker room to change clothing
- Sanitize weight lifting equipment
- Sanitize footballs before and after practice
- Additional sanitization of facilities and equipment will occur after each practice
- Coaches will teach and reinforce handwashing with soap and water at least 20 seconds
- Spitting will not be allowed, and everyone will cover their coughs and sneezes with a tissue or use the inside of their elbow. Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used for staff and older children who can safely use hand sanitizer.
- Student/Athletes will not use the locker room
- Sanitize weight-lifting equipment with disinfectant between each use

- Sanitize the footballs before and after each practice - additionally sanitize between each practice rotations
- Additional sanitization of facilities and equipment will occur after each practice
- Teams will NOT be using any other equipment that require touching bags, sleds, tackling devices
- Student/Athletes who handle the footballs will wear football receiver gloves, except the QB's

### ***Maintaining a Healthy Environment***

- Principle 1 - Student athletes will follow the home-based workout plan
- Principle 2 - Each activity which fall under Principle 2 will do the following:
  - Prior to the activity each student athlete and coach will have temperature taken prior to the activity. Coaches will review the preventative measures with the student athletes prior to their participation in the activity. There will be 3 groups of student athletes that will rotate through weightlifting, conditioning, and agility/schematic drills.

### **Principle to Activity Protocols**

#### ***Weight Room***

- Students follow hand wash protocol
- Doors remain open
- Minimum 6 feet distance
- Equipment is sanitized after each use

#### ***Outdoors***

- Drills will be spaced at least 6 feet apart
- All equipment sanitized prior and after practice
- Skill group numbers based on CDC numbers

#### ***Direct Instruction***

- Football schematics will be taught remotely through an online platform

## Golf (Women's & Men's)

### **Prior to Activity**

- Student-Athletes individually arrive to golf course and check in with Coach
- If school screening policy in place coach will implement (i.e. waiver, temperature, masks etc.) with a daily log in place
- Coach/school will have worked out agreement in advance with all golf courses
- All golf courses are set up to adhere to state and county guidelines

### **During Activity**

- If class is over 10 student-athletes (Phase 1/ 2) break into 2 groups of 10 or less at different time intervals
- Putting, Chipping, Range (1st group)
- Space students out in different marked off drill stations 6 ft apart and rotate every 15-20 minutes (1st group)
- Student-athletes use their own clubs and balls for putting and chipping (1st group)
- Range balls provided by course, which are one time use and washed after each use (1st group) Students not to touch range balls, use golf club to position ball
- 2nd group will play nine holes with 2-4 students teeing off in 10-minute intervals according to course policy
- The two groups rotate for the 2nd half of class
- If practice consists only of playing 9-18 holes of golf (varsity classes), students will be broken into groups of 2-4 golfers (depending upon course policy) at 10-minute tee time intervals (no more than 10 students at course if this practice is in place under phase 1 or 2. Students will know in advance of their tee times.
- Students will adhere to course policies, bring own balls, no rake in sand (ground under repair rule), no ball washers, bring own water, flag stick stays in, 6 ft apart while playing, bring own pull cart or carry bag.

### **After Activity**

- Each Student will text a picture of their scorecard or use phone app and send to coach, no exchanging cards during play. Students can briefly discuss scores before turning in as long as 6 ft distance is maintained.
- Students leave immediately after class

## Soccer (Women's)

### **Prior to Activity**

- Student-Athletes will be broken into 3 groups (blue, black and white)
- Student-Athletes will have designated entry points
- Coaches will take the athletes temperature prior to them entering the designated entry points
- Student-Athletes will then go to the sanitation station where they will wash their hands with hand sanitizer
- Each student-athlete will bring their own training top (white, black, and blue)
- Their training top will be assigned to designated training areas

### **During Activity**

- Athletes will train in stations meeting necessary guidelines (social distancing).
- Equipment will be limited to 3 soccer balls per group
- Only goalies will handle the ball and they will be wearing gloves
- There will be no throw ins in the training sessions, so there will be no handling of the ball by athletes outside of goalies

### **After Activity**

- Student-Athletes will go to the sanitation station and wash their hands
- Student-Athletes will be instructed to exit through their designated areas

## Soccer (Men's)

### **Prior to Activity**

- Student-Athletes will be broken into 3 groups (blue, black and white)
- Student-Athletes will have designated entry points
- Coaches will take the athletes temperature prior to them entering the designated entry points
- Student-Athletes will then go to the sanitation station where they will wash their hands with hand sanitizer

- Each student-athlete will bring their own training top (white, black, and blue)
- Their training top will be assigned to designated training areas

### ***During Activity***

- Athletes will train in stations meeting necessary guidelines (social distancing).
- Equipment will be limited to 3 soccer balls per group
- Only goalies will handle the ball and they will be wearing gloves
- There will be no throw ins in the training sessions, so there will be no handling of the ball by athletes outside of goalies

### ***After Activity***

- Student-Athletes will go to the sanitation station and wash their hands
- Student-Athletes will be instructed to exit through their designated areas

## **Softball**

### ***Prior to Activity***

- There are two groups for the fall. 2:55-4:25; 4:25-6:00 TWTH
- Players will be divided into Groups (1,2): 6-10 athletes per group
- Under these modifications, the class will be hybrid.
- Groups 1 will be P/C's on T/W; Groups 2 W/Th will be INF/OF's
- All Student-Athletes will have their own glove, bat, bag, water bottle etc.
- All Student-Athletes that show any symptoms will be required to stay home or sent home.
- Assignment modifications will be made for players who are sick or who chose not to participate due to safety concerns.
- All Student-Athletes will sanitize and wash hands before their Group's class time is over and leave the field immediately to return to their cars and go home.
- Coaches will speak to their student-athletes about the importance of social distancing, personal hygiene, and sanitation

### ***During Activity***

- All Student-Athletes will be assigned catch partners, to limit exposure of shared softballs.
- All shared equipment will be sanitized routinely

### ***After Activity***

- All Student-Athletes will sanitize and wash hands after their class time is over and leave the field immediately to return to their cars and go home

## **Swimming (Men's & Women's)**

### ***Phase 1: No contact with athletes, no pools available***

- Dryland only
- Remote videos on Canvas
- Weekly quizzes on rules and strategy

### ***Phase 2: Small groups, 10 and under***

- No pools: same as Phase 1
- The chlorine has been shown to kill the virus.
- With pool: individual swimming at opposite ends of the pool with keeping 6 feet away.
- 1-hour max swim time.
- Athlete has his or her own equipment
- Many individual drills

### ***Phase 3: Groups of 11-25 or more***

- ***No pool. same as Phase 1***
- With pool: Start with more conditioning
- The chlorine has been shown to kill the virus.
- Full practice time, no meets

### ***Phase 4: No restrictions***

- Back to normal Swimming practice.
- Full practice with swim meets

## MJC Training and Conditioning for water polo and swimming

### ***Phase 1: No contact with athletes***

- Dryland only
- Remote videos on Canvas
- Weekly quizzes on rules and strategy

### ***Phase 2: Small groups, 10 and under. Outside workouts, no weight room available***

- No weight room: same as Phase 1
- With a weight room: individuals keeping 6 feet away.
- 1-hour max time.
- Athlete has his or her own equipment and cleans all equipment they touch
- Many individual drills, Yoga and other drills

### ***Phase 3: Groups of 11-25 or more***

- No weight room. same as Phase 1
- With weight room: Start with more conditioning 6 feet apart
- Full practice time

### ***Phase 4: No restrictions***

- Back to normal Training and Conditioning for water polo and swimming

## **Tennis (Women's & Men's)**

If you live in a community where stay-at-home or shelter-in-place orders have been lifted or modified, and if your locality meets the standards in the Federal Guidelines, then tennis, if played properly, can be a great opportunity for you to relieve stress, socialize with others and provide much-needed exercise. Of primary importance is taking every precaution to help keep all participants safe.

Because tennis does not require any direct person-to-person contact, players can enjoy the many physical and mental benefits that tennis offers so long as you practice physical distancing by keeping six feet apart from other players to ensure you are in a safe exercise environment and follow other safety recommendations included here.

Although there is no specific evidence that tennis balls can spread COVID-19, we know that contamination by respiratory droplets from an infected person can potentially survive on hard surfaces up to three days. If you choose to play tennis, be sure to practice these safety tips and recommendations.

### **Prior to Activity**

- Make sure that your state and region allow tennis play, satisfy the Federal Government's gating criteria (as outlined in the "Opening Up America Again" guidelines) and has been designated an essential business and/or has entered Phase One of the Phased Comeback.
- States and regions with no evidence of a rebound and that satisfy the gating criteria a second time may proceed to Phase Two of the Phased Comeback, in which all individuals, when in public recreation areas, should maximize physical distance from others.
- Be aware that although restrictions are eased when your state and region move from Phase One to Phase Two or Phase Three of the Phased Comeback, safety precautions must remain in place until there is a universal vaccine or effective treatment for the coronavirus.
- The USTA Medical Advisory Group highly recommends competitive players ease their way back into play prior to competition. Given the layoff from competing, players will be more susceptible to under-training, over-use and other injuries. The USTA strongly recommends at least three weeks of on court and off court conditioning before competition begins.
- Arrange to play only with family members or others who live in your household or with individuals who are considered to be low risk.
- Do not play if any of you:
  - Are exhibiting any symptoms of the coronavirus. According to the CDC, people with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
  - Have been in contact with someone with COVID-19 in the last 14 days.
  - Are a vulnerable individual and your state and region is in Phase One or Phase Two. A vulnerable individual is an elderly individual and/or an individual with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma and those whose immune system is

compromised such as by chemotherapy for cancer and other conditions requiring such therapy. (For states and regions in Phase Three, a vulnerable individual can resume public interactions, including playing tennis, but should practice physical distancing.)

