



Main Campus and VC East Campus
Operational and Educational Emergency Plan
for Preventing the Spread of Infectious Diseases

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Phase I: No evidence of community transmission cases of COVID-19 in the area.

Measures already underway to prevent spread of virus

- The college is enacting and actively updating communication and emergency operation plans.
- The college is increasing the frequency of sanitizing surfaces and cleaning spaces.
- Employees should send students, faculty, and staff who present with fever and/or respiratory infection symptoms home immediately.
- Employees should also encourage all students, faculty, and staff to take everyday preventive actions:
 - Stay home when sick.
 - Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.
 - Cough or sneeze into your arm.
 - Wash hands frequently.
 - Use alcohol based hand sanitizers to supplement hand washing.
 - Avoid close contact with anyone who is sick.
 - Avoid touching your face with unwashed hands.
 - Avoid shaking hands.
 - Wipe down regularly touched objects and surfaces.

As Spring break approaches, we encourage you to consider how personal travel plans could be affected by the spread of the virus and urge you not to travel to countries that have been designated as Centers for Disease Control and Prevention (CDC) Level 2 and 3. Self-isolation is required for people returning from these countries. Please take precautions and monitor the restricted regions list if you are going to travel internationally.

Phase II: Measures to be taken if the college deems it appropriate or if there are two or more community transmission cases of COVID-19, but no staff or students test positive.

The college will escalate our response as the circumstances warrant. In addition to the items outlined in Phase I, we will implement the following steps:

- Employees and students with any fever and/or respiratory infection symptoms should not be at work. Employees and students should self-screen (check themselves for subjective fever and/or respiratory symptoms such as cough) for respiratory infection symptoms each morning before interacting with students and colleagues.
- Limit visitors to the campus by not allowing those with symptoms of fever and/or respiratory infection or who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice.
- Consider alternates to large group gatherings within the campus including: class meetings and lectures, campus events, athletic events, performances, large meetings, etc.

- Notifications will be communicated via email, text, portal announcements, website, and/or social media.

Continuity of Instruction

Visit the Ventura College [Keep Teaching-Continue Serving](#) website for details on how to continuously maintain your classes, which can be found by way of the “[Campus Continuity](#)” link under Quick Links on our college website. Resources for faculty and staff include information and tutorials to assist with:

- **Downloading applications** that allow you to work with students live and in small and large groups;
- **Remotely accessing classes** and class tools like discussions, gradebooks, quizzes, and more;
- **Creating accessible (ADA compliant) content for students**, including videos, documents, & emails;
- **Creating quizzes and exams** for remote and online delivery;
- **Proctoring quizzes and exams** effectively and securely; and
- **Staying in regular contact** with students while working remotely.

Instruction

The state Chancellor’s office has approved VC face-to face and hybrid classes to be offered via distance / online / remotely during the time of the COVID19 crisis.

- All VC classes/CRNs will have CANVAS shells activated (published) and ConferZoom links activated as of March 16, 2020.
- All employees will receive an email from ConferZOOM asking them to open a link to complete registration. All employees should open this email and follow the directions in the email to sign up.
- We will shift to Social Distancing the week of March 16th, allowing employees and students to learn to use the tools needed to teach and learn remotely.
- During the week of March 16:
 1. faculty and relevant staff can assess how they will continue to offer activity/lab classes and in-person counseling or services sessions if remote options will allow students to be successful
 2. Hybrid classes may go 100% online.
- Face-to-face and web enhanced classes are intended to shift to an online or remote mode of delivery the week of March 23rd, allowing students more time to prepare to use the technology they will need to be successful. This phased-in approach is determined by members of the three VCCCD colleges to best serve students who choose take face-to-face classes because they are unfamiliar with the technology that is needed to study from a distance. Faculty and administrators should consult the VP of Academic Affairs should questions arise regarding this phase-in plan.

Below are methods that will be applied to serve students remotely:

- LECTURES:
 - Live Sessions: ConferZoom
 - Recorded Sessions: ConferZoom, CANVAS Studio, and Camtasia
- CLASSROOM ENGAGEMENT: VCCCD emails live ConferZoom, discussion forum tools in CANVAS, and other specialized tools as needed.
- ASSIGNMENT SUBMISSION: assignment submission and completion tools through document upload options and Quiz/Exam creation and deployment in CANVAS. Additional methods could include emails or other options arranged by faculty.
- PRESENTATIONS AND ORAL EXAMS: Oral exams and presentations can be completed live and recorded using the ConferZoom tool in CANVAS. During the period of social distancing, faculty may also choose to meet with students for presentation in person, respecting social distancing norms.
- SOCIAL DISTANCING IN FACE-TO-FACE CLASSES/LABS: in classes where a physical presence is considered essential, faculty may choose to create alternative schedules with students, including alternating days in which a portion of the class will meet (ie. Monday/Wednesday class where half the class meets on each day), maintaining a 3 to 6 foot distance between participants.
- CORRESPONDENCE AND TELEPHONIC FACULTY/STUDENT COMMUNICATIONS: faculty may choose to engage in instructional activities via telephone, ConferZoom, email, and other relevant accessible (ADA) modes of communication. Contact the office of Academic Affairs for guidance should questions arise. vcacademicaffairs@vccd.edu
- All faculty should inform their Chair and Dean of the remote methods they will employ.

