

# Safe Return to Campus Guide

Revised August 2021

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# Cypress College

## Safe Return to Campus Guide

*(updated as of August 2021)*

Welcome Cypress College Employees! This guide is here to help you plan for a safe return to campus in the fall 2021 semester. Although we will continue providing updates as health and state protocols change, this manual will help answer your questions and provide the best information we have to keep you safe and ready to serve our students.

Current CDC Guidelines in Orange County can be accessed [here](#), including information on vaccines, masking, engaging with others, and education. Although we will always align with the regulations, we are also taking a cautious approach and, in some cases, may apply a more stringent enforcement than the county in order to ensure the protection and safety of our employees and students. This guide will continue to be updated as regulations change.

### **Our Goal is Safety**

Cypress College's overall goal is to continue to provide a safe work and learning environment for all students, faculty, and staff. The NOCCCD and California Department of Public Health safety guidelines ensure a safe and healthy environment as we return to face-to-face instruction. It is incumbent upon all District stakeholders to adhere to the policies of the District and recommendations of the California Department of Health, and the campus Safe Return to Campus Guidelines.

### **Safe Reopening Protocols**

As our District safely reopens, there will be a need to educate all stakeholders on the new safety guidelines when onsite. Training will be available, and signage will be posted throughout the campus. We will continue to align with all **policies** required by the [California Department of Public Health Guidelines](#).

### **Mask Mandate**

With the emergence of the more contagious Delta variant in California which now accounts for over 80% of the COVID-19 infections, and with hospitalizations of COVID-19 rising throughout the state, especially amongst those that remain unvaccinated, Cypress College will be enforcing a masking policy until further notice.

Although the COVID-19 vaccines have proved to be overwhelmingly effective in preventing serious disease, about 15% of our population remains without the option for vaccination (children under 12 years old are not yet eligible, and some citizens have health or co-morbidity challenges that make vaccination impossible). The risk for COVID-19 exposure and infection will remain for all individuals until we reach full community immunity. In order to prevent transmission to persons with higher risk of infection (e.g., unvaccinated or immunocompromised persons), to persons with prolonged, cumulative exposures (e.g., workers), or to persons whose vaccination status is unknown, the College will require that ALL employees wear a mask while indoors. [Here](#) are the current masking guidelines for California.

Although we will employ a friendly warning system to remind employees and students of the masking requirement, those who repeatedly refuse to wear a mask while indoors endanger themselves and others. Those who do not comply in support of their colleagues and the students we serve, and after receiving multiple warnings, may be subjected to progressive discipline per the negotiated constituent contracts.

## **Vaccinated Employees**

As of August 24, 2021, we anticipate our Board of Trustees will be requiring vaccinations for all employees and students who are on campus. This includes working on campus, attending class, but not accessing services on campus, which will require a mask. You are considered fully vaccinated two weeks after your second dose of Pfizer or Moderna, or your first and only dose of Johnson & Johnson.

Exceptions to this masking requirement are for employees who receive an accommodation for health or religious purposes from HR. Vaccinated employees who are able to remain isolated in their personal workspace, and instructors who are vaccinated and teaching in the classroom while maintaining a 6-foot distance between you and your students, may remove their mask but only during those circumstances. Those vaccinated individuals may choose to remove your mask off while outdoors, but must put the mask on when otherwise engaging indoors.

Any instructor who wishes to use a clear face shield or clear mask may request one and the College will provide. The clear masks are for single use only but each Division office will be equipped with extra masks. Please see the accommodations for DSS students at the end of this document for acceptable accommodations for students.

Masks are also required for everyone in situations the California Department of Public Health deems high risk, such as in childcare settings, public transportation or homeless shelters. We also reserve the right to require wear a mask if there is a COVID-19 outbreak in the workplace.

Updates will be added to this guide after Board approval regarding vaccination records, testing, and timeline for implementation of employee and student vaccinations.