### ***Protect against infections:***

- Wash your hands with a disinfectant soap and water (for 20 seconds or longer), or use a hand sanitizer if soap and water are not readily available, before going to the court.
- Clean and wipe down your equipment, including racquets and water bottles. Do not share racquets or any other equipment such as wristbands, grips, hats and towels.
- Bring a full water bottle to avoid touching a tap or water fountain handle.
- Use new balls and a new grip, if possible.
- Consider taking extra precautions such as wearing gloves.
- If you need to sneeze or cough, do so into a tissue or upper sleeve.
- Arrive as close as possible to when you need to be there.
- Avoid touching court gates, fences, benches, etc. if you can.

### ***During Activity***

- Try to stay at least six feet apart from other players. Do not make physical contact with them (such as shaking hands or a high five).
- When playing doubles, coordinate with your partner to maintain physical distancing.
- Avoid touching your face after handling a ball, racquet or other equipment. Wash your hands promptly if you have touched your eyes, nose or mouth.
- Avoid sharing food, drinks or towels.
- Use your racquet/foot to pick up balls and hit them to your opponent. Avoid using your hands to pick up the balls.
- Maintain physical distancing if changing ends of the court.
- Remain apart from other players when taking a break.
- If a ball from another court comes to you, send it back with a kick or with your racquet.

### ***Prior to Activity***

#### ***Leave the court as soon as reasonably possible.***

- Wash your hands thoroughly or use a hand sanitizer after coming off the court.
- Do not use the locker room or changing area. Shower at home.

- No extra-curricular or social activity should take place. No congregation after playing.
- All players should leave the facility immediately after play.

### **USE FOUR BALLS OR SIX BALLS**

- Although unlikely, it's possible that a tennis ball can transmit the COVID-19 virus, as virtually any hard surface can transmit the disease. So here is an extra precaution you can take to keep safe when playing tennis:
  - Open two cans of tennis balls that do not share the same number on the ball.
  - Take one set of numbered balls, and have your playing partner take a set of balls from the other can.
  - Proceed with play, making sure to pick up your set of numbered balls only. Should a ball with the other number wind up on your side of the court, do not touch the ball with your hands. Use your racquet head or feet to advance the ball to the other side of the court.

## **Track and Field (Women's & Men's)**

### **Prior to Activity**

- All track and field student-athletes will be split into groups of 10 and have an assigned assistant coach and given designated track entry points at the north, south, east, and west corners of the track
- Student-Athletes will park in the parking lots or on the street near their designated entry points
- Upon entering the gate, athletes will have their temperatures taken by a coach.
- Student-Athletes will make their way to the sanitation station where they will wash their hands with hand sanitizer
- Designated coaches will speak to their designated groups about the importance of social distancing, personal hygiene, and sanitation
- Student-Athletes will be informed that high fiving, hugging or any touching will be prohibited

### **During Activity**

- Student-Athletes will condition and train in their quadrant of the track with their designated group and coach

- There will not be any equipment used

### ***After Activity***

- Student-Athletes will go to the sanitation station and wash their hands
- Student-Athletes will be instructed to exit through their designated areas

## **Volleyball**

### ***Prior to Activity***

- Athletes will park directly across from the gym in lot P101 and will be advised to enter through the gym (door open so no use of handles) located next to the women's locker room in the gymnasium
- Upon arrival, a coach will take each athletes temperature as they enter individually
  - Daily temp and symptoms checklist to be kept for each athlete and coach
- Athletes will arrive dressed for practice. Locker rooms will be off limits.
- Athlete's will then enter the women's bathroom, located in the gym lobby and keeping 6ft apart, and wash their hands and arms (up to elbows) prior to practice.
- Lobby and bathroom doors will also be propped open to avoid use of handles
- Hand sanitizers and disinfectant wipes will be available
- All necessary equipment will be sanitized
  - Balls, carts, exercise bands
- Volleyball nets will be put up and taken down by coaching staff as to limit the contact with this equipment.

### ***During Activity***

- Hand sanitizers and disinfectant wipes will be available at all times
- Any student-athlete who sneezes and or touches face or nose is to wash hands immediately.
- Student-Athletes (SA) will be divided into groups of 8 (with 2 coaches during training sessions, 10 total in a group).
  - Each group will be assigned a training time
  - 10 minutes between training times to allow SA passing time as not to congregate
  - Balls and carts will be disinfected by coaching staff in between in session.
- All SA must bring their own water bottles

- All athletes and coaches will maintain 6ft apart during drills, instruction, and water breaks.

### ***After Activity***

- Athletes will be encouraged to sanitize/wash their hands directly after training session
- Athletes will exit the same door they entered upon, and will do so individually
- All used equipment will be disinfected.

## **MJC Men/Women Water Polo**

On the uswaterpolo.org website you can find an enormous list of information covering dryland training that can be done at home and/or skills you can work on while in a pool on your own. Other suggestions include going to KAP7, Tony Azevedo, or the ODP sites to find that information.

[www.uswaterpolo.org](http://www.uswaterpolo.org)

### ***Phase 1: No contact with athletes, no pools available***

- Dryland only
- Remote videos on Canvas
- Weekly quizzes on rules and strategy

### ***Phase 2: Small groups, 10 and under***

- No pools: same as Phase 1
- The chlorine has been shown to kill the virus.
- Keeping 6 feet away
- 1-hour max pool time
- With pool: individual swimming with and without ball
- Shooting with no goalies, transition to shooting with a goalie.
- Athlete has his or her own ball: but will transition into passing with a partner.
- Drills with 2-6 players only, no defense.

### ***Phase 3: Groups of 11-25 or more***

- No pool. same as Phase 1
- With pool: Start with more conditioning with and without balls.
- The chlorine has been shown to kill the virus.

- Shooting with defense in place
- Full passing, groups of 3 or more
- Drills with 3 on 3 and 4 on 4

#### ***Phase 4: No restrictions***

- Back to normal water polo practice.
- Full scrimmage and games

### **MJC Training and Conditioning for Water Polo and Swimming**

#### ***Phase 1: No contact with athletes***

- Dryland only
- Remote videos on Canvas
- Weekly quizzes on rules and strategy

#### ***Phase 2: Small groups, 10 and under. Outside workouts, no weight room available***

- No weight room: same as Phase 1
- With a weight room: individuals keeping 6 feet away.
- 1-hour max time.
- Athlete has his or her own equipment and cleans all equipment they touch
- Many individual drills, Yoga and other drills

#### ***Phase 3: Groups of 11-25 or more***

- No weight room. same as Phase 1
- With weight room: Start with more conditioning 6 feet apart
- Full practice time

#### ***Phase 4: No restrictions***

**Back to normal Training and Conditioning for water polo and swimming 27**

## Wrestling

### **Prior to Activity**

#### **Enter through the wrestling room (doors already open).**

- All student/ athletes will remain 6 ft apart at all times.
- Sanitizer will be provided for athletes to use upon entry and exit.
- Proper protective gear in place with athletes dressed ready for participation.

### **During Activity**

- Athletes will train in stations meeting necessary guidelines (social distancing).
- Practice will consist of two groups. 1 group of 10-15 athletes will be in the wrestling room at one time. Group 2 (10-15) will be with another coach out on the track participating in a separate workout.
- Additionally, we will follow USA wrestling return to the mat guide lines. (Below) Link here

### **After Activity**

- Student-Athletes will go to the sanitation station and wash their hands
- Student-Athletes will be instructed to exit through their designated areas

### **USA Wrestling Phase 3**

#### **Phase 3: Public health authorities allow small group activities (less than 10 people), but public training facilities remain closed.**

a) Criteria for participation in group training sessions (includes athletes, coaches and parents) i) Required

1) No signs or symptoms of COVID-19 in the past 14 days a) If an athlete has had a case of documented COVID-19 infection, athlete needs a note from his/her doctor indicating athlete is cleared to participate in training

2) Live in training location for 14 days prior to beginning group training

- a) This requirement reduces the risk of introducing COVID-19 into the training group by someone traveling from a different region
  - b) It will be the supervising coach's or each individual's responsibility to ensure only those team or club members that live in the training location participate in practices
  - c) Club organizers may not register any new members from outside their local area
- 3) No close sustained contact with anyone who is sick or individuals that may have been exposed to COVID-19 within 14 days of beginning group training a) Since the signs and symptoms of COVID-19 can be fairly non-specific and not just respiratory symptoms, it is recommended that athletes should not be in close sustained contact with anyone who is sick for 14 days prior to beginning group training. This requirement reduces the risk of introducing COVID-19 into the training group by someone who may have COVID-19 but isn't experiencing any symptoms yet.

