



DESERT COMMUNITY COLLEGE DISTRICT

COVID PREVENTION PLAN

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Mission

College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved.

Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

Vision

College of the Desert will be a center of collaborations and innovations for educational enrichment, economic development and quality of life in the Coachella Valley and surrounding communities.

ABOUT THE COVID PREVENTION PLAN

Providing our faculty, staff and students with a safe environment for learning and teaching has always been a top priority at College of the Desert.

Pursuant to California Occupational Safety and Health Administration (Cal/OSHA) workplace safety and health regulations in California require employers to take steps to protect workers exposed to infectious diseases like the Novel Coronavirus (COVID-19), which is widespread in the community. Employers must prepare, implement, and maintain a written COVID-19 Prevention Program.

This document is College of the Desert's required plan pursuant to the requirements Cal/OSHA's Emergency Temporary Standards found at [COVID-19 Prevention Emergency Temporary Standards - Fact Sheets, Model Written Program and Other Resources \(https://www.dir.ca.gov/dosh/coronavirus/ETS.html\)](https://www.dir.ca.gov/dosh/coronavirus/ETS.html). It is recognized that this document will change as Cal/OSHA standards change.

As the COVID-19 pandemic evolves, we will continue to monitor the situation and prioritize the health and well-being of our entire college community.

Desert Community College District GOVERNING BOARD

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Safety Committee

Approved: November 18, 2020
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President's Executive Cabinet

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Board of Trustees

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Table of Contents

Proactive Measures	6
--------------------	---

Face Coverings	7
----------------	---

Physical Distancing and Good Hygiene Practices	8
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Screening and Testing	9
-----------------------	---

Communication and Training	14
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Compliance	15
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PROACTIVE MEASURES

In order to continue keeping our workplace safe and healthy, College of the Desert is taking proactive measures to ensure our campuses are safe, and we are following all federal, state, and local health and safety guidance. As conditions change, this plan is designed to remain flexible and adaptive and may be amended at any time, subject to approval by the Safety Committee and Board of Trustees. While this document provides the general return-to-campus guidelines, facilities will only be opened upon approval and as directed by the Board of Trustees and executive management. Additionally, based on community conditions, public health official mandates, or on-campus outbreaks, on-site classes may be canceled at any time.

Informational signage is to be posted as appropriate throughout the District in accordance with current safety measures and COVID-19 requirements. Signs will be updated as new information becomes available. Signage will be posted in English and Spanish.

- **Face coverings** will, at a minimum, comply with the recommendations or mandate guidance provided by **Riverside County Department of Public Health and Cal/OSHA**. Current requirements will be communicated clearly and frequently through communications, and signage in and around campus. Appropriate Personal Protective Equipment (PPE) will be available for faculty, staff, and students as needed.
- **Common areas and high-touch surfaces** where employees/students/visitors are present will be regularly cleaned and disinfected; disinfecting supplies will also be available for employee use. Employees are encouraged to disinfect their workspaces throughout the workday. The District will provide essential disinfecting products and ensure that employees are properly trained in their use.
- **Handwashing facilities** are located in all restrooms.
- **All facilities utilize air filters that comply with Riverside County Department of Public Health and Cal/OSHA requirements.** [California Code of Regulations, Title 8, Section 3205. COVID-19 Prevention \(https://www.dir.ca.gov/title8/3205.html\)](https://www.dir.ca.gov/title8/3205.html).
- **Before the start of any in-person classes** a thorough evaluation of the specific instructional space will be conducted with department management or designee, and when possible, input from faculty and staff, as appropriate to implement any needed modifications to space, which may include reduced occupancy, physical barriers, signage, and supplies.
- **Plexiglass may be installed** in those areas where employees interact with others and physical distancing is not possible.
- **Video-conferencing** and other technologies may continue to take the place of in-person meetings. In-person gatherings must be held in appropriate spaces that meet current recommended guidelines for physical distancing and participant limits. [Coronavirus Updates \(www.collegeofthedesert.edu/covid\)](http://www.collegeofthedesert.edu/covid)
- **Meeting rooms**, break rooms, and other communal areas, as well as meals, potlucks, or in-person events, will abide by recommendations or mandates by the [Cal/OSHA COVID-19 Resources \(https://www.dir.ca.gov/dosh/coronavirus/\)](https://www.dir.ca.gov/dosh/coronavirus/). Employees with special food or medicine storage needs should speak to their supervisor regarding accommodations. Students with special food or medicine storage needs should contact the Student Health Office.
- **Schedules**, including lunches and breaks, may be modified (with appropriate approvals) to comply with recommendations or mandates provided by **Riverside County Department of Public Health and Cal/OSHA**.
- **Before any employees return to campus**, workspaces and schedules will be evaluated by the area supervisor to ensure that all safety protocols can be met.
- **Business travel may be** restricted and must be approved by the Executive Cabinet before any travel arrangements can be made.
- **All employees will be notified by Human Resources of required training.**