## **Unvaccinated Employees**

Employees who are **not vaccinated must continue to wear face coverings indoors and outdoors** at all times unless in a room alone, eating or drinking or performing a task that cannot feasibly be performed while wearing a mask. Those with certain medical conditions or disabilities may request an exemption through Human Resources. This includes unvaccinated instructors in the classroom while teaching. If you are not vaccinated it is anticipated that the Board will require you to undergo a COVID test weekly until you are fully vaccinated.

## **Procedures in the Classroom**

Faculty members are being asked to add the above safety guidelines to their syllabus and go over these by the first day of all classes being held in a face-to-face format. Mask wearing will be required while indoors for everyone. Extra masks will be available in all division offices and if a student forgets their mask, the faculty may provide the student with one.

Every instructor has the right to ask a student to leave who refuses to wear a mask while indoors. If a student refuses to wear a mask or has to be constantly reminded, they will be reported to their Academic Dean for further discussion.

## **Facilities Capacity**

Facilities have been organized with input from managers, faculty, and staff, taking into consideration each building's capacity, space for proximity, and on-ground staffing availability. Facilities were designed to ensure all buildings comply with [CDC and CDPH guidelines](#) before their use at the start of Fall 2021. Areas were assessed based on the activities and services provided to determine the best safety measures in each space. Other non-classroom considerations included:

- Staggered arrival, departure, and class scheduling
- Signage directing people to enter, exit and path of travel.
- In-person meetings should be held in large meeting rooms where people can sit 3-6 ft apart from each other.
- Indoor gatherings will be allowed with limited capacity, adherence to masking policies and with approval from your IMS.
- Outdoor gatherings will be allowed with approval from your IMS and appropriate adherence to all protocols.

## **What to Expect in Our Classrooms**

Cypress College will institute physical distancing in classrooms while simultaneously requiring face coverings at all times. We will employ an organized entry and exit flow to avoid congestion.

To assist the flow of students to, from, and within-class spaces for each class hosting face-to-face students, a specific plan has been developed for each class and classroom space. You will be directed to your own plan by signage and direction on the first day and week of classes. Faculty and other employees will receive training during FLEX Day for their classroom and building.

## **What to Expect in Student Service Areas**

Service counters were reopened on August 2 to begin serving students in the Student Center Building. To assist the flow of students the college has designed a traffic flow similar to the instructional areas using signage, designating clear exit and entry access points, and communal space configurations to limit gatherings that reduce the ability to social distance. Although students may come to campus without an appointment and building doors will be open, appointments for all in-person services will be encouraged.

In some cases, staff will be employed to monitor entry and exit points, remind people to wear a face covering, and monitor service lines for social distancing. The need for this monitoring will be determined as the semester continues and we can better assess the number of students accessing our in-person services.

Staggered shifts for all staff and faculty will be established in order to reduce the number of employees in an area at any given time. Online “virtual counter” services will continue and be encouraged. Office spaces that require interaction with students will be provided with plexi-glass shields and distancing and masks will be required in all offices where two or more people are gathered.

## **Food Services**

Our food services will be opened with a limited menu for employees Monday – Thursday. A preview menu will be posted online and if you wish to pick up your lunch or breakfast, you must pre-order 30 minutes prior to pick up. The online menu and pre-order form will be [available here](#) by August 25. Students who are eligible for financial assistance will be able to access the free breakfast and lunch grab and go offerings each Monday – Friday from 8 am to 2 pm. Grab and Go will begin on Monday, August 23.

## **Bookstore**

The bookstore will be open during select hours. Please check the [bookstore webpage](#) for the most updated hours.

## **All Student Common Areas**

The Library Learning Resource Center, Student Life and Leadership Center, Veterans Resource Center, Athletes Success Center, and all student study areas designated for open and individual study, have been equipped with plex-glass shields between computer and work stations, and will continue to adhere to the guidelines of 3-6-foot physical distancing. Face coverings will be required when indoors in all open study spaces and frequent handwashing, hand sanitization will continue to be encouraged.

Until further notice, all campus drinking fountains have been sealed. However, bottle refilling stations can be utilized for water consumption.