# College and Administrative Services

## Business Office

### Hours of Operation

Cashier –A&R window #8

- Cashier Hours of Operation
  - Two days a week: Monday & Thursday 8:00 AM – 12:00 PM

Office Staff – Business Office

- Money Desk Hours of Operation
  - Monday & Wednesday 8:00 AM – 12:00 PM
- Accountant Hours of Operation
  - Tuesday & Thursday 8:00 AM – 12:00 PM

### Staffing

- 4 Employees

### Sanitation

- Self-screening completed at home and COVID-19 form submitted to supervisor
- Disposable face coverings will be provided
- Face coverings are required for all employees, unless the employee is working independently
- Employees will wash or sanitize hands before and after using or adjusting face coverings

### Cleaning and Disinfecting Protocols

- Staff to wipe down workstation prior to working at desk
- Wipe down vault keypads, door handles, and other common surfaces
- Avoid sharing equipment, phones, desks, pens and other work supplies
- Continue to follow guidelines for washing/sanitizing hands when appropriate

### Physical Distancing Guideline

- Maintain physical distancing protocols in office areas
- No more than 2 staff in the office at a time – manager and a staff member.
- Cashier to be located in A&R window #8 behind plexiglass.
- Cashier to only assist students paying by cash/check

## **Deposits/Change**

- Staff will be buzzed into office
- Staff will drop off deposits and/or pick up change from cart located in front entrance of Business Office to maintain social distance
- Deposits will be taken to bank by manager to limit incoming office traffic

## **Bookstore**

### **PLAN A – East Campus Open Only RUSH August 17 – September 4**

- Hours of Operation
  - Monday – Thursday 9:00 am to 5:00 pm
  - Friday 9:00 am to 3:00 pm

## **Staffing**

- 8 to 12 employees

## **Sanitation**

- Employees:
  - Self-screening completed at home and COVID-19 form submitted to supervisor
  - Disposable face coverings will be provided
  - Face coverings are required for all employees, unless the employee is working independently
  - Employees will wash or sanitize hands before and after using or adjusting face coverings
- Cashiers:
  - Gloves and face coverings will be provided and required to be worn at all times of service
  - Hand sanitizer will be available at work stations
  - Clean touchable surfaces between customers
  - Sanitize credit card machine between each transaction
  - Customer will swipe card or insert card

## Cleaning and Disinfecting Protocols

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, carts, keys, etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible

## Physical Distancing Guideline

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Plexiglass will be installed to separate the cashiers from customers
- No customers allowed in bookstore area

## Cash Wrap/ Customer Area

- The bookstore will make use of the Fireside Lounge Area
- Six (six foot) tables or the long 36-foot table will be used for the cash wrap area for social distancing.
- Customers will enter through the outside entrance of the Fireside Lounge and exit using the door that leads to the rotunda. A door monitor will allow only one customer into the store per cash register as it becomes available.
- Cashier will act as a runner for each customer to retrieve the needed books or supplies
- Some school supplies and clothing will be stocked behind cashier area. Customers may request to purchase supplies.

## Online Orders

- All online orders will be processed and shipped to customers.
- For the sake of social distancing, we will not have a separate line for customer pickups. This will also allow for less employees working in the store.

## Plan B - Fall Semester General Plan East Campus Only

- Hours of Operation
- Monday – Thursday 9:00 am to 5:00 pm
- Friday 9:00 am to 3:00 pm

## Staffing

- Up to 6 employees

## Sanitation

- Employees:
  - Self-screening completed at home and COVID-19 form submitted to supervisor
  - Disposable face coverings will be provided
  - Face coverings are required for all employees, unless the employee is working independently
  - Employees will wash or sanitize hands before and after using or adjusting face coverings
  - Employees handling trash bags will use disposable gloves (and wash hands before putting them on and after removing them)
- Cashiers:
  - Gloves and face coverings will be provided and required to be worn at all times of service
  - Clean touchable surfaces between customers
  - Sanitize credit card machine between each transaction
  - Customer will swipe card or insert card

## Cleaning and Disinfecting Protocols

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, carts, keys, etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible

## Physical Distancing Protocols

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Plexiglass will be installed to separate the cashiers from customers.

## Cash Wrap/ Customer Area

- The bookstore will use the window to conduct sales.

## Online Orders

- All online orders will be processed and shipped to customers.

## PLAN C – West Campus (In addition to East Campus)

- Hours of Operation
  - Hours dependent upon class schedule
  - The bookstore will communicate with instructors who have labs located on West to make sure we are available for those students.

## Staffing

- 1 to 2 employees

## Sanitation

- Employees:
  - Self-screening completed at home and COVID-19 form submitted to supervisor
  - Disposable face coverings will be provided
  - Face coverings are required for all employees, unless the employee is working independently
  - Employees will wash or sanitize hands before and after using or adjusting face coverings
  - Employees handling trash bags will use disposable gloves (and wash hands before putting them on and after removing them)
- Cashiers:
  - Gloves and face coverings will be provided and required to be worn at all times of service
  - Clean touchable surfaces between customers
  - Sanitize credit card machine between each transaction
  - Customer will swipe card or insert card

## Cleaning and Disinfecting Protocols

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, carts, keys, etc.

- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible.

### **Physical Distancing Protocols**

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Plexiglass will be installed to separate the cashiers from customers.
- No customers allowed in the West Campus Bookstore

### **Cash Wrap/ Customer Area**

- The bookstore will set up a table and Plexiglass partition at the entrance to the bookstore.
- Customers will enter through the outside back entrance of the MSR Building.
- Customers will be allowed to enter one at time as the cash register becomes available.
- Cashier will act as a runner for each customer to retrieve the needed books or supplies.
- Customers will exit into the main room of the MSR.

### **Materials Sold**

- The West campus store will only carry books that will serve the lab classes on west campus

### **Events/Mailrooms/Duplicating**

- Hours of Operation
  - Hours dependent upon class schedule, population on campus and guidelines that the College has for events and gatherings.

### **Staffing**

- Events/Transportation
  - 1 employee
- Mailroom
  - 1 employee to distribute mail at the two campus mailrooms and to meter outgoing mail

### **Sanitation**

- Employees:

- Self-screening completed at home and COVID-19 form submitted to supervisor
- Disposable face coverings will be provided
- Face coverings are required for all employees, unless the employee is working independently According to CDC guidelines at cdc.gov
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## Cleaning and Disinfecting Protocols

- Clean and disinfect frequently touched surfaces at the beginning of each shift, at the end of the day and throughout the day as people and deliveries come into the mailroom. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Cleaning solution will be provided along with directions, gloves, and masks while using cleaning product.

## Physical Distancing Guideline

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Install split door between personnel desk area and the east campus mail boxes to ensure that other employees do not come within 6 feet of personnel office space.
- Maintain physical distancing protocols in office areas
- One person at a time in the mail room. Traffic flow into the east campus mailroom from interior corridor of the Morris building and then exiting out the same door but utilizing the corridor Nurses office and exit the building.
- Traffic flow into the west campus mailroom to come in to the receiving area off the hallway within Yosemite Building and upon exiting the mailroom go to the left and exit out the receiving door to the front of the Yosemite Building.

## Distribution of Mail

- Personnel will wear gloves (provided) when distributing mail into mailboxes.

- Other employees will not be permitted into the mailrooms during the time of mail distribution. Pick up times will be posted and sent out campus-wide.

### Duplicating

- Hours of Operation
  - Hours dependent upon class schedule, population on campus and guidelines that the College has for events and gatherings.

### Staffing

- 1 - 2 employees

### Sanitation

- Employees:
  - Self-screening completed at home and COVID-19 form submitted to supervisor
  - Disposable face coverings will be provided
  - Face coverings are required for all employees, unless the employee is working independently According to CDC guidelines at cdc.gov
  - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.

### Cleaning and Disinfecting Protocols

- Clean and disinfect frequently touched surfaces at the beginning of each shift, at the end of the day, and throughout the day after use of each print machine. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Cleaning solution will be provided along with directions, gloves, and masks while using cleaning product.

### Physical Distancing Guideline

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions will be installed at front lobby)

counter as well as door entrance from front print machines into office area and visual cues, floor markings or signs).

- Maintain physical distancing protocols in office area.
- Traffic flow into the duplicating lobby area will need to be one person at a time at the front counter picking up print material and one person at the walk-up counter at a time. Total of 2 people in lobby at one time. Flow of traffic coming in and exiting out duplicating will utilize the same door.

### **Print jobs**

- Face coverings are required for all employees, unless they are working independently.
- Gloves are required and will be provided.
- Only duplicating personnel allowed behind counter in front lobby and print machine areas. All other employees are required to stop at front counter.

## **Food Service**

### **PLAN A – Coffee Shop Only**

- Hours of Operation
  - Hours dependent upon class schedule

### **Staffing**

- 2 to 3 employees

### **Sanitation**

- Employees:
  - Self-screening completed at home and COVID-19 form submitted to supervisor
  - Disposable face coverings will be provided
  - Face coverings are required for all employees, unless the employee is working independently
  - Employees will wash or sanitize hands before and after using or adjusting face coverings
  - Employees handling trash bags will use disposable gloves (and wash hands before putting them on and after removing them)

- Cashiers:
  - Gloves and face coverings will be provided and required to be worn at all times of service
  - Clean touchable surfaces between customers
  - Sanitize credit card machine between each transaction
  - Customer will swipe card or insert card

### **Cleaning and Disinfecting Protocols**

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, appliances, kitchen utensils and implements, oven doors, grill and range knobs, carts, keys, etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible
- Follow existing codes regarding requirements for sanitizing food control surfaces

### **Physical Distancing Protocols**

- Implement measures to ensure physical distancing of at least six feet between employees and customers, (physical partitions or visual cues, floor markings or signs)
- Install physical barriers or partitions at cash register
- Maintain physical distancing protocols in office areas, kitchens, pantries, walk-in refrigerator or freezers

### **Menu**

- Coffee, canned and bottled beverages (no self-serve)
- Grab and go options – snacks, chips, candy, sandwiches, salads, wraps, limited breakfast items, limited hot food lunch dependent upon customer counts

### **PLAN B – West Campus Only**

- Hours of Operation
  - Hours dependent upon class schedule

### **Staffing**

- 2 to 4 employees

## Sanitation

- Employees:
  - Self-screening completed at home and COVID-19 form submitted to supervisor
  - Disposable face coverings will be provided
  - Face coverings are required for all employees, unless the employee is working independently
  - Employees will wash or sanitize hands before and after using or adjusting face coverings
  - Employees handling trash bags will use disposable gloves (and wash hands before putting them on and after removing them)
- Cashiers:
  - Gloves and face coverings will be provided and required to be worn at all times of service
  - Clean touchable surfaces between customers
  - Sanitize credit card machine between each transaction
  - Customer will swipe card or insert card

## Cleaning and Disinfecting Protocols

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, appliances, kitchen utensils and implements, oven doors, grill and range knobs, carts, keys, etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible
- Follow existing codes regarding requirements for sanitizing food control surfaces

