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October 30, 2020

Mr. David El Fattal
Vice Chancellor Business and Administrative Services
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
761 E. Daily Drive, Suite 200
Camarillo, CA 93010

RE: SWACC LOSS DRIVER REDUCTION PROGRAM (LDRP)
TOPIC: COVID-19 SITE CONTROLS

Dear Mr. El Fattal:

On October 15, 2020, Keenan & Associates had the pleasure of conducting a specific site walk reviewing campus sites during this unprecedented period. The review of the locations was to reidentify the control of movements of any students, general public, and the review of COVID-19 access to the campuses. This service was provided as a benefit of membership in the Statewide Association of Community Colleges (SWACC).

On July 1, 2017, SWACC developed a comprehensive, proactive, hands-on Loss Driver Reduction Program (LDRP). In an effort to target losses both globally in SWACC and within individual members, this service allows a Loss Control Consultant to spend one 6-hour day/month, for one year, at each of the identified member districts (7-9 members per year) to create and assist in the implementation of a member-specific Loss Driver Reduction Plan (LDRP).

This is a hands-on, proactive approach providing Loss Control staff as “boots on the ground” resources to act as a direct on-site extension of the member’s risk management program.

Starting July 1, 2019, Ventura County Community College District began its LDRP; however, at the end of the twelve (12) month period (June 30, 2020), two (2) monthly services had not been provided due to either site shut-down or no service required at the time. This report depicts the last of the two (2) make-up dates to ensure the District receives the full twelve (12) month increments.

Please note that all services are intended to address Property & Liability losses, both experienced and anticipated that can impact the District and SWACC. Some services that may be considered when the consultant and the member meet to review your historic loss drivers and create the LDRP could include (but are not at all limited to):

- Hazard assessments/safety inspections (COVID-19 Site Controls)
- Anything P&L safety/loss related

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The goal of our assessment was to (i) promote safety awareness, (ii) assist in the identification of conditions which may pose a risk of injury and/or property damage, and (iii) provide recommendations and/or suggestions to help mitigate the risks identified. Keenan does not guarantee that it has identified every potentially hazardous condition existing on the client’s premises. Similarly, it does not promise that following the recommendations contained in this report will eliminate all risk of injury or property damage.

PRIVILEGED AND CONFIDENTIAL

This report on site assessments, prepared by Keenan & Associates, is intended strictly for the use of Statewide Association of Community Colleges legal counsel and only those employed by the District having a need to know in order to address conditions assessed in this report and/or confer with legal counsel of Statewide Association of Community Colleges.

To preserve and protect the confidential and privileged nature of this report, the report should not be copied or distributed by the District and should be filed and maintained in strict confidence by the District.

LIMITATIONS

A sincere effort was made to conduct a thorough inspection of the campus. This effort was directed at identifying unsafe conditions within these properties. The observations are based upon conditions observed at the time of the inspection and were apparent to the inspector.

The information contained in this report does not certify that the campus site, maintenance facilities, grounds, equipment, material, or operations are in compliance with any federal, state, or local law, rule, or regulation. The information in this report does not conclude that all possible conditions, hazards, or hazardous conditions were observed or reported.

The goal of our inspection was to (i) facilitate the identification of conditions which may pose a risk of injury and/or property damage, and (ii) provide recommendations and/or suggestions to help mitigate the risks identified. Keenan does not guarantee that it has identified every potentially hazardous condition existing on the client's premises. Similarly, it does not promise that following the recommendations contained in this report will eliminate all risk of injury or property damage.

Keenan's services are not a substitute for regular, ongoing inspection and maintenance, or any required service that is to be performed by a licensed or certified service professional (e.g., HVAC contractor, construction engineer, electrician, plumber, elevator service personnel, etc.). Please keep in mind that changing circumstances can affect your risk exposures and periodic reassessments of your operational environment are recommended.

SITES VISITED

Below are the findings found at the respective Ventura Campus (Photo 1), Oxnard Campus (Photo 2), and Moorpark Campus (Photo 3).



Photo 1



Photo 2



Photo 3

VENTURA CAMPUS

Site Access

New site access is limited to Prescreening and COVID-19 Health Questionnaire which is currently being undertaken and limited to the EAST Parking Lot (Photos 4 and 5). All other access points, pedestrian routes, and parking lots have signs stating site visitors to do so (Photos 6, 7, 8, and 9).