## **Safety Protocols for All Buildings**

We have evaluated every campus facility, including classrooms, labs, and common spaces, and implemented the following:

- Identified direct pathways between parking lots and classroom spaces and establish directional hallways and passageways for foot traffic, if possible, to eliminate large gatherings in hallways;
- Designated entry doors, exit doors and designate separate routes for entry and exit into class or classroom spaces to help maintain social distancing, where needed
- Assigned designated restrooms for each building.
- Utilized door signs and ground markers to guide students, faculty, and staff safely.
- When evaluating classroom space for physical distancing, faculty were consulted to determine the amount of individual student movement within a workstation or lab space before determining if 3 or 6 feet distancing could be implemented.

- Installed plexiglass or other dividers, utilize large tables, or create outdoor space to create physical barriers between students and between students and faculty.
- Attempted to minimize student movement beyond workstation or lab space (for example: provide supplies at each station rather than in a central location in the classroom).

## **Entry and Exit**

- Students and employees will remain masked while indoors and enter all buildings using the designated doors and following signage for accessing the hallways and classrooms
- Students will wait outside the classroom, practicing social distancing, until the faculty member opens the respective classroom door
- Students will enter the classroom practicing social distancing
- Students and employees will use sanitizing spray/wipes to sanitize their workspace as desired throughout the classrooms and office spaces.
- Students and employees will exit through designated doors while following social distancing protocol.

## **Additional Classroom and Instructional Protocols**

- Students are spaced according to state and federal mandates.
- Desks or tables are oriented in one direction to avoid cluster configuration.
- The sharing of equipment will be limited, and we ask employees to sanitize hands and equipment before and after equipment use
- Directional signage will be posted in each classroom emphasizing masking and social distancing protocol when moving within the laboratory or classroom space.
- No indoor classroom activities are allowed that elevate heart or respiratory rates except where authorized as essential pedagogy, such as athletics or Kinesiology courses
- Remote instruction options will be provided, where possible or applicable, for students unable to attend in person, and to ensure those with C19 symptoms or cannot wear a mask, can still access educational programs
- Deep cleaning of the classrooms and laboratory spaces will occur at night by custodial professionals
- Syllabi for on-campus courses should include a reference or link to this reopening plan
- Faculty are encouraged to continue conducting office hours remotely in order to mitigate their contact with students and office mates in small quarters, or discuss office hour scheduling with their office mates to avoid contact at the same time.
- Faculty are also encouraged to develop contingency plans for student absences due to illness, symptoms, or quarantine, faculty absence, and the potential for moving the entire course online for multiple weeks in case of exposure or quarantine
- The Academic Senate has approved the use of EWs for the fall 2021 semester and students will have until the Sunday prior to final (December 5) to drop the course with a refund.
- Faculty who have consulted with and been approved by their Dean may temporarily move their on-campus class to remote instruction to reduce the spread of Covid-19 when:
  - Potential exposure or multiple exposures is/are reported
  - A positive case is identified
  - A number of students are staying home due to illness
  - Faculty illness

**We encourage faculty to let students know that classes may be moved to remote instruction at any time due to unforeseen circumstances related to COVID-19. Faculty must communicate temporary moves to remote instruction to the Department Coordinator and Dean immediately.**

- All field trips must be approved by the IMS in advance and will adhere to all campus safety protocols.

## **What to Expect in our Campus Facilities**

- Custodial teams will clean common areas and frequently touched surfaces every evening based on CDC guidelines for sanitizing and disinfection protocols daily.
- Faculty, staff, and students will be asked to do their part to keep surfaces clean. Classrooms have been stocked with cleaning and sanitizing supplies, have been placed throughout the campus. The campus community is expected to supplement cleaning provided by custodial services by cleaning their workspaces and supplementing cleaning of equipment.
- Ventilation systems have been assessed and comply with current state guidelines, including updating HVAC filters (MERV 13) and adding air purification equipment to smaller spaces without windows.
- HEPA air filters have been placed in all active classrooms and service areas
- Additionally, when and wherever possible, windows and doors will be left open to reduce handling and increase airflow.