## Physical Distancing Protocols

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Install physical barriers or partitions at cash registers
- Maintain physical distancing protocols in office areas, kitchens, pantries, walk-in refrigerator or freezers
- As CDPH guidelines allow no more than 7 customers in Food Services area (will need to monitor number of customers entering and exiting)

## Menu

- Coffee, canned and bottled beverages (no self-serve)

- Grab and go options – snacks, chips, candy, sandwiches, salads, wraps, limited breakfast items, limited hot food lunch dependent on customer counts

### **PLAN C – East Campus Only**

- Hours of Operation
  - Hours dependent upon class schedule

#### **Staffing**

- 4 employees

#### **Sanitation**

- Employees:
  - Self-screening completed at home and COVID-19 form submitted to supervisor
  - Disposable face coverings will be provided
  - Face coverings are required for all employees, unless the employee is working independently
  - Employees will wash or sanitize hands before and after using or adjusting face coverings
  - Employees handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them)
- Cashiers:
  - Gloves and face covering will be provided and required to be worn at all times of service
  - Clean touchable surfaces between customers
  - Sanitize credit card machine between each transaction
  - Customer will swipe card or insert card

#### **Cleaning and Disinfecting Protocols**

- Clean touchable surfaces between shifts or between users, whichever is more frequent including phones, registers, touchpads/touchscreens, tables, time clocks, appliances, kitchen utensils and implements, oven doors, grill and range knobs, carts, keys, etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible
- Follow existing codes regarding requirements for sanitizing food control surfaces

#### **Physical Distancing Protocols**

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)

- Install physical barriers or partitions at cash registers
- Maintain physical distancing protocols in office areas, kitchens, pantries, walk-in refrigerator or freezers
- As CDPH guidelines allow no more than 11 customers only allowed in at one time (will need to monitor number of customers entering and exiting)

### **Menu**

- Coffee, canned and bottled beverages (no self-serve)
- Grab and go options – snacks, chips, candy, sandwiches, salads, wraps, breakfast items, hot food options, chicken strip & fries, burgers, chicken sandwiches

### **PLAN D – East Campus & Coffee Shop**

- Hours of Operation
  - Hours dependent upon class schedule

### **Staffing**

- 4 to 5 employees

### **Sanitation**

- Employees:
  - Self-screening completed at home and COVID-19 form submitted to supervisor
  - Disposable face coverings will be provided
  - Face coverings are required for all employees, unless the employee is working independently
  - Employees will wash or sanitize hands before and after using or adjusting face coverings
  - Employees handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them)
- Cashiers:
  - Gloves and face covering will be provided and required to be worn at all times of services
  - Clean touchable surfaces between customers
  - Sanitize credit card machine between each transaction
  - Customer will swipe card or insert card

### **Cleaning and Disinfecting Protocols**

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, carts, keys etc.

- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible
- Follow existing codes regarding requirements for sanitizing food control surfaces

### **Physical Distancing Guidelines**

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Install physical barriers or partitions at cash registers
- Maintain physical distancing protocols in office areas, kitchens, pantries, walk-in refrigerator or freezers
- 11 customers only allowed in at one time (will need to monitor number of customers entering and exiting)

### **Menu**

- Coffee, canned and bottled beverages (no self-serve)
- Grab and go options – snacks, chips, candy, sandwiches, salads, wraps, breakfast items, hot food options, chicken strip & fries, burgers, chicken sandwiches

# Appendices

## Updated Fall 2020 Course List

Division	Course	Section #	Campus	Building
AG	MAGEC 280	0839	West	AGC
AG	MAGM 200	0594	East	AGR
AG	MAGM 200	0596	East	AGR
AG	MAGM 210	0844	West	TWC
AG	MAGM 216	0603	East	AGR
AG	MAGM 235	0597	West	IRR
AG	MAGM 238	0847	West	IRR
AG	MAGM 241	0604	East	AGR
AG	MAGM 243	0605	East	AGR
AG	MAGM 280	0606	East	AGR
AG	MAGM 289	0852	East	AGR
AG	MANSC 201	0826	West	BF
AG	MANSC 202	0805	West	AGC
AG	MANSC 207	0627	West	EU
AG	MANSC 210	0827	West	BF
AG	MANSC 210	0827	West	BF
AG	MANSC 210	0827	West	BF
AG	MANSC 215	0806	West	AGC
AG	MANSC 220	0829	West	AGC
AG	MANSC 221	0841	West	DRY
AG	MANSC 221	0841	West	DRY
AG	MANSC 224	0840	West	AGC
AG	MANSC 232	0602	West	PLT
AG	MANSC 265	0885	West	EU
AG	MEHS 202	0817	East	GRN
AG	MEHS 210	0818	East	GRN
AG	MEHS 280	0851	East	AGC
AG	MNR 200	0809	East	AGC
AG	MNR 200	0820	East	GRN
AG	MPLSC 205	0892	West	AGC

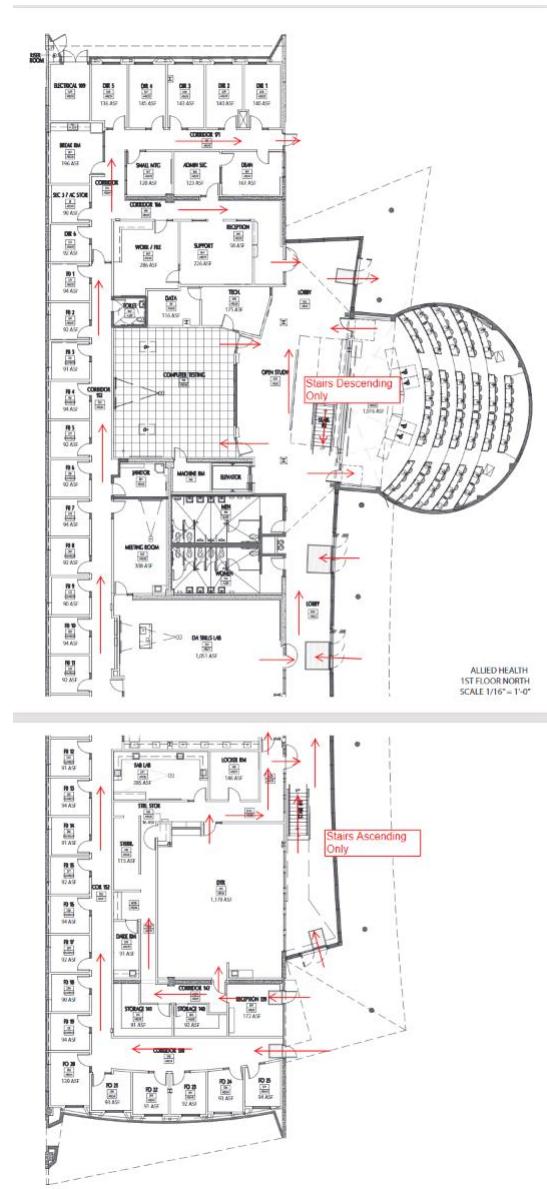
<b>AG</b>	<b>MPLSC 230</b>	<b>0893</b>	<b>West</b>	<b>AGC</b>
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<b>ALHE</b>	<b>MDAST 325</b>	<b>2325</b>	<b>West</b>	<b>GH</b>
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PEHE	<b>MPEVM 110</b>	<b>1122</b>	<b>East</b>	<b>MPME</b>
PEHE	<b>MPEVM 121</b>	<b>9963</b>	<b>East</b>	<b>Off Campus</b>
PEHE	<b>MPEVM 147B</b>	<b>1110</b>	<b>East</b>	<b>Off Campus</b>

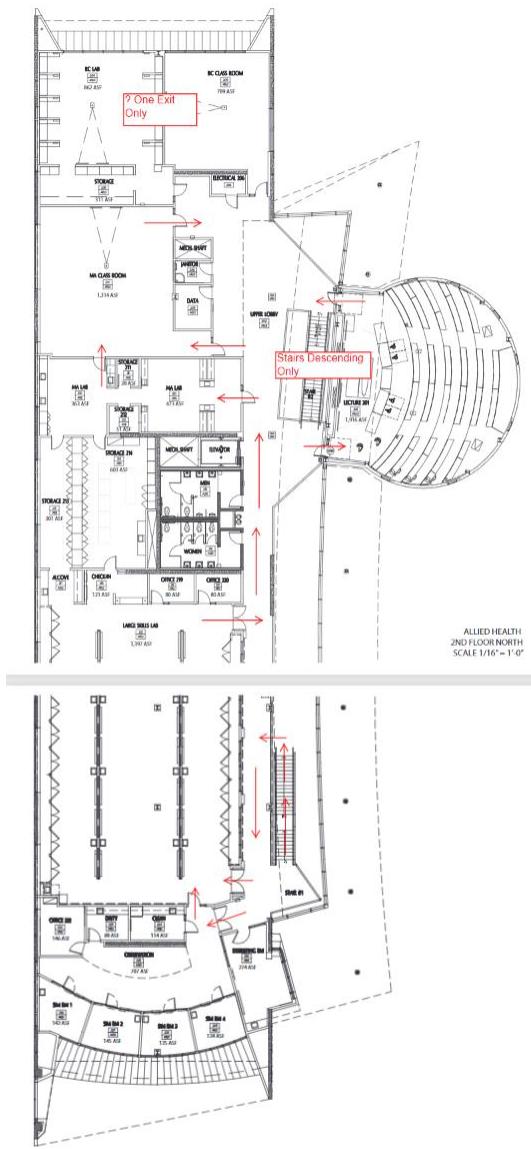
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<b>PEHE</b>	<b>MPEC 175</b>	<b>220</b>	<b>East</b>	<b>Off Campus</b>
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<b>SME</b>	<b>MBIO 101</b>	<b>0692</b>	<b>West</b>	<b>SCC</b>
<b>SME</b>	<b>MCHEM 112</b>	<b>0736</b>	<b>West</b>	<b>SCC</b>
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<b>SME</b>	<b>MMICRO 101</b>	<b>0518</b>	<b>West</b>	<b>SCC</b>

