



Ventura College

SPRING 2021

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 spring semester at Ventura College (VC) will continue to 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](#), [California Code of Regulations, Title, Section 3205](#), 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 (3/1/2021), 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

All VC employees, students and visitors are required to undergo a COVID-19 screening process in the EAST PARKING LOT before entering any campus facility on the Main Campus. Please give yourself extra time to be screened before work or class.

Any employee, student, or visitor who does not have a smartphone will be assisted by screening staff using a laptop in the East Parking Lot.

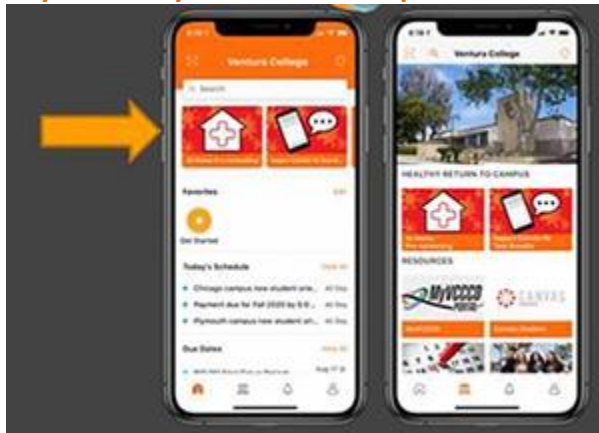
You may get a reminder daily to complete the screening, but you only have to perform the screening if you are coming to campus. If you do need to come to campus for class or work, you will need to complete the follow steps **before** coming to campus:

Step 1: Download the [MyVCCCD mobile app](#) on your smartphone. If you don't have a smartphone, you can complete the Home Health Screening Online. If you don't have an internet device, you can complete the pre-screening self-assessment on-site:

Ventura College Home Health Screening

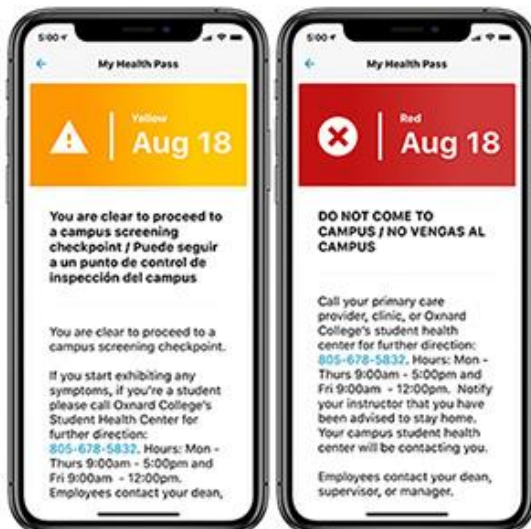


Step 2: Please take the At Home Pre-Screening Survey. You will have to complete this every day BEFORE you come to campus.



Step 3: You will now receive one of two notices. To find the notice go to the profile section, click on “Health & Wellness”, and then “My Health Pass”.

- If you are **RED**, please stay at home. Student should contact their instructor and the Student Health Center.
- If you are **YELLOW**, you are cleared to come to campus to be screened with a temperature check at the EAST LOT on campus off Day Road.
- Helpful Hint: If you have class in the evenings, do your screening in the morning as the pass allows for 24 hours and it gives the Health Staff time to contact you if needed.
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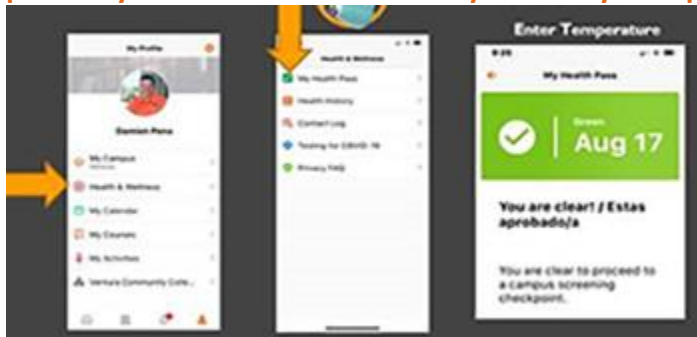


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Step 4: Drive up to the VC Screening Site at the [EAST LOT off Day Road and Telegraph Road](#).

- Give yourself some time to get to class or work, so count on coming in 20 minutes prior.
- Students will stay in their car and have their YELLOW pass verified by a Health Screener. Everyone in your car will be screened.
- If you are not coming to campus in a car (i.e. pedestrian or bus rider), you must still walk to the East Parking Lot for screening. Please be sure to wear a face covering and maintain six feet of distance from the staff working at the screening site.
- Your temperature will be taken and you will be given a bracelet to let others know you are allowed to be on campus.
- After being screened, you are able to park in any open parking lot.

