



# Santa Barbara Community College District COVID-19 Prevention and Response Plan

Winter/Spring 2021 Guidance – Rev. 2.26.21



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The COVID-19 Prevention and Response Plan (“Plan”) reflects the input and work of the Santa Barbara Community College District (“District”), together with guidance from qualified legal, medical, and technical experts, to facilitate the safe return of employees and students to Santa Barbara City College (“SBCC”) campuses for the Winter/Spring 2021 semester. This Plan meets or exceeds orders and guidance from local and national health authorities, including the California Department of Public Health (“CDPH”), Santa Barbara County Public Health Department (“SBCPHD”), the Centers for Disease Control and Prevention (“CDC”), and other agencies such as the California Occupational Safety and Health Administration (“Cal/OSHA”), the Environmental Protection Agency (“EPA”) and the U.S. Equal Employment Opportunity Commission (“EEOC”). The Plan is developed in conformity with [CDPH’s Industry Guidance: Institutions of Higher Education](#), issued August 7, 2020 (rev. September 30, 2020). The District will similarly follow CDPH’s and/or SBCPHD’s Reopening Protocols applicable to any of the District’s on-campus services (e.g., [on-site dining](#), [child development centers](#), [gyms and fitness centers](#), [aquatic venues](#), etc.).

The Winter/Spring 2021 Plan addresses (i) in-person campus instruction for training that is essential for completing certification, licensure, or educational requirements for essential workforces in specialized settings not suitable for distance learning (e.g., laboratories); (ii) critical operations to support remote instruction; and (iii) campus maintenance. The District reserves the right to modify this Plan consistent with operational needs and in conformity with all applicable laws and regulations. Further phased reopening during or beyond Winter/Spring 2021 will depend on local conditions including epidemiological trends (such as new COVID-19 cases and hospitalization rates consistently being stable or decreasing over at least 14 days), availability of community testing resources, and adequate District preparedness and public health capacity to respond to case and outbreak investigations. All phased reopening plans will be made in collaboration with public health officials and other authorities.

**Student COVID-19 Compliance Officer:**  
Dr. Pamela Ralston, EVP, Educational Programs

**Employee COVID-19 Compliance Officer:**  
Michael Shanahan, VP, Human Resources

**Please check the District’s [COVID-19 website](#) for important updates.**

*SBCCD acknowledges the professional collaboration of College of the Canyons in the formulation of this plan.*

*The law firm of Raines Feldman LLP and the medical consultants of Street Consulting Group reviewed and provided guidance in the formulation of this plan.*



# Entry to District Campuses

## **ENTRY TO CAMPUS FOR EMPLOYEES AND STUDENTS**

To mitigate against the spread of COVID-19, employees and students are only permitted on campus for an authorized purpose and must not spend more time on District campuses than is necessary. Until further notice, all persons are prohibited from congregating on District campuses or engaging in non-District approved recreational activities. Individuals should arrive no more than 15 minutes before their scheduled activity and, whenever possible, leave within 15 minutes of the activity's conclusion. Students should make every effort to conclude their instruction, labs, study, and appointments as quickly and efficiently as possible. If there are gaps between these activities, students should socially distance themselves from others, preferably outside if weather permits, and comply with all posted signs and directives. Whenever on campus, all persons must wear a face covering (except when alone in closed offices and walled cubicles with a solid partition that exceeds the occupant's height when standing) and shall maintain a physical distance of at least six feet from other persons.

For the health and safety of employees and students, the District will require all persons entering District campuses to undergo a health screening daily before arrival on campus (see Health Screenings, p. 3).

## **SIGNAGE**

Signage will be posted throughout District campuses notifying visitors, as well as reminding employees and students of requirements of physical distancing, hygiene and sanitation, and use of face coverings. Persons entering campus must comply with all signs and directives.

## **ENTRY TO CAMPUS BY PUBLIC VISITORS**

Community members using the campus must abide by all posted signs and directives, including physical distancing, wearing of face coverings, and no congregating while on campus. Non-compliance on the part of the community members may result in campus closure to the public.

## **VENDORS ON CAMPUS**

All campus visits by vendors will be by appointment only. Visitors should be instructed to come to their appointments alone.

Vendors must complete the [Online Health Self-Assessment](#) (see Health Screenings, p. 3) and must provide the District with current contact information for potential contact tracing. Vendors must provide proof of completion of the [Online Health Self-Assessment](#) to their point of contact or to designated District personnel upon request. Failure to comply with these rules will result in immediate removal from campus.

## **DELIVERIES TO CAMPUS**

When feasible, campus deliveries will be channeled to designated unloading zones at pre-designated times to limit the delivery person's interactions with the campus community. If a delivery person or third-party vendor must walk through the campus to make a delivery, they will be informed of the District's applicable health and safety requirements and required to follow those rules and complete the [Online Health Self-Assessment](#), or a paper document in a form substantially similar thereto prior to entering campus. Such delivery persons and third-party vendors will either be escorted through campus by approved District personnel or, where appropriate, will receive paper documentation (e.g., visitor sticker or badge) that must be displayed at all times on campus.

## **TRAVEL RESTRICTIONS**

Governor Gavin Newsom and the CDPH have announced a series of [Regional Stay At Home Orders](#) that restrict travel into and out of California for leisure or non-essential purposes. Further, some of the surrounding counties, including Los Angeles County, require mandatory quarantine periods for any person traveling from outside of the county to within county lines. Because these restrictions continue to change over time, the District encourages employees and students to research travel restrictions before they travel for non-District related matters. The District will closely adhere to all travel restrictions imposed by CDPH, SBCPHD, or other public health authorities, until which time those restrictions are lifted. To the extent that quarantine is mandated by any governmental agency due to non-District related travel, the District will fully enforce all quarantine measures. Such time away from work, if applicable, will be unpaid unless the District authorizes such employees to work from home. Employees may use accrued sick or vacation leave for any period of mandatory travel quarantine.