## Building Usage Maps

### Glacier Hall

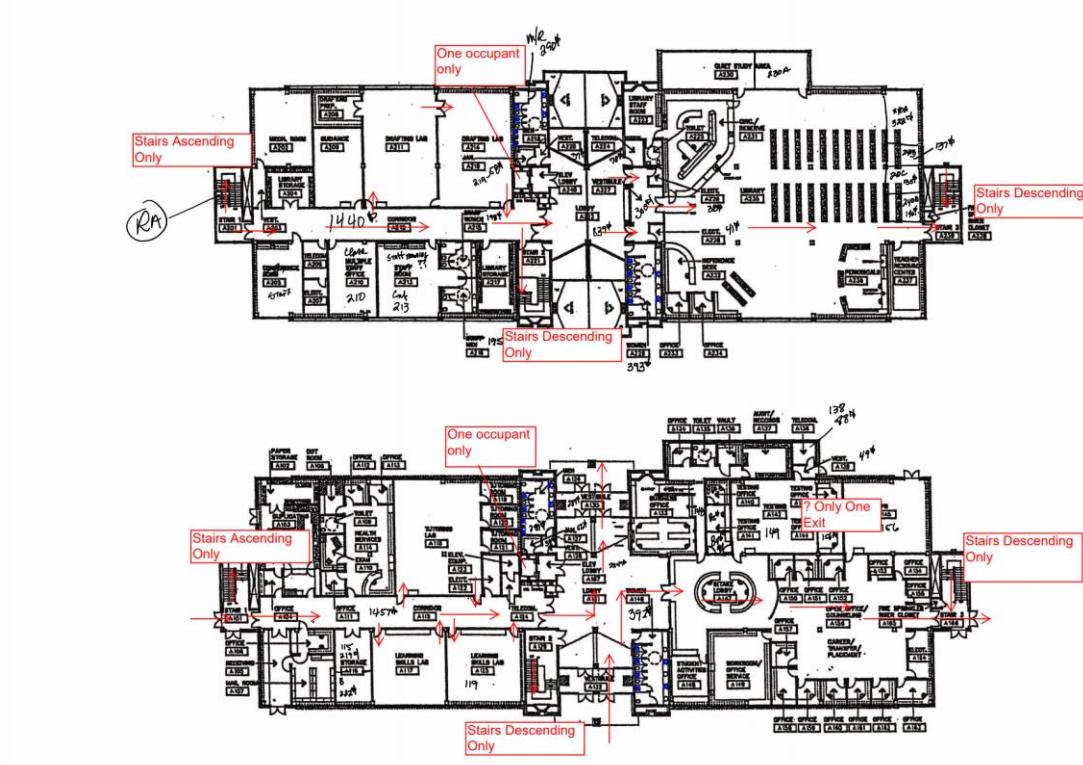


First Floor

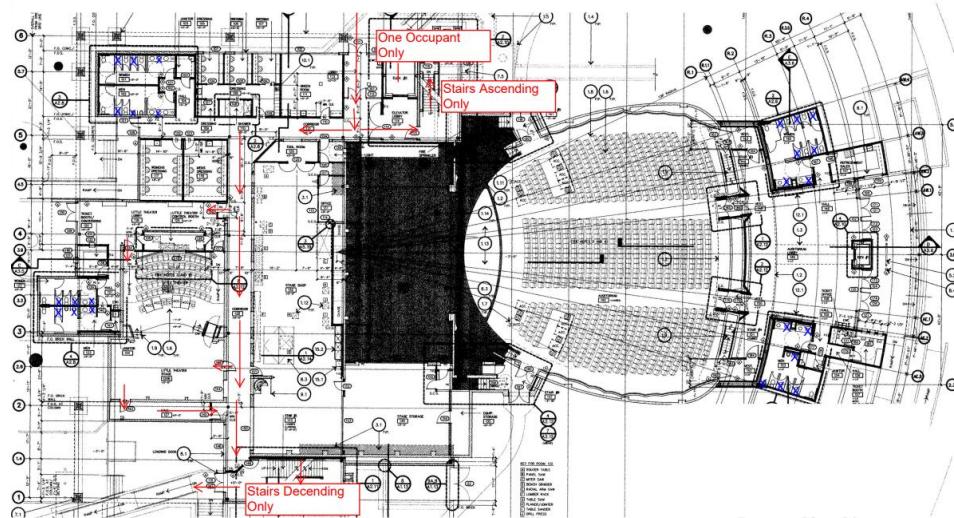


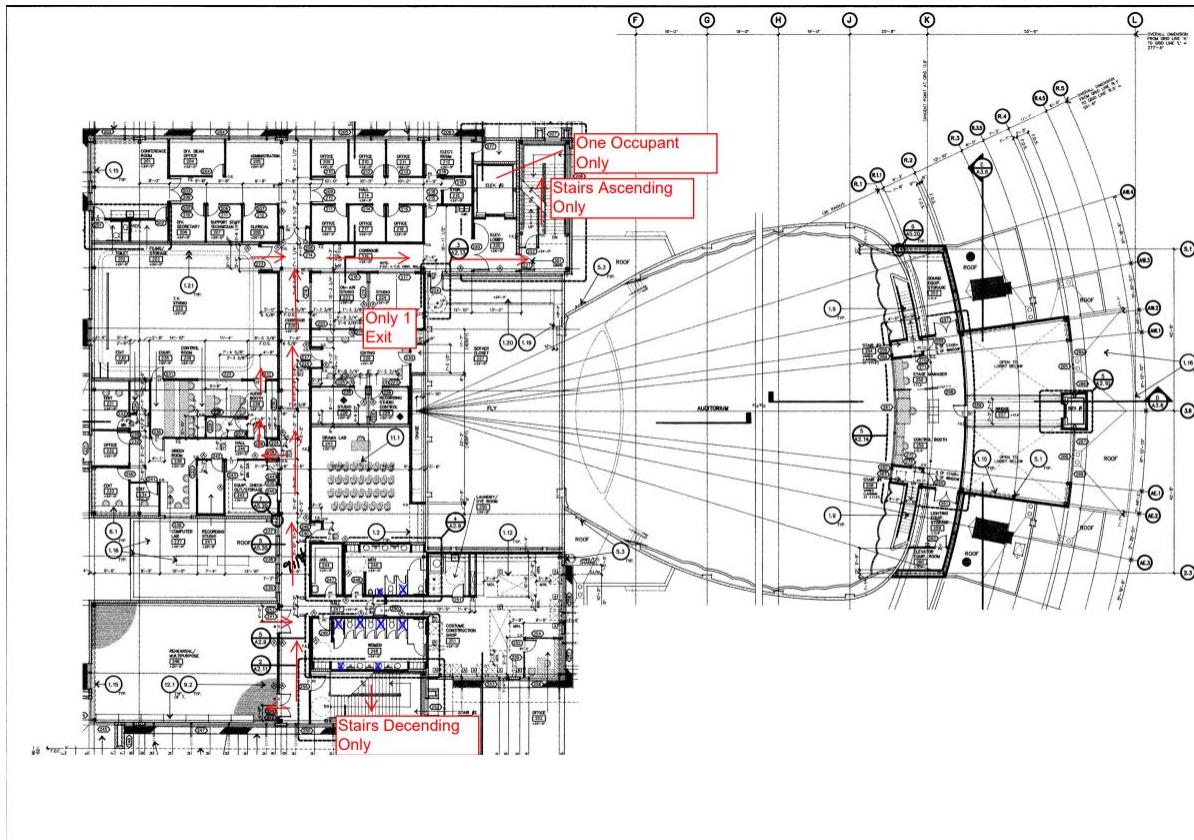
**Second Floor**

## Yosemite Hall

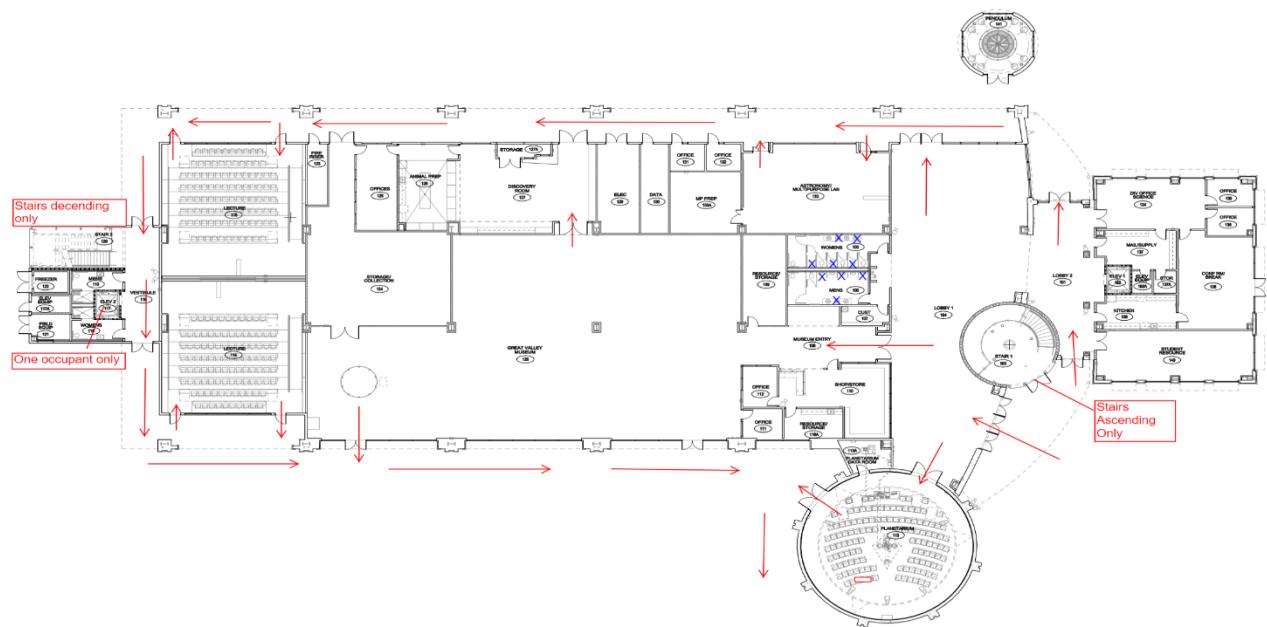


## Performing Arts Center (PAC)

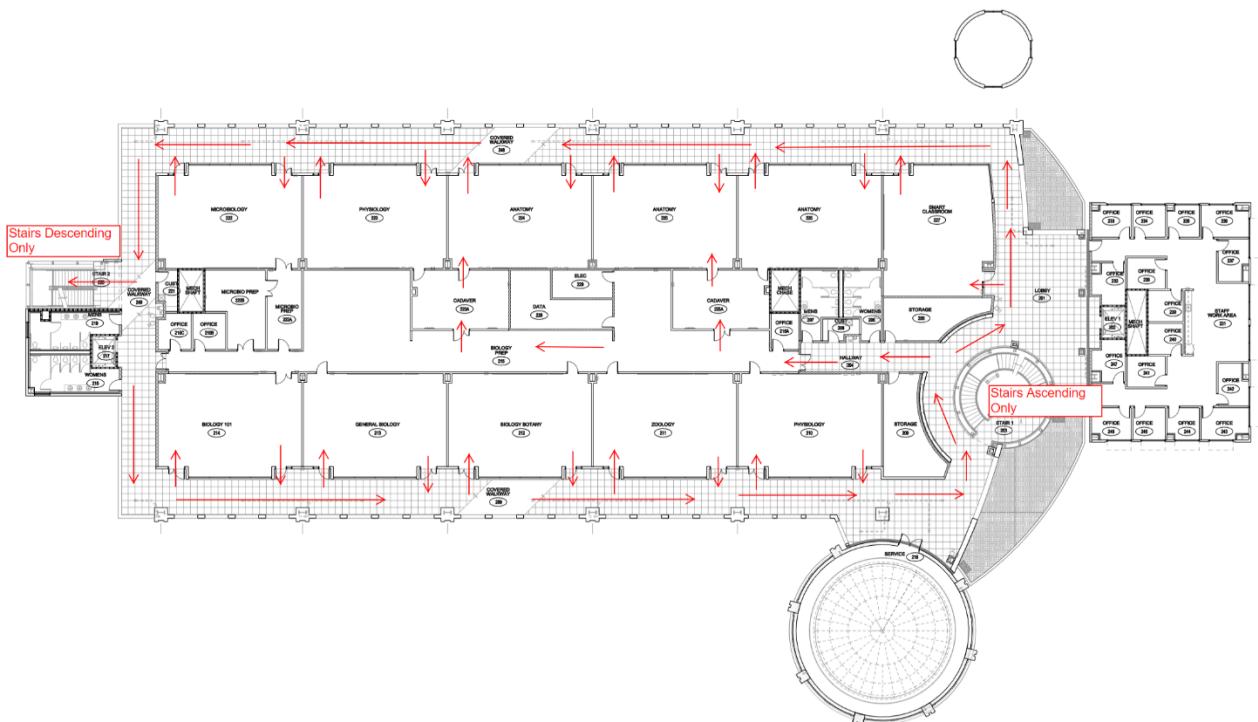




**Science Community Center**



## **First Floor**



**Second Floor**

# COVID-19 Screening Tool

[Clear Form](#)

YCCD COVID-19 Screening

[Print Form](#)

Employee Name:

Date:

Time:

**Purpose:** To assist in creating a healthy work environment for essential employees, each day all employees are to be screened for signs of respiratory illness accompanied by fever before arriving on campus.

**Instructions:** ALL employees and government officials entering the building must be asked the following below. Please maintain this record for 14 days from completion of this form and have this form available upon request from the Public Health Department.

**1. Have you washed your hands or used alcohol-based hand sanitizer on entry?**

YES  NO – Ask them to do so.

**2. Do you have any of the following respiratory symptoms?**

Fever  Sore throat  New or worsening cough  New or worsening shortness of breath

• If YES to any, restrict them from entering the building and send person home. \*

• If NO to all, proceed to steps #3A-3C for employees, and step #4 for others.

**3. Employee's temperature: °F. If you do not have a thermometer to take their temperature, go to step #3B.**

**3A. Does the employee have a fever (temperature 100.4°F or greater)  YES  NO**

• If YES to any, restrict them from entering the building and send person home. \*

• If NO, proceed to question #3C.

**3B. Ask the employee the following:**

1. Are you feeling feverish?  YES  NO

2. Are you having chills?  YES  NO

• If YES to any, restrict them from entering the building and send person home. \*

• If NO, proceed to question 3C.

**3C. Ask the employee the following:**

1. Are you caring for, or have you been exposed to, someone that has tested positive for

COVID-19 or is experiencing symptoms of COVID-19?  YES  NO

2. Have you worked in facilities with confirmed COVID-19 cases?  YES  NO

3. Have you worked with persons with confirmed COVID-19 by lab test?  YES  NO

• If YES to any, restrict them from entering the building and send person home. \*

• If NO, proceed to step #4.

**4. Allow entry to building and remind individual to:**

Wash their hands or use alcohol-based hand sanitizer throughout their time in the building.

Not to shake hands with, touch, or hug others during their visit.

\* The person being sent home, must inform their supervisor that they were sent home and is responsible for following-up with their primary care physician if needed.

Person performing screening name:

 Self-Check

# SIDE AGREEMENTS

**CSEA**

**MEMORANDUM OF UNDERSTANDING ABOUT  
CORONAVIRUS (COVID-19) RESPONSE  
BETWEEN  
YOSEMITE COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS  
YOSEMITE COMMUNITY COLLEGE DISTRICT CHAPTER #420**

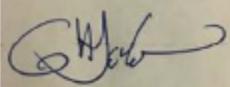
This memorandum is agreed between Yosemite Community College District and the California School Employees Association and its Yosemite Community College District Chapter 420 (together "CSEA") concerning the District's response to the coronavirus (COVID-19) epidemic. Specifically, on March 5, 2020, California Governor, Gavin Newsom, declared a State of Emergency due to the COVID-19 outbreak; on March 11, 2020, the World Health Organization officially declared the COVID-19 outbreak a pandemic; and on March 19, 2020, Governor Newsom issued a Stay at Home Order (Executive Order N-33.20). Further, the District's Board of Trustees on March 17, 2020, declared a state of emergency authorizing the Chancellor and/or his designee to take appropriate measures to ensure the continuation of public education, and the health and safety of the students and staff at the District Sites and directing staff to serve as disaster service workers pursuant to Government Code 3100.

