



Ventura College

FALL 2020

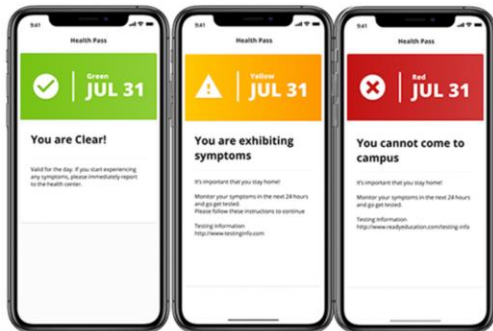
COVID-19 Operational Guidelines

Due to the ongoing adjustments to federal, state, and local orders regarding the status and response to the COVID-19 pandemic, the fall semester at Ventura College (VC) will follow this operational framework. We have carefully evaluated the courses and services that have submitted plans for limited on-site instruction. This plan seeks to balance the health and safety of our students and employees with our mission to support student learning and success.

This document is based on guidelines set forth in the [California Department of Public Health Covid-19 Guidance for Schools](#), the [California Department of Public Health Covid-19 Guidance for Office Workspaces](#), and input from the VC EOC Covid-19 Incident Management Team. This guidance is based on the best available public health data at this time (8/3/2020), including international best practices and the practical realities of managing Ventura College operations. **As new data and practices emerge, the guidance will be updated.**

SCREENING PROCESS FOR STUDENTS AND EMPLOYEES

As of August 17, 2020, all VC employees, students and visitors are required to undergo a COVID-19 screening process utilizing the MyVCCCD Mobile App before reporting to any work location, classroom or other VC facility. The self-assessment health questionnaire is accessed through the MyVCCCD Mobile App. Information on the mobile app is available at <https://vcccd.edu/mobile>. Step-by-step instructions are available online at <https://www.vcccd.edu/departments/information-technology/mobile-app>, under Self-assessment Questionnaire Procedure. At your screening site, you will also scan a QR code using the app.



Faculty, staff, and students reporting to a classroom will be screened at that classroom's designated screening site (see below). Faculty and staff reporting to non-instructional areas (i.e. offices in buildings such as ADM, LRC, SSC, etc) must complete the Ready Education Health Pass each day that they report to campus and must be screened through the Student Health Center (temperature check). This screening process is required every day that the student/employee reports to campus. The Health Pass is valid for one day only.

Any person on campus who reports being exposed to someone who was diagnosed with COVID-19 in the last 14 days will be asked to avoid coming to campus and to notify their supervisor immediately. Supervisors will notify the campus Student Health Center Coordinator (**805-289-6346**) to reach out to the exposed employee or student to provide further direction.

All employees, students, and guest visitors to the Main Campus and East Campus must download the MyVCCCD Mobile App and complete the online health questionnaire prior to arriving on campus.

The on-site screening process for students attending classes will be administered before entering facilities at designated entrances of buildings or classrooms by trained staff and will include a temperature check.

Faculty, staff, and students reporting to the following buildings on the main campus will be screened outside of these facilities:

- C Building
- Health Science Center (HSC)
- Welding/Automotive/Machining (WAM)

Screening will be conducted at the entrances to individual classrooms in the following buildings:

- ECT (Room 8)
- MAC (Room 101)
- MCE (Room 122 and 123)
- MCW 113 (screening done at WAM)
- SAB (Room 102)
- Trailer (TR 16)

The Student Health Center is a secondary screening site for individuals who do not have access to the Ready Education mobile app or who do not receive a green checkmark during the self-screening process. SHC staff will assess the individual's symptoms; if approved to remain on campus, SHC will issue a pass.

Students or employees with a fever of 100.4 must be sent home immediately. Do not send anyone with a fever to the SHC.

Students, staff and faculty reporting to the Ventura College East Campus (VCEC) will be screened outside by trained staff at the front of the facility. This screening site is only for students, staff, and faculty attending VCEC and will be able to accommodate individuals who do not have access to the Ready Education mobile app.