Tutoring

- Live, one-on-one tutoring can be provided through [Net Tutor 24/7](#).
- Live tutoring sessions can be scheduled and held through ConferZoom and Cranium Café with our campus tutors.
- The college intends to maintain computer labs at the main campus (“The Beach” in the LRC) and at East Campus throughout the time in which the campus is engaging in social distancing.

Testing and Test Proctoring

- Quizzes and exams can be administered online in CANVAS and programmed for time required to meet student accommodations.
- Oral assessments and read-aloud exams can be administered, completed and recorded using the Confer Zoom tool in CANVAS.
- During the period of social distancing, exams may be given in person by the faculty and/or via the testing center with appointments, respecting social distancing norms.

Library Resource Access

Most of the library's resources are accessible online. The main exception are our print books: so books from our general collection, reserve textbooks, and lending library textbooks. Below is a list of everything that is accessible online:

- [OneSearch](#)
 - Accessible from the library's homepage, OneSearch allows students to search across all library databases in order to access electronic books and articles.
 - This [video can help students navigate](#) OneSearch:
- [Databases](#)
 - Students can access individual databases from our Databases A-Z page in order to search for electronic books and articles.
 - This [tutorial video](#) can help students develop effective search strategies for the databases:
- Research Help
 - [Library Guides](#): We have 31 library guides to help students with research in specific subjects or help with things like citations or accessing library resources. Below are few that may be useful:
 - [Library Resources for Distance Education Students](#)
 - [Off-Campus Library Access](#)
 - [Video Tutorials](#): We have video tutorials that can help students with their library research. Below are two that will help with locating electronic books and articles.
 - [Searching the Library Catalog on the OneSearch Platform](#) (electronic books)
 - [Searching for Articles on the OneSearch Platform](#)
 - Contact us by email at vclibrary@vccd.edu to reach any library classified professional or librarian. Email someone directly; email addresses can be found on our [Contact Us](#) page.

Continuity of Student Services

Visit the Ventura College [Keep Teaching-Continue Serving](#) website for details on how to continuously maintain your classes and services. Student Affairs is working closely with each department to develop department plans to ensure continuity in services for students.

- Plan ways to increase space between people to at least 3 feet and/or limit face-to-face contact between individuals and those who come to the workplace.
- Review events schedule on campus and identify actions needed to temporarily postpone or cancel events and make recommendations to the Executive Team.
- Plan ways to continue essential services if on-site operations are reduced temporarily. Provide web and mobile-based communication and services, as available
- Increase the use of email, conference calls, video conferencing, and web-based seminars to conduct business.
- Identify essential functions. Develop a list of functional experts and create a plan for cross training.

- Determine technology needs for individuals to work remotely to maintain essential functions. Needs can include: VPN access, setting up OneDrives, downloading Zoom for staff computers, phones, laptops, training staff on Zoom and accessing OneDrives, training staff to access software through Portal such as Starfish, creating skype/zoom options for meetings.
- Identify availability of resources for students who may not have access to technology required for alternative instructional options and services, i.e. Learning Resource Center while maintaining proper social distancing.
- Identify options to provide accommodations related to the changes in operation of the college in conjunction with ADA.
- Live academic counseling services can be scheduled and held through ConferZoom and Cranium Café
- Provide students with the information regarding the VC Emergency Grants through the Financial Aid office.
- Communicate to students experiencing food insecurity of local resources and food banks.
- The college intends to maintain computer labs at the main campus (“The Beach” in the LRC) and at East Campus throughout the time in which the campus is engaging in social distancing.
- Student Services departments utilizing CANVAS, Cranium Café, or ConferZoom can utilize these platforms to maintain delivery of services.
- For new students the College’s [online orientation](#) is available 100% online on the campus website.
- Students can apply for financial aid online. Students selected for verification or requiring additional documentation can be completed through CampusLogic from their MyVCCCD student portal.
- All student services will strive to deliver to serve students online.
- Student Services will utilize [Starfish](#), a web-based tool that can be readily accessed from any location. You can find Starfish in the MyVCCCD portal on the Faculty Tab (for Faculty) and on the Work Life Tab (for Classified Professionals). For helpful information, the website offers how-to videos at the bottom of the webpage. The Starfish website is also mobile-friendly and works with most cell phones/tablets.
- Protect the confidentiality of student information as mandated under FERPA and state law. Do not disclose medical information about students except on an absolute need to know basis. It is appropriate to share information with specific public health officials as required by law. If there is need to communicate about exposure to CV at the college, we will coordinate communication through CA Dept. of Public Health and local public health official.