FACE COVERINGS

GUIDANCE FOR FACE COVERINGS

When on any college property, face coverings shall be worn in compliance with current requirements [Coronavirus Updates \(www.collegeofthedesert.edu/covid\)](http://www.collegeofthedesert.edu/covid).

Acceptable face coverings will, at a minimum, comply with the recommendations or mandated guidance provided by **Riverside County Department of Public Health and Cal/OSHA**.

Cal/OSHA minimum standards are defined in the emergency temporary standards, which can be found here [COVID-19 Emergency Temporary Standards Frequently Asked Questions \(https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html#controls\)](https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html#controls).

All face coverings shall be professional and not offensive or crude. Further information on face coverings can be found at [Your Guide to Masks | CDC \(https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html\)](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html)



PHYSICAL DISTANCING AND GOOD HYGIENE PRACTICES

- Any person coming on campus must maintain physical distances. [Coronavirus Updates \(www.collegeofthedesert.edu/covid\)](http://www.collegeofthedesert.edu/covid)
- Physical barriers do not replace the need for physical distancing or the use of Personal Protective Equipment (PPE) but should be installed when necessary.
- Vehicles and golf carts must be disinfected before and after every use. When multiple people are in a vehicle, face masks are required.



GOOD HYGIENE PRACTICES

All persons shall engage in good hygiene practices.

- Wash hands or use hand sanitizer when entering and exiting a room.
- Avoid touching eyes, nose, or mouth without cleaning hands first.
- Avoid non-essential physical contact and maintain appropriate physical distancing guidelines both inside and outside of the facilities.
- Regularly wash hands with soap and water for at least 20 seconds, especially after coughing, sneezing, or blowing nose, and after using the restroom.
- Cover mouth and nose with elbow (or ideally with a tissue) rather than with hand when coughing or sneezing. Dispose of all tissues in the trash immediately after use and wash hands with soap and water for a minimum of 20 seconds.
- If unable to wash hands, use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol.
- Avoid sharing phones, desks, office equipment, lab equipment, tools, and other items wherever possible—clean such equipment before and after each use.
- Never share Personal Protective Equipment (PPE).

SCREENING AND TESTING

SELF CHECK DAILY

All individuals accessing District property may be asked to self-check daily for any symptoms of COVID-19 before entering the workplace, utilizing the tools provided by the District.

Individuals with the following symptoms may have COVID-19:

- Fever or chills (100.4 F/ 38 C or higher) if using an oral thermometer; (100 F or higher) when a non-touch thermometer is used.
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Testing is available for all faculty, staff and students. Current testing and vaccination protocols and resources can be found here [Coronavirus Updates \(www.collegeofthedesert.edu/covid\)](http://www.collegeofthedesert.edu/covid).

Employees who have symptoms when they arrive at work or become sick during the day **WILL IMMEDIATELY BE SENT HOME** by their supervisor. The supervisor may require a temperature check any time there is a reasonable concern.

Employees who develop symptoms outside of work and do not report to work shall notify their supervisor and should contact their health care provider.

- Employees shall provide Human Resources with return-to-work documentation before returning to campus. Human Resources shall provide direction to the employee regarding safe return protocols.
 - Sick employees should stay home and follow the advice of their health care provider.
 - Human Resources must clear employees before returning to work.
-

Supervisors shall notify the COVID Reporting Team by emailing them at covidreporting@collegeofthedesert.edu any time an employee exhibits COVID-related symptoms and calls in sick or is sent home.

For additional infectious disease information, go to: [Coronavirus \(https://www.rivcoph.org/coronavirus\)](https://www.rivcoph.org/coronavirus).

HEALTH SAFETY GUIDELINES FOR IN-PERSON INSTRUCTION

AT COLLEGE OF THE DESERT

In order to consider allowing students to return to campus for in-person instruction, strict adherence to guidelines set forth by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and Riverside County Public Health must be followed.