Step 5: The Health Screening Team Member will assist you in recording your temperature and provide you a wristband for the day. You may now proceed to class.



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.

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. All employees, students, and guest visitors to the Ventura College East Campus must download the MyVCCCD Mobile App and complete the online health questionnaire prior to arriving on campus (Steps 1, 2, and 3). 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 mobile app.

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 Health Pass mobile app each day that they report to campus and have a temperature screening at the East Parking Lot.

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 ten (10) days or as directed by the Student Health Center. Prior to being allowed back on to campus, students/employees must be medically cleared by the Student Health Center.

RETURN TO WORK CRITERIA FOR EMPLOYEES

Employees may return to work after at least 24 hours have passed since a fever of 100.4 has resolved without the use of fever-reducing medications, COVID-19 symptoms have improved, and at least 10 days have passed since symptoms first appeared.

Anyone who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of their first positive COVID-19 test.

A negative COVID-19 test is not required for an employee to return to work.

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.

Face coverings are not required to be worn when an employee is alone in a room or while eating and drinking at the workplace, provided the employee is at least six feet away from others and outside air supply to the area, if indoors, has been maximized to the extent possible.

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

COVID-19 is an infectious disease that can be spread through the air when an infectious person talks, sneezes, coughs, or exhales.

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

Although it is less common, COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.

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:

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

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.

RESOURCES

COVID-19 Testing Sites - <https://www.venturacountyrecovers.org/coronavirus-testing/>

COVID-19 Vaccination Information - <https://www.venturacountyrecovers.org/vaccine-information/portal/>