Ventura College Student Health Center
4667 Telegraph Road, Ventura, CA 93003
(805) 289-6346 fax (805) 289-6098

Name: _____ DOB: _____
Date: _____ DEA: _____ Lic: _____

Refill 1 2 3 4 pm _____

Original: Patient Copy Carbon: Chart Copy

Student Health Center Pass

Every effort is being made to utilize classrooms with outdoor entrances and on the first floor. Individuals who are physically capable will be asked to utilize the stairs if necessary to access a classroom or office. Elevators usage, if necessary, should have a maximum of a single occupant and will have signage to that effect. Physical distancing of at least six feet and face coverings are required at the screening sites and within all Ventura College facilities.

Screening locations will be provided with proper supplies to conduct screening. Please contact Facilities, Maintenance & Operations for additional supplies.

Essential employees and others who have been approved to be physically on campus will be asked to complete the Ready Education Health Pass each day that they report to campus and have a temperature screening at the Student Health Center.

The Nursing, Emergency Medical Technician, Certified Nursing Assistant, and Paramedic programs have the knowledge and training to conduct their own screening stations for those students and employees.

IF AN EMPLOYEE OR STUDENT BECOMES SICK

Students/Employees should not come to campus if they feel sick. Students should contact their instructor; this practice should be clearly communicated to students on the first day of class. Employees should contact their immediate supervisor. Following a report from a student or employee, the instructor or supervisor is asked to report the incident to the VC Student Health Center Coordinator (**805-289-6346**).

Students/Employees should be sent home immediately if they are exhibiting or demonstrating any of the following signs or symptoms:

- Fever of 100.4 degrees or higher
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Body aches and/or fatigue
- Diarrhea
- Congestion and/or stuffy nose
- Chills
- Headache

If any person is exhibiting life threatening signs of distress, **call 911**, Campus Police (**805-289-6486**), and the Student Health Center. Be certain to report if the individual has COVID-19 symptoms.

ISOLATION/TRANSPORTATION PICK-UP AREA

Students and employees who are being sent home and are awaiting transportation must wait in front of the Performing Arts Center for their ride. This area is clearly visible from Loma Vista Road. Faculty must notify the Student Health Center Coordinator that a student being sent home is waiting in this isolation area.

DO NOT DIRECT ANYONE WHO IS EXHIBITING COVID-19 SYMPTOMS TO THE STUDENT

HEALTH CENTER. Students and staff may **call** the Student Health Center (**805-289-6346**) for further consultation if necessary.

Faculty and staff are authorized to send students home if they are exhibiting any of the signs and symptoms identified above.

Faculty/Deans/Supervisors should report student's/employee's name, 900 #, symptoms, and location to the Student Health Center Coordinator (**805-289-6346**). The Student Health Center (SHC) will contact the student/employee for further information, review class/work schedule and last date on campus. SHC will refer student/employee to primary care provider for care or Ventura Public Health Department (805-465-6650). In the case of additional questions or concerns, a virtual appointment with SHC will be provided.

SHC will contact Ventura County Public Health as indicated for further direction (including facilities, class suspension and guidance). The Student Health Center will address contact tracing on campus. SHC is not responsible for contact tracing within the community; this is a responsibility of Public Health.

If anyone exhibits suspected symptoms of COVID-19 within a classroom, the instructor must notify Student Health Center (**805-289-6346**) immediately. Prior to being allowed back on to campus, the student must be medically cleared by the Student Health Center.

Any student/employee who tests positive for COVID-19 must quarantine for fourteen (14) days or as directed by the Student Health Center. Prior to being allowed back on to campus, employees must be medically cleared by their supervisor and Vice President. Prior to being allowed back on to campus, students must be medically cleared by the Student Health Center. This will include proof of a negative COVID-19 test.

VENTURA COLLEGE FACE COVERING POLICY

Ventura College follows policy guidelines issued by the State of California.

All VC students/employees shall wear a face covering while on campus. Employees and students are highly encouraged to supply their own cloth masks. Face coverings will be provided to students/employees that do not have their own.

Instructors may use face shields to avoid potential barriers to instruction. The use of cloth masks and face shields used in combination will not supersede Cal-OSHA requirements of N95 respiratory protection where required.

Face coverings must cover both the mouth and the nose.