In keeping with current guidelines, the following is recommended when students return to campus:

- ☑ **Remain** off-campus and out of the classroom when exhibiting COVID-19 symptoms;
- ☑ **Control** the spread of the virus while on campus by following all current guidelines;
- ☑ **Create** a culture of good hygiene;
- ☑ **Participate** in appropriate training and education;
- ☑ **Maintain** appropriate physical distance;
- ☑ **Follow** quarantine and isolation practices per guidelines set by Riverside County Disease Control;
- ☑ **Contact** the COVID reporting team at covidreporting@collegeofthedesert.edu for information on monitoring, surveillance, disease control, and contact tracing of students, faculty, and staff;
- ☑ **Watch for** communication, from college and public health officials on changing conditions and requirements;

Current information can be found here [Coronavirus Updates \(www.collegeofthedesert.edu/covid\)](http://www.collegeofthedesert.edu/covid).

It is crucial to monitor guidelines set by the agencies above regularly and be prepared for the need to change the campus guidelines as needed. **The Assistant Director of Clinical Services is the liaison for COD with Riverside County Public Health and is responsible for all disease reporting to the County.**



ENTERING CAMPUS

All individuals stop at an identified entrance at COD. At this checkpoint, they may be screened, asked to show proof of completing the District’s symptom checker, and asked to wear an approved face covering when required by the **Riverside County Department of Public Health.**



CHECK POINT

If an individual is not allowed on campus due to a positive screening, the person will be turned away, and the appropriate administrator will be notified. Face masks will be available at the checkpoint provided by the District.



CAMPUS

ON CAMPUS

GETTING TO CLASS

Once cleared to enter campus, students are encouraged to bring their own food and drink. When required, students must wear a mask and maintain space.