FACILITY SIGNAGE

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



CAMPUS IS
ONLY OPEN
for Students & Employees

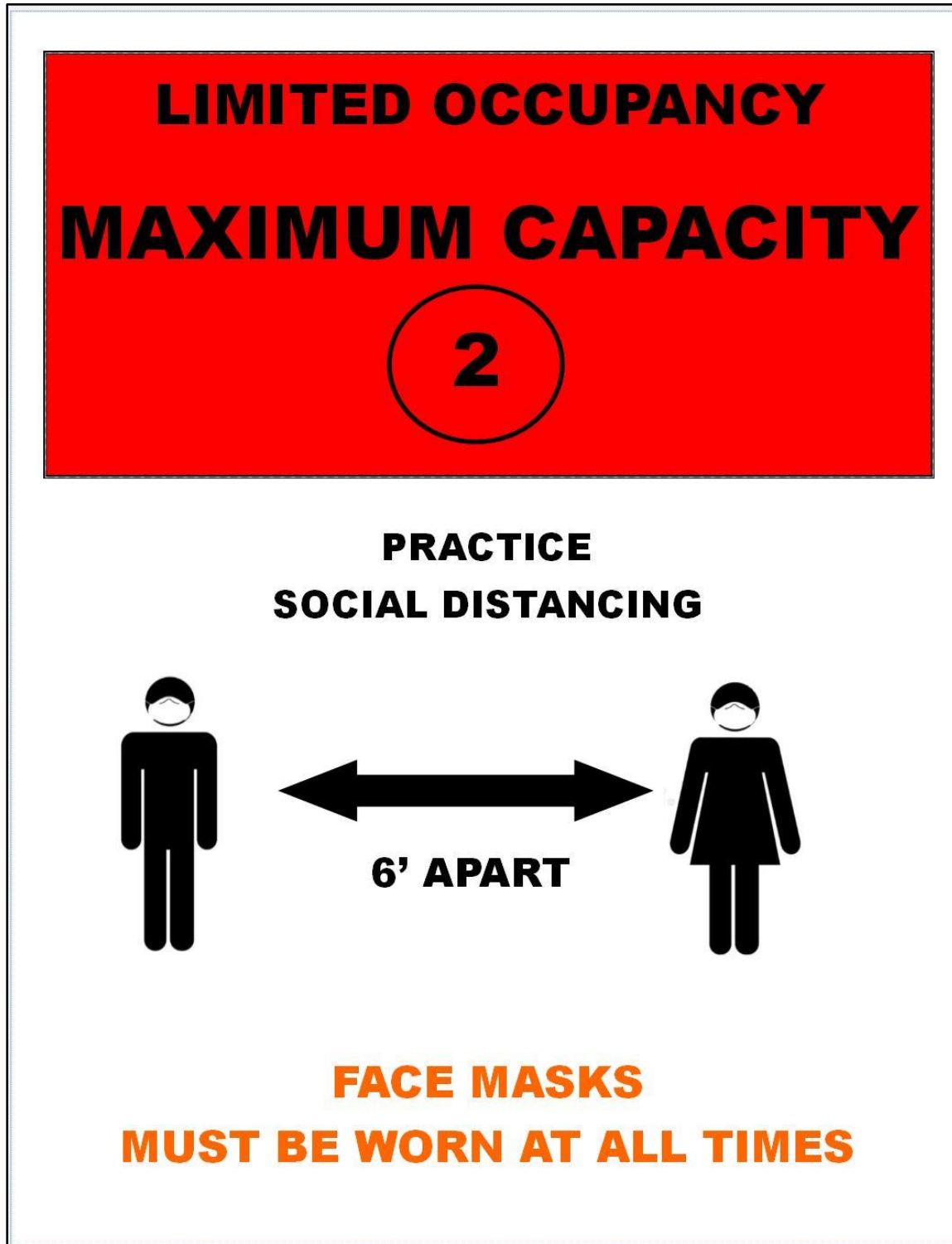
FACE MASKS
ARE REQUIRED

PRACTICE SOCIAL DISTANCING

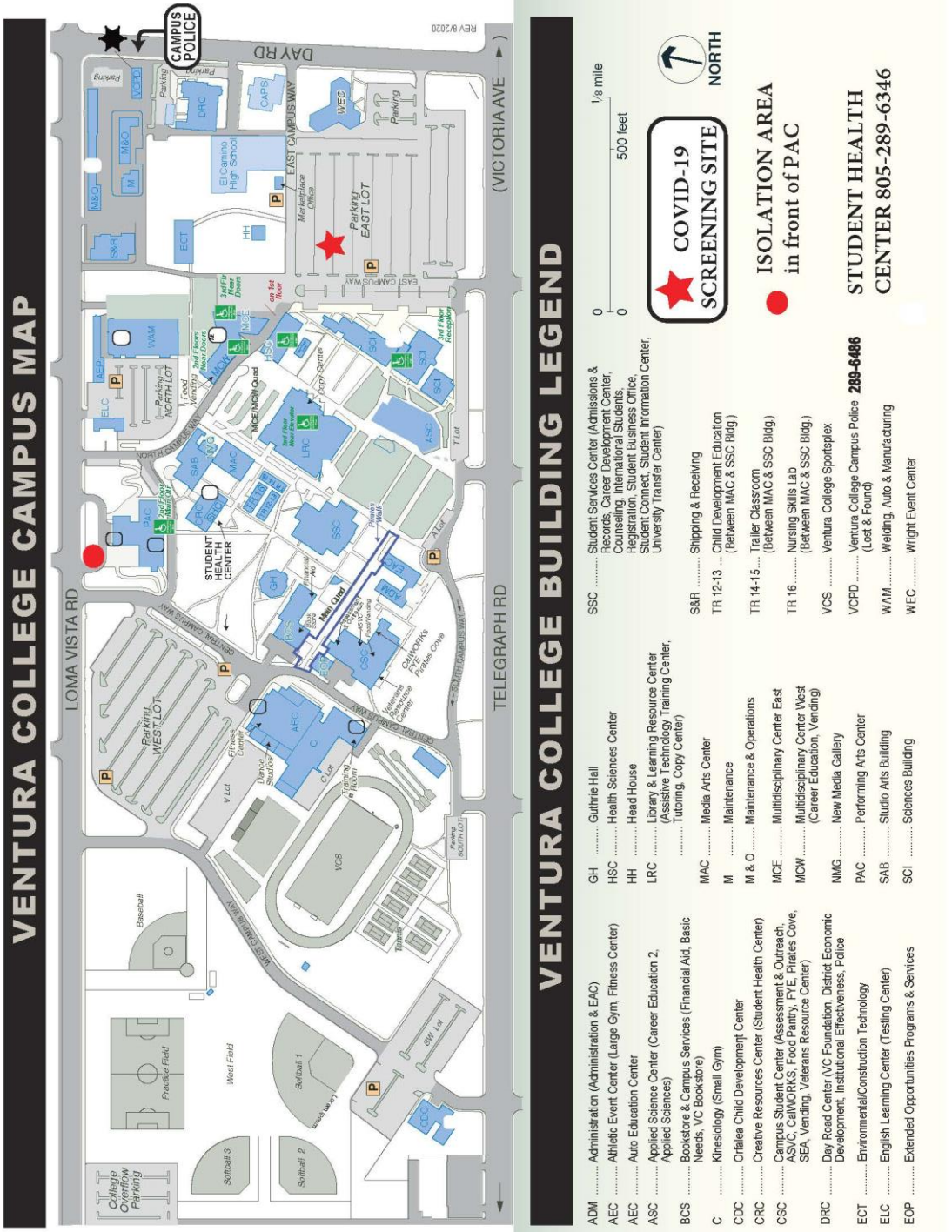
  
6' APART

NO DOGS ALLOWED
(except service animals)

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



CAMPUS MAP OF SCREENING AREAS AND ISOLATION AREA



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