To these ends, the District and CSEA agree as follows:

- 1) The District will inform CSEA as soon as practicable should it learn of a confirmed COVID-19 infection of District employees or students and at which campus or worksite infection was found.
- 2) The District will provide training opportunities to its employees in public health measures, hygiene, and sanitation to help prevent the spread of the virus. For the duration of the current health emergency, the District will ensure that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer). The District shall make available any personal protective equipment (PPE) when necessary to complete assigned tasks.
- 3) The unit members' pay or benefits will not suffer due to the remote operations. CSEA acknowledges that, during this period of emergency only, unit members may be required to perform general tasks outside of their normal work for the continuity of the operations. The District will bargain with CSEA in the cases that a bargaining unit member might be requested to perform work not reasonably related to their usual work.
- 4) Classified Staff who are otherwise ill, and those with medical proof of susceptibility to the virus (including employees over 65 or deem at higher risk according to the CDC <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>), and/or have family situations where COVID-19 negatively impacts their ability to effectively deliver services, may be granted leave as liberally as possible in order to follow public health recommendations to remain at home. The District will apply established sick leave policies in compliance with State and Federal provisions in response to COVID-19 which are the Emergency Paid Sick Leave Act (EPSLA) and the Families First Coronavirus Response Act (FFCRA/HR 6201). Classified employees

requesting COVID-19 related leave shall reach out to YCCD Human Resources for coordination of leaves.

- 5) During remote operations, the District emphasizes that all unit members are determined to be necessary to its continued operations. Some unit members may be required to remain onsite and perform their regular work assignment or work outside of their regular work assignment pursuant to Government Code § 3100. Other unit members who are not required to remain at work shall work remotely as described below. All employees may be asked at any time to report to work to perform essential functions. All employees are subject to direction by the District to perform work at a District facility or remotely during their normal scheduled work day. The District will attempt to develop work schedules for the unit members deemed as essential personnel in order to provide time away from worksite for the unit members.
- 6) The District will assign the impacted employees to work remotely or at a different location on the same campus that is conducive to discharge of their duties.
- 7) The District will keep CSEA informed of any changes to its operations due to the emergency adoption of remote operations.
- 8) Should the District amend the academic calendar due to the COVID-19 virus, CSEA and the District may negotiate the impact to working conditions, if any.
- 9) Disagreements arising from the enforcement of this agreement shall be referred to the grievance procedure outlined in the parties' collective bargaining agreement.
- 10) The parties recognize that the COVID-19 epidemic is evolving and so is governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining unit members, and will bargain as needed over the effects of such further directives.
- 11) This MOU is not precedent setting and shall remain in effect until August 15, 2020.