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9

Site Specific Findings

One location was found not to be signed up regarding the required access point through EAST Parking Lot. Suggest adding a required Prescreening sign board at this access point off Telegraph Road (Photos 10 and 11).



Photo 10



Photo 11

OXNARD CAMPUS

Site Access

The site continues to take positive steps in the control of students in this unprecedented time with only essential curriculum being held with in-class attendance. The entire inner campus area has been cordoned off with construction safety fence (Photos 12 and 13) to control student, staff, and general public movements.

All meeting/equipment areas have been taped off to prevent socializing (Photos 14 and 15). Other than Parking Lots A and B, all other parking lots and campus roads have been closed to minimize movements. All visitors are required to park in Lot A and B, and enter the campus through the COVID-19 prescreening testing area (Photos 16 and 17).



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17

Site Specific Findings

A few areas of concern need to be addressed in which either fencing has been surpassed by individuals taking a shortcut. It appears individuals have left the quarantine area (Photos 18 and 19) and reentered at the Library (Photos 20 and 21).



Photo 18



Photo 19



Photo 20



Photo 21

Other locations show evidence of individuals having climbed over fencing (fence damage) to take shortcuts (Photos 22 and 23). These areas are found at the West end of Administration and the East end of Administration respectively.



Photo 22



Photo 23

The final concern is where access fencing (assuming for cart usage) has not been returned to a closed position and has been left open and unattended (Photos 24 and 25).

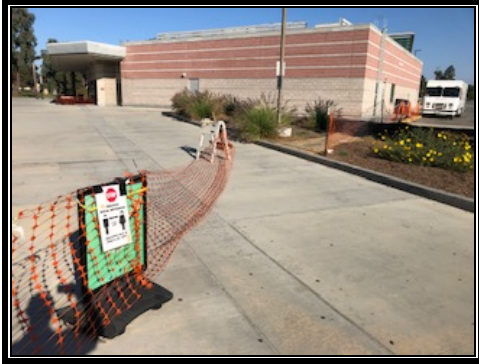


Photo 24



Photo 25

MOORPARK CAMPUS

Site Access

The site has taken positive steps to control the flow of students in this unprecedented time with only essential curriculum being held with in-class attendance. The entire inner campus area is controlled by allowing students, staff, and general public to enter the site at a total of five (5) locations only.

Three (3) entrances are located at Parking Lots PA, M, and F, with all other parking lots (Photos 26 and 27) and campus roads being closed to minimize movements. A fourth entrance is located at Collins and Moorpark College Road adjacent to the Maintenance Yard. The final, and newest, location can be found at the College Zoo, allowing access for essential staff and students.

All visitors are required to park in the identified parking lots and enter the campus through the COVID-19 prescreening testing area (Photos 28 and 29).



Photo 26

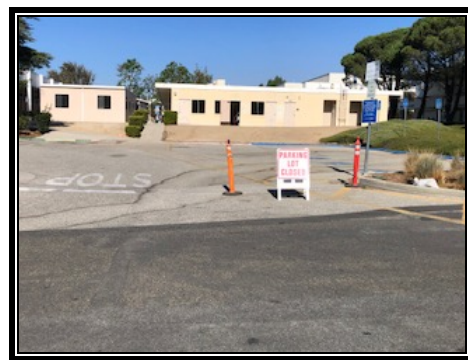


Photo 27



Photo 28



Photo 29

Site Specific Findings

None at the time of the site assessment.

GENERAL DISTRICT-WIDE COMMENTS

Keenan & Associates would like to congratulate and thank all site personnel in carrying out all COVID-19 required protocols, being extremely friendly and helpful (Photo 30).



Photo 30

LIMITATIONS

This inspection does not address the requirements of the Americans with Disabilities Act, or the facility's compliance with same.

Mr. David El Fattal

October 30, 2020

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CLOSING

We appreciate the opportunity to assist the District in the area of Loss Control/Risk Management, and to assist you with achieving a safe and healthful environment for your employees. If you have any questions regarding the enclosed, please do not hesitate to contact me at (951) 715-0190, extension 1004.

Sincerely,

Steve Tait

Steve Tait
Senior Loss Control Consultant
Loss Control/Risk Management

ST/cb

cc: Craig Farmer, Attorney, Farmer Smith and Lane LLP
Terri Cobos, Director, General Services, Ventura County CCD
Susan Langston, Keenan & Associates, Torrance
Brad Keenan, Keenan & Associates, Torrance
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