## **Sanitation and Protocols**

- All employees are responsible for using safe work practices following all policies and procedures and assisting in maintaining a safe work environment.
- Frequent handwashing is encouraged, including required handwashing before and after visiting classrooms, offices, the library or study spaces.
- Hand sanitizer dispensers will be available in division offices, throughout the public spaces across campus, and by request to your IMS
- Custodial professionals will sanitize daily.
- Sanitizing spray and wipes are provided for employee and student use to maintain workspaces throughout the day.
- Face coverings are required when indoors.

## **COVID Reporting**

**All employees are asked to report any known COVID infection for employees and students who have been on campus to your IMS and to Debbie Marriott-Simes at [dmarriott-simes@cypresscollege.edu](mailto:dmarriott-simes@cypresscollege.edu).** If a student missed class, the instructor may inquire if the illness is due to COVID-related symptoms and if so, refer the student to our health center for resources and guidance.

[Click here](#) for the Health Center resources or contact staff may be reached at: (714) 484-7361 Monday–Thursday 8 a.m. – 5 p.m. and Friday 8 a.m. – 12 p.m.

If a student or employee tests positive, in addition to completing all of the necessary COVID forms required, Debbie Marriott-Simes will assist you if you have any questions or concerns, as well as provide clear instruction on resources and next steps.

- Students, staff or faculty exhibiting symptoms should stay home and immediately contact their instructor or supervisor
- Students, staff or faculty caring for someone who is COVID-19 positive or thinks they have been exposed to COVID-19 should stay home and contact their instructor or supervisor.
- Students who test positive for COVID-19 may not be on campus until cleared by the College for return. Debbie Marriott-Simes will help guide the student or employee on next steps after a positive test.

## **Self-Quarantine of Persons Exposed to COVID-19**

All students or employees who know that they have been in close contact with a person diagnosed with, or likely to have contracted, COVID-19 shall be deemed exposed to COVID-19 and are required to follow [OCHCA Guidelines](#) in regards to self-quarantine. “Close contact” means being within six feet of the sick person for a prolonged period of time.

- Individuals with COVID-19 symptoms or known exposure shall isolate themselves until at least 10 days have elapsed from when their symptoms or known exposure first appeared.
- Individuals with COVID-19 symptoms shall isolate themselves until at least 24 hours after they have recovered, meaning their fever has resolved without use of fever-reducing medications and their respiratory symptoms (e.g., cough, shortness of breath) have improved.
- Individuals who have a positive COVID-19 PCR or rapid antigen laboratory test result and are without COVID-19 symptoms shall isolate themselves for 10 days from the date when the first positive COVID-19 laboratory test result was obtained.
- All asymptomatic persons who have been exposed shall quarantine themselves in their home or another place of residence for 10 Days after the date of last exposure. They may not leave their place of quarantine except to receive necessary medical care or to obtain such other goods or services necessary for their basic subsistence.
- Any student or employee diagnosed with COVID-19 and has been present on campus will be interviewed by Debbie Simes-Marriott to determine who they may have come into close contact during the 14-day period prior to the positive test or presumption of being positive for COVID-19. The employee will also be asked to identify all areas within the workplace where they were physically present during the past 14 days and anyone with whom they shared a space or equipment.

## **DSS and Health-Related Accommodations**

Wearing a face mask may be difficult for some people with disabilities/health conditions. For example, students with asthma, chronic obstructive pulmonary disease (COPD), or other respiratory disabilities may not be able to wear face masks because of difficult or impaired breathing. Other students with disabilities, such as autism, may be extremely sensitive to touch and texture inhibiting the ability to learn while having their nose and mouth covered by fabric. Face masks may also cause unintentional communication challenges for deaf and hard of hearing students in both spoken and signed languages. Cypress College, Fullerton College, and NOCE must consider reasonable modifications to the face

mask policy. Therefore, students who are unable to wear face masks because of a documented and verified disability may be authorized an accommodation through Disability Support Services (DSS) in order to facilitate safe participation in college classrooms, offices, and other buildings.