REQUIRED NOTIFICATIONS FOR FACE COVERING POLICY VIOLATIONS

Students/Employees refusing to wear a face covering for medical reasons should be informed by their instructor or supervisor that they must present a doctor's note regarding this exemption to the Student Health Center for consultation with the SHC Coordinator. Students refusing to meet with the SHC Coordinator will be referred to the Vice President of Student Affairs.

Students refusing to wear a mask for non-medical reasons will be asked to leave campus and referred to the Vice President of Student Affairs.

Employees refusing to wear a mask for non-medical reasons will be asked to leave campus and referred by their direct supervisor to the Vice President of Academic Affairs, the Vice President of Student Affairs, or the Vice President of Business & Administration as appropriate in their reporting hierarchy.

If any student or employee refuses to leave campus for a face covering violation, please contact Campus Police (805-289-6486) and they will escort the individual off campus.

COMMON AREAS

Congregating in common areas is prohibited in order to prevent virus spread. This includes but is not limited to the cafeteria, vending areas, Student Lounge, restrooms, outdoor seating

areas, parking lots, and quads. Notify Campus Police if people continue to congregate after being directed to vacate.

IMPLEMENTING SOCIAL DISTANCING INSIDE AND OUTSIDE OF CLASSROOMS

ARRIVAL AND DEPARTURE:

- Sanitizing stations with hand sanitizer and other necessary materials will be strategically located for use prior to entering buildings to prevent the spread of germs.
- Open windows if possible to increase fresh air movement and ventilation.
- Maximize space (six feet) between students waiting to enter.
- Designate with clear signage routes for entry and exit using as many entrances as feasible.
- Put into place other protocols to limit direct contact with others as much as is practicable.

CLASSROOM SPACE:

- Students should remain in the same socially distanced space and in consistent groups as much as possible.
- Minimize movement of students and staff as much as is practicable.
- Maximize space between desks/seating. Arrange desk to minimize face-to-face contact.
- Implement procedures for submitting completed assignments online or through email to minimize in-person contact.
- Each classroom will be supplied with face masks, gloves, and sanitizing wipes.

RESTROOMS:

- Each classroom will be notified of their assigned restroom.
- Restrooms will be labeled with maximum occupancy.
- Cleaning of restrooms has been increased to multiple times per day.

NON-INSTRUCTIONAL SPACE:

- Limit nonessential visitors, volunteers, and activities.
- Whenever necessary or possible, limit in-person contact to outdoor areas.

PROMOTE HEALTHY HYGIENE PRACTICES

Reinforce frequent handwashing. Proper handwashing includes washing for at least 20 seconds with soap, rubbing thoroughly after application, and use of paper towels to dry hands.

Everyone should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.

Students and employees should use fragrance-free hand sanitizer when handwashing is not possible. Sanitizer must be rubbed into hands until completely dry.

Frequent handwashing is more effective than the use of hand sanitizers.

Avoid touching one's eyes, nose, and mouth.

Cover coughs and sneezes with a tissue or cough/sneeze into your elbow.

CLEANING CHECKLIST

Trained custodial staff will also be disinfecting as often as possible throughout the day. Ventura College will provide disinfectant products to all classrooms scheduled for instruction.

Frequently touched surfaces include but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Desks
- Chairs

Remember to disinfect the underside of the above surfaces. Establish a cleaning/disinfecting schedule in order to avoid under and over-use of cleaning products. Ensure safe and correct application of products. Ensure proper ventilation during cleaning and disinfecting. Open windows when possible. Do not plan deep cleanings when students are present.

FMO will be replacing and check air filters and filtration systems to ensure optimal air quality.

QUESTIONS?

Students with COVID-related questions – contact the Student Health Center **(805-289-6346)**

Employees with Facility-related questions – contact the Custodial Department **(805-746-2866)**

Employees with any questions regarding this plan, please contact your supervisor.

HOURS OF OPERATION:

Campus Police (805)289-6486

Monday-Thursday 6:00am-10:00pm, Friday-Sunday 6:00am-6:30pm

After-hours calls will be answered by Dispatch

Student Health Center (805-289-6346)

Monday – Friday 7:00am-7:00pm

FACILITY SIGNAGE

The following signage shall be posted at all buildings where students and employees are located.