6/11/20

Dr. G.H. Javaheripour  
Date  
Vice Chancellor, Educational Support Services  
Yosemite Community District



06/04/2020

Tiffanie-Ann Versola  
Date  
President, CSEA Chapter 420

  
Kathren A. Pritchard . 6/11/20

Kathren A. Pritchard  
Date  
Senior Director of Human Resources  
Yosemite Community District



6/4/20

Carol Black  
Date  
CSEA Labor Representative

**YFA****COVID-19 IMPACTS ON FACULTY (SPRING & SUMMER 2020)****SIDE LETTER AGREEMENT**

The parties enter into this agreement in response to the COVID-19 epidemic to (1) slow the spread of COVID-19 by following public health directives, guidance, and practices, (2) maintain the continuity of instruction, and (3) maintaining the pay, benefits and employment status of employees.

This Agreement is effective Monday, March 16, 2020 through August 15, 2020. Should the need for this Side Letter Agreement extend beyond August 15, 2020, the Parties may mutually agree to extend this Agreement in additional 45-day increments, or longer by mutual agreement. Nothing in this agreement shall be precedent setting in future situations.

When the timeframe for this agreement has ended, either by the August 15, 2020 deadline or the mutually agreed upon extension between the YCCD and YFA, the YCCD Chancellor or his designee shall inform the YFA President via email of the District's formal intention to cease implementation of YCCD Board Resolution No. 2019-20.04 (Board Resolution Declaring Emergency and Authorizing Necessary Actions—Novel Coronavirus COVID-19).

**REMOTE OPERATIONS**

The parties acknowledge that the decision to, and the effects of, a college/district shift to remote operations are negotiable, as they affect: wages, hours, and working conditions.

1. The District will inform the Union as soon as practicable should it learn of a confirmed or likely COVID-19 infection of District employees, students, and/or community members utilizing District facilities.
2. The District shall provide clean, sanitized, safe working conditions and necessary personal protective equipment (PPE) for any faculty working on campus during the campus remote operations. Additionally, faculty will be permitted to bring their own PPE to campus.
3. Upon request from a faculty member, and when the District determines it is safe, the District will provide controlled access to faculty offices, classrooms, instructional labs or workstations to allow the faculty access to remove personal possessions, documents or other materials needed by the faculty to continue instruction or other duties remotely. The faculty, with approval from their immediate administrator, may also check out District-owned equipment necessary for instruction.

4. The District will maintain pay and benefits for faculty for their work assignment for the period of remote instruction required due to the COVID-19 pandemic. Unless specified in item 4.b below, faculty members will not be required to use paid sick leave or any other form of paid time off during remote operation.
  - a. During remote operation, faculty may be required to work remotely from home, or another assigned location as long as it is conducive to the discharge of their responsibilities and those responsibilities can be delivered in a remote modality.
  - b. Faculty working remotely who become ill may be required to use sick and/or accrued leave, following the provisions under the Accommodations section below.

### **ACCOMMODATIONS**

1. The District will provide reasonable accommodations for remote work as required by State and Federal law and 2009 EEOC guidance for pandemic:  
[https://www.eeoc.gov/facts/pandemic\\_flu.htm](https://www.eeoc.gov/facts/pandemic_flu.htm)
2. In the event a faculty member contracts or is exposed to COVID-19 and is directed to quarantine themselves, his/her pay and benefits shall be maintained for the duration of his/her quarantine in accordance with District Leave Policies and state and federal employee leave laws.
3. Faculty who are otherwise ill and/or may be susceptible to the virus or deemed at higher risk according to the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>), and/or have family situations where COVID-19 negatively impacts their ability to effectively deliver services, will be granted leave as liberally as possible in order to follow public health recommendations to remain at home. Where applicable, this shall include the use of accrued leaves, e.g., Vacation, Personal Necessity Leave, Sick Leave, Extended Sick Leave and/or Catastrophic Leave provisions to maintain full pay and benefits. The District may require a doctor's note.
4. The District will make effort to accommodate reasonable requests by faculty who are parents to deal with their childcare provider or an emergency at their child's school caused by COVID-19-related closure, consistent with Labor Code section 230.8. This includes use of any personal leave and other accrued leave.

### **FACULTY EVALUATIONS, BREAK IN SERVICE AND TENURE**

1. By mutual agreement between a faculty member and the immediate supervisor, evaluations can be completed as scheduled. Otherwise, the requirement for faculty evaluations shall be suspended during any remote operation of instruction.

2. The period of any remote operation shall not count as a break in service for the purposes of obtaining regular status under the Education Code, or eligibility for any benefit, including sabbatical leave or early retirement.
3. The tenure process and timeline shall not be affected by any remote operation.

#### **COURSE CONVERSION & EDUCATIONAL PROGRAM DETAILS**

1. Parties agree that nothing included herein shall be precedent setting. Course conversion to online/remote modalities are in response to, and for the duration of, the COVID-19 Pandemic, only.
2. Compensation for any additional work beyond the scheduled academic year and/or beyond faculty contractual requirements shall be negotiated between the parties. If the District implements a distance- or home-learning program during remote operations, faculty shall be provided any training, materials, and other resources required to prepare and implement such a program.
3. Course conversion to online/remote modalities are in response to the COVID-19 pandemic. Faculty do not have to continue teaching their course in an online modality at the conclusion of the pandemic, however, if they wish to do so, and are following existing District guidelines concerning online instruction and a permanent DE addendum exists, following the principles of academic freedom, they should be able to teach their course as they chose to do so.
4. If course migration to a distance/online platform is not feasible due to the nature of instruction, faculty will be held harmless and will continue to receive their regular pay and benefits.
5. Details of impact on specific programs and program delivery, e.g. labs, shall be negotiated between the parties, including provisions for those teachers and students unable to participate due to lack of access or learning differences.

#### **WORKLOAD, ACADEMIC CALENDAR CHANGES & ACCESS TO CAMPUS**

1. Any additional changes to workload, calendar, semester extensions, or access to campus and resources shall be negotiated between the parties.

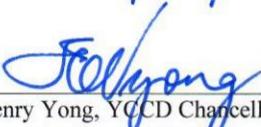
#### **EMERGENCY POWERS**

1. On March 17, 2020, the Yosemite Community College District Board of Trustees approved Emergency Resolution No. 19-20.04 in response to the COVID-19 Pandemic. YFA preserves its rights to negotiate and its role as the bargaining agent of faculty. YFA

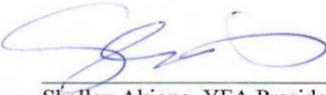
agrees to make the union bargaining team immediately available to bargain administrative decisions and effects.

2. On March 26, 2020 YFA formally made a Request to Negotiate Potential Future Impacts of COVID-19, via email. YFA has expressed its interest to negotiate any impacts of the closure, i.e. calendar/DE changes/etc., immediately upon its request.

Dated: 04/22/20

  
Henry Yong, YCCD Chancellor  
Yosemite Community College District

Dated: 4/22/20

  
Shelley Akiona, YFA President  
Yosemite Faculty Association

Revision: 04.22.20 (9:55am GH/SA)

## Instructional Action Items

Action Items for Consideration	
Responsible Group	Item
Academic Senate	Spring 2021 Courses identified into tiers and phases to complete contingency plan. Use Fall 2020 as model, and align like classes with tiers and phases.
	Develop attendance and excuse policies that acknowledge and support students who become ill without creating barriers and without requiring unnecessary visits to health facilities for documentation of illness.
	Establish best practices regarding seating charts for each section to assist with contact tracing.
College Council	2-week contingency recommendation for both faculty and students in case of potential exposure.
	Communication policy regarding health status and changes in ability to complete coursework and/or academic responsibilities.
Deans and Faculty	Develop Classroom/Lab usage map according to guidelines in Return to Campus Plan, and in compliance with room restrictions from facilities. This plan should include alternative space mapped out as contingency in case of exposure.
	Ensure contingency plan for Continuity of Instruction in case the college must return to fully remote instruction.
Facilities	PPE Distribution Plan for Offices and Classroom Spaces
	Creation of signage indicating flow and occupancy of buildings

MJC	Schedule of occupancy that allows for ample cool-down and sanitizing of facilities between usage. Collaboration between MJC and YCCD facilities required.
YCCD HR (?)/ MJC	Creation of student and employee orientation video/short course explicitly outlining all expectations with regard to physical distancing, ingress/egress of buildings, PPE usage, personal hygiene, sanitizing of spaces, etc.
	Explicit policies regarding employee attendance and reporting absences

# Intercollegiate Athletics

CCCAA COVID-19 Working Group – Recommendations for Athletics in the 2020-21 Academic Year. The following framework was created by the CCCAA COVID-19 Working Group (WG) to provide guidance to the organization and its member institutions as we transition out of a shelter-in-place environment for the fall 2020 semester. While this guidance is not perfect, it should nonetheless provide opportunity for student-athletes to experience the many benefits of being part of intercollegiate athletics. With that thought in mind, it is important to note that one of the primary guiding themes of this effort has been to ensure we field teams for the fall semester regardless of whether or not we are ultimately able to compete. The worst case would be that we all have teams full of young men and women that still need our guidance athletically, academically, and socially and fielding teams provides them with the motivation and structure to enroll and excel in higher education. Our collective objective must be about more than competition. In accordance with our system's Vision for Success and most of our missions, it must be about student success, retention, and equity!

## Guiding Principles

### **1. Health, Safety and Mitigation**

The health and safety of all CCCAA student-athletes, coaching staffs, fans, and everyone involved, as well as assisting in the mitigation of the spread of the disease are paramount in all recommendations made by the WG.

### **2. Student Opportunity**

As aligned with mission of California's community colleges, the WG strives to preserve the opportunities for our student-athletes to transfer and continue to improve their social and economic mobility.

### **3. Budget and Financial Consideration**

Given the Governor's May revised budget, the WG recognizes the fact that each individual district and/or institution is facing budget pressure for the upcoming fiscal year.