***To qualify for a mask modification***

- DSS will engage in the interactive process to verify the student’s disability and to determine appropriate accommodations.
- The request for accommodation must be related to a disability or medical condition.
- The student must provide adequate documentation to start the process (e.g. medical documentation from a qualified professional with sufficient detail to understand the medical issue and educational limitations associated with the condition/disability). Alternatively, a DSS Counselor may use professional judgement based on the student’s observable condition.
- DSS will address each student on a case-by-case basis and will consider the functional limitations related to the disability or medical condition.
- Classroom faculty will receive an accommodation/instructor letter noting the face mask modification.

***Examples of face mask modifications/accommodations***

- Scarf or bandana covering nose and mouth (loose face covering)
- Full face shield
- Priority seating (6’ from others) for students wearing face shield or loose face covering
- Intermittent breaks from class to remove mask outdoors
- Selecting all remote/online courses with DSS counselor guidance
- Assistance with transferring a student from an in-person class to online or virtual class, if available
- Use of transparent mask for effective communication (for deaf and hard hearing students)

Note: Instructors with deaf and hard of hearing (DHH) students may be asked to accommodate their DHH students by wearing a clear mask to reduce communication challenges.

***Recommended syllabus statement***

“If a student is permitted to be in class with a face mask modification, please assume this has been authorized by executive leadership for an appropriate reason. Any student approved for this modification to the NOCCCD face mask policy must maintain social distancing protocols. If you have concerns, please discuss them with me outside of class. Please do not question or confront other students in the classroom who are using alternative or modified face coverings.”

***District-approved accommodation card***

DSS will issue a *District-Approved Accommodation* card to students who are authorized a face mask disability-related modification. When an approved student enters a building and is asked to put on a mask, they will simply show their *District-Approved Accommodation* card.

**Note:** In the event that the college compliance officer (i.e. VPSS) authorizes a non-disability-related face mask accommodation, the student may pick up the *District-Approved Accommodation* card from DSS.

***Students without face coverings and who refuse to comply***

Before class begins, instructors should check accommodation/instructor letters to see if a face mask accommodation has been approved. Instructors can access accommodation/instructor letters through their faculty DSS portal or may check their email inboxes for the portal link. If a student was issued a face mask accommodation, the instructor does not need to say anything to the student.

If a student arrives to class without a standard face mask (covering mouth and nose) and without an accommodation/instructor letter, please do the following.

- Announce that masks are required on campus per District policy.
- Share with the student that non-compliance of COVID-19 safety protocols is a violation of board policy, NOCCCD Student Code of Conduct (BP 5500), section 1.1: Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, District personnel, or violating the rights of other students.
- Directing a student to leave is considered removal from class for one to two class sessions under the AP 5500, Standards of Student Conduct and Discipline.
- Immediately notify the administrator on duty of your program who will notify the Office of the Vice President of Student Services so that the student will be notified if any further disciplinary action is necessary.
- For emergency situations with a noncompliant student, call Campus Safety.
- In case of a serious disruption to the learning environment or due to imminent threat or harm to anyone in class, dismiss the class and notify your immediate management supervisor and Campus Safety immediately.

This Guide will be updated regularly as health regulations change or new direction is available. We ask for your flexibility and patience and will do our best to keep you informed, safe, and secure in the knowledge that your colleagues are here to support you. Please check the website at the [Coronavirus Information, Resources, and Updates](#) page for the latest C19 protocols at Cypress College.

## Reference Materials

- California Department of Public Health
- Orange County Health Care Agency
- California All: Covid19.CA.Gov
- California Community Colleges Chancellor's Office
- The Chronicle of Higher Education: Rethinking Campus Spaces: How to Prepare for the Future of Learning and Work,
- CCCCCO Report of the Safe Campus Reopening Workgroup
- American College Health Association (ACHA) Guidelines: Considerations for Reopening Institutions of Higher Education for Spring 2021, and
- Academic Senate for California Community Colleges: COVID 19 Faculty Resources
- United Faculty Covid 19 MOU for fall 2021
- Classified School Employees Association Covid 19 MOU for fall 2021

*Thank you to all our colleagues who contributed to this document. Your time and willingness to review and provide feedback is deeply appreciated!*

## Cypress College COVID-19 Taskforce Members

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