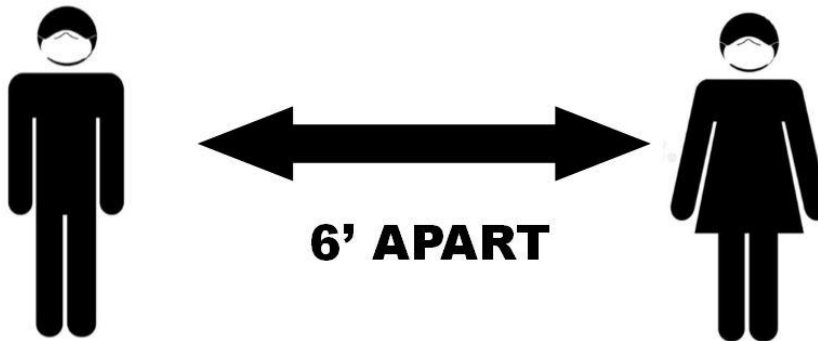


Restroom/Elevator Occupancy signs will vary by maximum capacity allowed. This is one example:

LIMITED OCCUPANCY
MAXIMUM CAPACITY

2

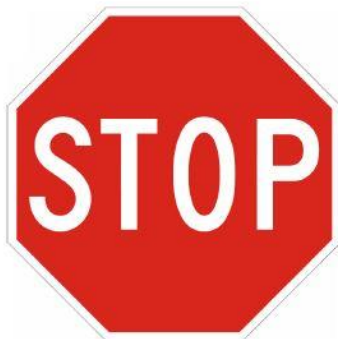
**PRACTICE
SOCIAL DISTANCING**



**FACE MASKS
MUST BE WORN AT ALL TIMES**

Screening sites will have this signage:

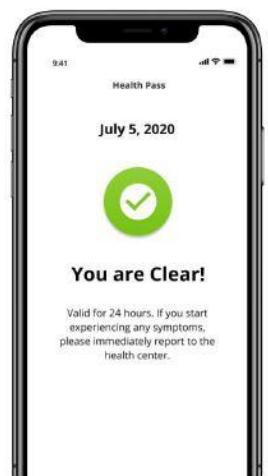
Revised 8/13/2020- subject to change with new guidelines



SCREENING CHECKPOINT

**EVERYONE WILL BE
SCREENED BEFORE
ENTERING VENTURA
COLLEGE FACILITIES**

Along with a temperature check, please present your Health Pass on the Ready Education mobile app.