Continuity of Operations

Ventura College locations will remain operational during this health crisis. This may mean utilizing social distancing, adjusting work schedules, working remotely, and/or limiting public access to the campus.

- All staff should remain in contact with their supervisor to determine how and where they will effectively continue their regular work.
- Employees that are ill or have family members that are ill should stay home. If employees stay home in these conditions, they may have the opportunity to work remotely.

- Communicate with your supervisor if you are ill. In the event that you cannot reach them, please call 805-289-6354 and leave a message with name, department and phone number.
- In the event of your child's school closure, please contact your supervisor to discuss your specific circumstances. Individuals may be asked to flex their work schedule so that operations of the college may continue.
- Plan for worker absences. Working with the District Administrative Center and Executive Team to develop flexible attendance and sick-leave policies.
- Have supplies on hand for workers, such as soap, hand sanitizer with at least 60% alcohol, tissues, trash baskets, and disposable facemasks. Plan to have extra supplies on hand during an emergency.
- Increase the frequency of sanitizing surfaces to daily and adding sanitizer stations.
- Increase frequency of sanitizing surfaces and cleaning restrooms in those areas that remain open to individuals.
- Only essential college travel will be permitted with permission of a Vice President.
- To continue to protect the health of our campus, all students, faculty members, staff members and visitors returning from CDC Level 2 and Level 3 travel advisory locations (including airport layovers) for COVID-19 will be required to self-isolate for 14 days before returning to campus. This applies to both college-sponsored and personal travel.

Employment Matters

- Review telecommuting policies and update as necessary. Evaluate each staff member's duties to determine which could adapt to telecommuting. Instruct potentially telecommuting staff to ensure they have plans in place.
- Evaluate essential levels of staffing to maintain operations and develop contingency plans for shutting down portions or the entirety of operations if staffing levels drop due to staff illness or quarantine.
- Review call-in procedures and update as necessary.
- Review emergency notification protocols. Consider whether weather-related closure systems provide a useful starting point for COVID-19 (CV) -related notifications.
- In conjunction with public health authorities, disclose relevant information about exposures in the workplace. Do not share names of individual staff who are infected or exposed.
- Communicate clearly that discrimination and harassment related to CV are prohibited under policy and law. No person should be subject to bias, harassment, or discrimination related to CV. Promptly follow-up on any reports of bias, harassment, or discrimination.
- Remind staff of duty not to retaliate against staff who raise health or safety concerns.

Phase III: Measures to be taken if one student, faculty, or classified professional member tests positive for COVID-19 and exposed others on campus.

The college will escalate our response as the circumstances warrant. In addition to the items outlined in Phase I and II, we will implement the following steps:

- Communication to the campus community of the test results will be provided. Specific information regarding time, place, manner, interactions will be relayed.
- Potentially exposed individuals will be asked to contact local Public Health department and self-quarantine at home.
- Implement increased social distancing measures. These measures could include limiting access to campus buildings, increased remote instructional and student services delivery and conducting meetings virtually.
- Cancel all non-essential events and travel.

Phase IV: Measures to be taken if multiple students, teachers, or staff members test positive for COVID-19 on a campus.

If more than five students, or employee on a campus test positive for COVID-19, the college will consult with local public health officials for guidance on the closing of the campus. The college will escalate our response as the circumstances warrant. In addition to the items outlined in Phase I, II, and III, we will implement the following steps:

- In consultation with the local public health department, the college may determine campus closure and what length of time is warranted based on the risk level within the specific community as determined by the local public health officer.
- Develop communication plans for campus closure to include outreach to students, faculty, staff and the community.
- Maintain regular communications with the campus community and the local public health department.
- Determine the timing of return of students, faculty and staff, and any additional steps needed for the campus to reopen, in consultation with the local public health department.

Please note that this is an evolving situation and modifications to the plan may be warranted. Regular communication will be provided to campus stakeholders via email, VCCCD website and the VCCCD portal should there be updates. If you have questions or concerns, please contact the Office of the President. For more the most up to date information on COVID-19 and California's response, visit the [California Department of Public Health Website](#) and the [Centers for Disease Control and Prevention Website](#).