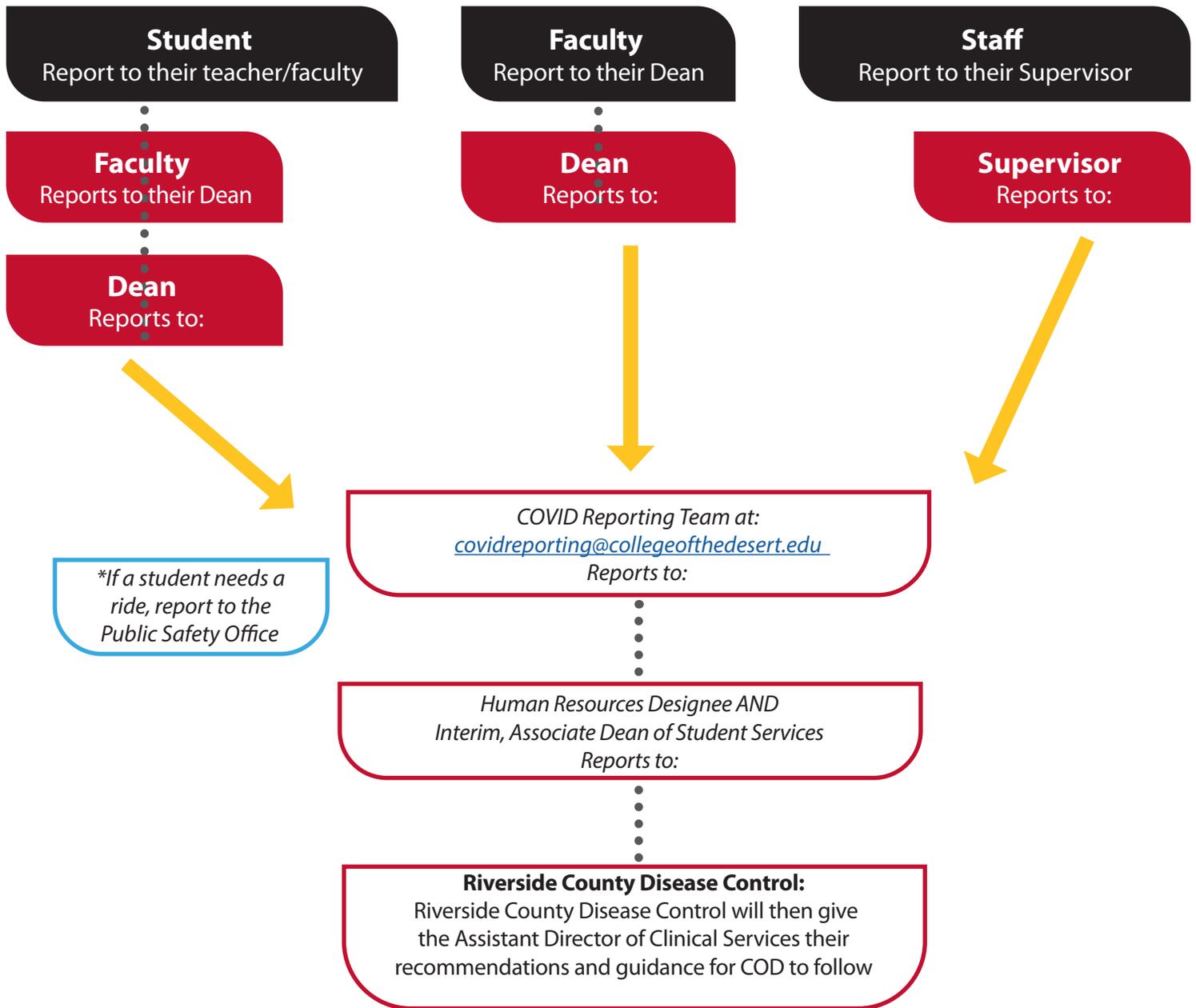


THE CLASSROOM

Does the benefit of in-person instruction outweigh the risk? Consider this very carefully before considering in-person instruction. If in-person instruction is approved, adherence to the **following guidelines is required:**

- A temperature check may be required.
- Students must follow current testing and screening requirements which may be found here [Coronavirus Updates \(www.collegeofthedesert.edu/covid\)](http://www.collegeofthedesert.edu/covid).
- Students, faculty, and staff must maintain a safe distance.
- Students, faculty, and staff will comply at a minimum with face covering recommendations and mandated guidance provided by [Coronavirus Updates \(www.collegeofthedesert.edu/covid\)](http://www.collegeofthedesert.edu/covid).
- Hand washing and/or hand sanitizers must be available and used frequently.
- Posters shall be used to encourage a culture of hygiene - promoting hand hygiene, maintaining space, avoiding touching the face, promoting accountability of one's behavior, stay home if sick.
- Partitions will be placed as determined through the classroom preparation procedure.
- The classroom must be well ventilated and follow best practices set forth by the CDC.
- Consider creative use of other campus spaces that could offer a class environment that is well ventilated (outdoors, gym, large spaces).
- Inform the COVID Reporting Team **IMMEDIATELY** of any symptomatic or positive COVID students or faculty.
- Send students home if symptomatic.
- Send symptomatic students to Public Safety Office if they do not have their own transportation and have them arrange for transportation home.
- Faculty should develop alternate plans if a class is required to quarantine as required by **Riverside County Department of Public Health and Cal/OSHA due to a COVID exposure.**

REPORT OF COVID -19 ILLNESS/EXPOSURE/CONTACT/POSITIVE COVID TEST BY:



COMMUNICATION AND TRAINING

Urgent information related to COVID-19 will be shared with the campus community. Health alert information will be distributed through formal District channels such as website, email, portal, text, or social media. Other non-urgent messages related to COVID-19 may also be emailed to the campus community. If a campus community member tests positive for COVID-19, the District will work with Riverside County Public Health to gather information for contact tracing and reaching those who may be impacted. In the event the affected groups cannot be identified, or there is a broader risk to the campus, a general notification will be sent to the campus community.

TRAINING

General training will be available on a variety of topics to the entire campus community. Training sessions are accessible by signing on to the Keenan SafeColleges Online Training System [Coronavirus Updates \(www.collegeofthedesert.edu/covid\)](http://www.collegeofthedesert.edu/covid).

For more information contact Human Resources or your Supervisor.

COMPLIANCE



The District requires that all persons on campus shall follow the safety protocols set in place by federal, state and local guidance.

In situations where a person is not adhering to requirements, please follow the guidelines below:

NON-COMPLIANT STUDENT

- Offer the student a mask and request compliance.
- Notify the on-site Dean or manager to address the student if he or she fails to comply.
- Do not continue the interaction.
- Notify Public Safety if the student still fails to comply.

NON-COMPLIANT VISITOR OR VENDOR

- Offer a mask and request compliance.
- Ask person to remain outside while out of compliance.
- Notify supervisor or manager to address the issue.
- Do not continue the interaction.
- Notify Public Safety if the visitor or vendor still fails to comply.

NON-COMPLIANT PEER

- Move to a safe physical distance.
- Do not continue the interaction.
- Notify the appropriate administrator of the health and safety concern.

If you feel unsafe at any time during an interaction with a non-compliant individual, contact Public Safety immediately at 760.341.2111.



Acknowledgements

Many thanks to the faculty and staff who worked to develop
College of the Desert's COVID Prevention Plan.

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