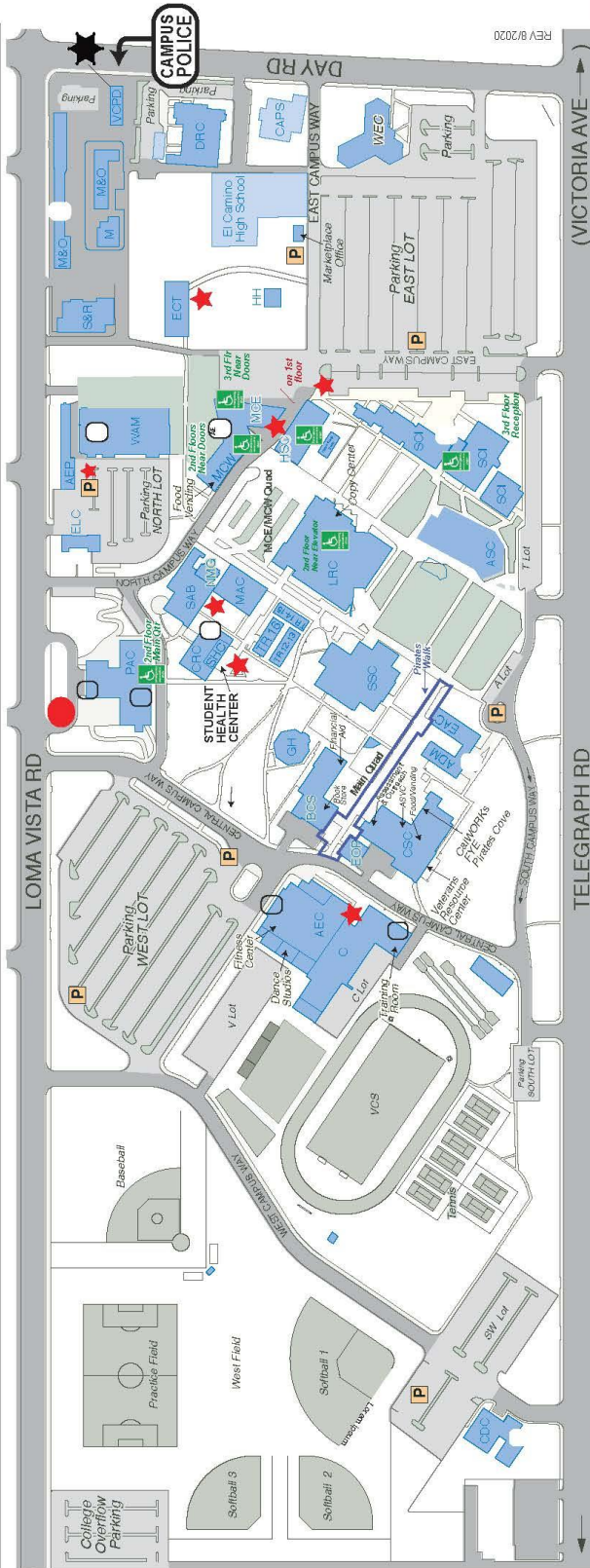
If you do not have the Ready Education mobile app, please go to the Student Health Center Screening Site.

FACE MASKS MUST BE WORN AT ALL TIMES.

SOCIAL DISTANCING OF 6 FEET IS REQUIRED.

CAMPUS MAP OF SCREENING AREAS AND ISOLATION AREA

VENTURA COLLEGE CAMPUS MAP



VENTURA COLLEGE BUILDING LEGEND

ADM	Administration (Administration & EAC)	SSC	Student Services Center (Admissions & Records, Career Development Center, Counseling, International Students, Registration, Student Business Office, Student Connect, Student Information Center, University Transfer Center)
AEC	Athletic Event Center (Large Gym, Fitness Center)	S&R	Shipping & Receiving
AEC	Auto Education Center	TR 12-13	Child Development Education (Between MAC & SSC Bldg.)
ASC	Applied Science Center (Career Education 2, Applied Sciences)	TR 14-15	Trailer Classroom (Between IMAC & SSC Bldg.)
BCS	Bookstore & Campus Services (Financial Aid, Basic Needs, VC Bookstore)	TR 16	Nursing Skills Lab (Between IMAC & SSC Bldg.)
C	Kinesiology (Small Gym)	VCS	Ventura College Sportsplex
CDC	Ofalea Child Development Center	VCPD	Ventura College Campus Police (Lost & Found)
CRC	Creative Resources Center (Student Health Center)	WAM	Welding, Auto & Manufacturing
CSC	Campus Student Center (Assessment & Outreach, ASVC, CalWORKS, Food Pantry, FYE, Pirates Cove, SEA, Vending, Veterans Resource Center)	WEC	Wright Event Center
DRC	Day Road Center (VC Foundation, District Economic Development, Institutional Effectiveness, Police Development, Institutional Technology)		
ECT	Environmental/Construction Technology		
ELC	English Learning Center (Testing Center)		
EOP	Extended Opportunities Programs & Services		
GH	Guthrie Hall		
HSC	Health Sciences Center		
HH	Head House		
LRC	Library & Learning Resource Center, (Assistive Technology Training Center, Tutoring, Copy Center)		
MAC	Media Arts Center		
M	Maintenance		
M & O	Maintenance & Operations		
MCE	Multidisciplinary Center East		
MCW	Multidisciplinary Center West (Career Education, Vending)		
NMG	New Media Gallery		
PAC	Performing Arts Center		
SAB	Studio Arts Building		
SCI	Sciences Building		



ISOLATION AREA
in front of PAC

STUDENT HEALTH
CENTER 805-289-6346

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