## 4. Equity

By preserving athletics, we are preserving the opportunity for student-athletes (in which nearly 80% are in a disproportionately impacted group) to close the achievement gap statewide.

## 5. Other

Athletics are a vital part of each institution and the WG is working to reinforce that foundation as much as possible with what is being presented.

All sports will follow the plan being presented.

### Compromises

- Each district and/or institution will have a local athletic training plan that follows all guidelines set forth by the Governor of California, the State Chancellor's office, local county and city guidelines, as well as local district and/or institutional decisions on following all governing bodies' edicts on COVID-19. Please find the California Community College Athletic Training Association (CCCAT) plan found [here](#).
- All fall sports or seasons executed in the fall will finish prior to Thanksgiving. Start and end dates for spring sports or seasons executed in the spring will be altered. The modifications to the seasons are to avoid competition being played during the peak flu season and projected window of coronavirus reoccurrence.
- Plans A, B and C reduce the competitive season to 75% of the maximum allowed per sport. Plan D reduces the competitive season to 70% and all plans are inclusive of a culminating event per conference, per sport.
- All plans offer student-athletes an ample opportunity for a competitive season and a chance to transfer to a four-year institution.
- The conference culminating event is the end of the season, as CCCAA regional and state championships are eliminated for the 2020-21 academic year. This is being done to reduce travel and to limit exposure outside of each region.
- All competitions will fall within the district and/or institution's travel guidelines.
- NTS, showcases, tournaments and practices outside of regularly scheduled classes (or the competitive season as indicated in the contingency plans) are prohibited through June 30, 2021.
- Double-duals and similar formats are permitted provided county, district and/or institutional protocols are strictly followed for such events.

- Sports will alter rules/protocols to fit social distancing and any other practices where necessary.
- Plans A and B move basketball to the spring, Plan C only permits certain no-contact or minimal sports to operate in the fall and all full-contact fall sports moved to the spring. Plan D moves all sports to the spring.
- It is strongly recommended that only essential personnel are permitted for practices and competitions until the state is in Stage 4. However, districts and/or institutions may make their own decisions as permitted by the county and their own policies as it relates to others at practices and competition.
- Competition allows for contests to be filmed for recruiting purposes

Plan A is in place from date of adoption until July 10. If on July 10, it is still unsafe to execute athletics within Plan A's framework, we then move to Plan B.

Plan B is in place from July 10 until August 3. If on August 3, it is still unsafe to execute athletics within Plan B's framework, we then move to Plan C.

Plan C is in place from August 3 until August 17. If on August 17, it is still unsafe to execute athletics within Plan C's framework, we then move to Plan D.

Plan D is in place from August 17, and will be reviewed as needed until January, unless it is determined that athletics are unable to operate safely.

## CCCAA COVID-19 WORKING GROUP - PLAN A

**Plan A is in place from date of adoption  
through July 10 If not safe to execute Plan  
A on July 10, we move to Plan B**

Fall Sports	Contact Level	Normal/COVID-19 Term of Competition	Practice Start Date	Competition Start Date	Season End Date	Maximum Number of Contest/Dates/Games Currently Permissible	75% of Season
Cross Country	Non-contact	Fall/Fall	8/15/20	8/27/20	11/7/20	8 Contests	6
Football	Full-contact	Fall/Fall	8/10/20	9/4/20	11/7/20	10 Contests + 1 Scrimmage	8 + 1 scrim.
Women's Golf	Non-contact	Fall/Fall	8/15/20	8/27/20	11/7/20	19 Contests	14
Soccer	Full-contact	Fall/Fall	8/15/20	8/27/20	11/7/20	22 Games	17
Women's Volleyball	Minimal	Fall/Fall	8/15/20	8/27/20	11/7/20	24 Dates	18
Water Polo	Full-contact	Fall/Fall	8/15/20	8/27/20	11/7/20	18 Dates	14
Wrestling	Full-contact	Fall/Fall	8/15/20	8/27/20	11/7/20	15 Dates	11
Basketball	Full-contact	Fall/Spring	2/15/21	3/1/21	5/11/21	28 Contests	21
<b>Spring Sports</b>							
Badminton	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	19 Dates	14
Baseball	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	40 Games + 2 Scrimmages	30 + 2 scrim.
Beach Volleyball	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	12 Dates	9
Men's Golf	Non-contact	Spring/Spring	2/15/21	3/1/21	5/11/21	19 Contests	14
Softball	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	40 Games + 2 Scrimmages	30 + 2 scrim.
Swim & Dive	Non-contact	Spring/Spring	2/15/21	3/1/21	5/11/21	11 Meets	8
Tennis	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	26 Dates	20
Track & Field	Non-contact	Spring/Spring	2/15/21	3/1/21	5/11/21	13 Contests	10
Men's Volleyball	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	21 Dates	16

## CCCAA COVID-19 WORKING GROUP - PLAN B

Plan B is in place from July 10 through August 3

If not safe to execute Plan B on August 3, we move to Plan C

<b>Fall Sports</b>	<b>Contact Level</b>	<b>Normal/COVI D-19 Term of Competition</b>	<b>Practice Start Date</b>	<b>Competition Start Date</b>	<b>Season End Date</b>	<b>Maximum Number of Contest/Dates/Games Currently Permissible</b>	<b>75% of Season</b>
Cross Country	Non-contact	Fall/Fall	9/7/20	9/18/20	11/21/20	8 Contests	6
Football	Full-contact	Fall/Fall	9/7/20	10/3/20	11/21/20	10 Contests + 1 Scrimmage	8 + 1 scrim.
Women's Golf	Non-contact	Fall/Fall	9/7/20	9/18/20	11/21/20	19 Contests	14
Soccer	Full-contact	Fall/Fall	9/7/20	9/18/20	11/21/20	22 Games	17
Women's Volleyball	Minimal	Fall/Fall	9/7/20	9/18/20	11/21/20	24 Dates	18
Water Polo	Full-contact	Fall/Fall	9/7/20	9/18/20	11/21/20	18 Dates	14
Wrestling	Full-contact	Fall/Fall	9/7/20	9/18/20	11/21/20	15 Dates	11
Basketball	Full-contact	Fall/Spring	2/15/21	3/1/21	5/11/21	28 Contests	21

### **Spring Sports**

Badminton	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	19 Dates	14
Baseball	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	40 Games + 2 Scrimmages	30 + 2 scrim.
Beach Volleyball	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	12 Dates	9
Men's Golf	Non-contact	Spring/Spring	2/15/21	3/1/21	5/11/21	19 Contests	14
Softball	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	40 Games + 2 Scrimmages	30 + 2 scrim.
Swim & Dive	Non-contact	Spring/Spring	2/15/21	3/1/21	5/11/21	11 Meets	8
Tennis	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	26 Dates	20
Track & Field	Non-contact	Spring/Spring	2/15/21	3/1/21	5/11/21	13 Contests	10
Men's Volleyball	Minimal	Spring/Spring	2/15/21	3/1/21	5/11/21	21 Dates	16

## CCCAA COVID-19 WORKING GROUP - PLAN C

Plan C is in place from August 3 through August 17

If not safe to execute Plan C on August 17, we move to Plan D

<b>Fall Sports</b>	<b>Contact Level</b>	<b>Normal/CO VID-19 Term of Competition</b>	<b>Practice Start Date</b>	<b>Competition Start Date</b>	<b>Season End Date</b>	<b>Maximum Number of Contest/Dates/Games Currently Permissible</b>	<b>75% of Season</b>
Cross Country	Non-contact	Fall/Fall	9/7/20	9/18/20	11/21/20	8 Contests	6
Football	Full-contact	Fall/Spring	2/15/21	3/1/21	5/8/21	10 Contests + 1 Scrimmage	8 + 1 scrim.
Women's Golf	Non-contact	Fall/Fall	9/7/20	9/18/20	11/21/20	19 Contests	14
Soccer	Full-contact	Fall/Spring	2/15/21	3/1/21	5/8/21	22 Games	17
Women's Volleyball	Minimal	Fall/Fall	9/7/20	9/18/20	11/21/20	24 Dates	18
Water Polo	Full-contact	Fall/Spring	2/15/21	3/1/21	5/8/21	18 Dates	14
Wrestling	Full-contact	Fall/Spring	2/15/21	3/1/21	5/8/21	15 Dates	11
Basketball	Full-contact	Fall/Spring	2/15/21	3/1/21	5/8/21	28 Contests	21
<b>Spring Sports</b>							
Badminton	Minimal	Spring/Fall	9/7/20	9/18/20	11/21/20	19 Dates	14
Baseball	Minimal	Spring/Spring	3/15/21	4/1/21	6/6/21	40 Games + 2 Scrimmages	30 + 2 scrim.
Beach Volleyball	Minimal	Spring/Spring	3/15/21	4/1/21	6/6/21	12 Dates	9
Men's Golf	Non-contact	Spring/Spring	3/15/21	4/1/21	6/6/21	19 Contests	14
Softball	Minimal	Spring/Spring	3/15/21	4/1/21	6/6/21	40 Games + 2 Scrimmages	30 + 2 scrim.

Swim & Dive	Non-contact	Spring/Fall	9/7/20	9/18/20	11/21/20	11 Meets	8
Tennis	Minimal	Spring/Fall	9/7/20	9/18/20	11/21/20	26 Dates	20
Track & Field	Non-contact	Spring/Spring	3/15/21	4/1/21	6/6/21	13 Contests	10
Men's Volleyball	Minimal	Spring/Spring	3/15/21	4/1/21	6/6/21	21 Dates	16

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## AMENDMENTS

1. CSEA Side Agreement added on Page 102-103. August 5, 2020.
2. Updated State of California Tiers for Reopening;  
[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-August\\_2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-August_2020.pdf). Page 9. September 10, 2020.
3. Updated Fall 2020 Course List. Page 90 - 93 . September 10, 2020.