Employees who fail to disclose their travel on the [Online Health Self-Assessment](#), described below, will be subject to discipline, up to and including termination.

## **COMPLIANCE IS MANDATORY**

Compliance with all aspects of this Plan is mandatory for all persons entering campus. Failure to comply in any material respect will result in the immediate removal from campus, and where appropriate, expulsion or termination.

All persons entering campus shall immediately report any COVID-19 hazards observed while on campus (e.g., violations of social distancing requirements or failure to wear face coverings) to the COVID-19 Compliance Officers or Campus Safety. No person making such a report will be subject to discipline or reprisal.



# Health Screenings

## SYMPTOMS OF COVID-19

Persons with COVID-19 may experience a [wide range of symptoms](#), ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus and may include:

- Fever
- Cough
- Shortness of breath/difficulty breathing
- Fatigue
- Chills
- Congestion or runny nose
- Muscle or body aches
- Headaches
- Sore throat
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

\* Contact 9-1-1 if there are any [emergency warning signs](#).

Individuals who experience COVID-19 symptoms, receive a positive COVID-19 test, receive a doctor's diagnosis of likely or presumed COVID-19, or have been in "close contact" with a person who has received a positive COVID-19 test, must notify the applicable COVID-19 Compliance Officers (see Campus Resources, p. 17 for contact details) and must follow the protocols set forth in COVID-19 Exposure Protocols, p. 8-12. ("Close contact" is [defined as](#) someone who (1) was within six feet of an infected person for a cumulative total of 15 minutes or more (e.g., three exposures of five minutes each) over a 24-hour period, or (2) had unprotected contact with an ill individual's bodily fluids (e.g., being coughed on, starting from two days before illness onset (or, for asymptomatic individuals, two days prior to test specimen collection) until the time the ill individual is isolated.) Such persons should contact their healthcare provider [immediately](#) and should not report to campus. Should symptoms present while on campus, such persons should leave campus immediately and contact the appropriate COVID-19 Compliance Officer; if immediate departure is not possible, such persons should contact the applicable COVID-19 Compliance Officer for guidance and wait in designated containment areas until departure from campus can be arranged.

## SYMPTOM CHECKS AND TEMPERATURE SCREENING

For the health and safety of employees and students, the District will require all visitors entering District campuses to complete self-screening via the [Online Health Self-Assessment: all students and employees shall complete Healthy Roster](#) daily before arrival on campus. The self-screening will inquire about the presence of COVID-19 symptoms, as well as other risk factors, such as recent air travel or close, prolonged contact with a person with a confirmed or presumed case of COVID-19. Persons completing the self-screening must take their own temperature off campus and must report any readings at or above 100.4°F on the online form.

The self-screening must be completed on any day where attendance on campus is expected. Successful completion of the self-screening will generate an approval certification email, which must be shown to designated District personnel upon request. Failure to complete the self-screening or refusal to display the approval certification to District personnel upon request, may be grounds for discipline and immediate removal from campus by Campus Safety, or, if necessary, the Police Department.

In addition to, or in place of, the off-campus completion of the self-screening and the associated temperature checks, the District may require in-person contactless temperature screenings at various points of entry on campus. Persons exhibiting symptoms of COVID-19 will be denied entry to campus consistent with public health ordinances and guidelines, and as permitted under state and federal anti-discrimination laws. All health information will be kept in strict confidence and only designated individuals will have access to it.

Employees should contact Sharon Remacle at [saremacle@pipeline.sbcc.edu](mailto:saremacle@pipeline.sbcc.edu) to discuss options for the use of available leave, including paid sick leave and other benefit entitlements. Students should contact the Student COVID-19 Compliance Officer to discuss available community resources.



# Face Coverings

COVID-19 is an infectious disease that can be spread through the air when an infectious person talks, sneezes, coughs, or exhales. COVID-19 may also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth. Additionally, not everyone who is infected develops symptoms, but they may remain infectious. As such, public health officials advise that face coverings are an effective tool for limiting the spread of COVID-19. All persons entering District campus(es) must wear a face covering that covers the nose and mouth when on campus. Face coverings must be worn when:

- (i) inside of, or in line to enter, any indoor public space;
- (ii) engaged in work, whether at the workplace or off-site, when interacting in-person with other people;
- (iii) working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
- (iv) working in or walking through common areas, such as hallways, stairways, elevators, and parking lots/facilities;
- (v) in any room or enclosed area where other people (except for members of the person's own household or residence) are present; and
- (vi) while outdoors in public spaces regardless of whether a physical distance of six feet can be maintained.

Conversely, employees and students alone in a closed office, booth, or a walled cubicle with a solid partition that exceeds their height when standing, are not required to wear face coverings. Faculty members or lecturers may elect to obtain their own face shields with a cloth drape attached to the bottom of the shield and tucked into the shirt, instead of face coverings when lecturing, provided that such employee remains 10-feet from the nearest student or other employee.

To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.

## **AVAILABILITY OF FACE COVERINGS**

The District will provide, at no cost, a sufficient number of reusable cloth or disposable face coverings to all employees and students who must report to campus. Employees and students also have the option to use their own compliant face covering if preferred. Upon their initial return to campus employees and students should come prepared with their own personal face covering. Employees and students can pick up an additional supply of reusable or disposable face coverings from the Campus Safety Office for future use. District-issued face coverings should not be lost or damaged as supplies are limited. While the District will have a supply of disposable face coverings available in classrooms and at temporary screening stations on campus, availability of disposable face coverings will be limited, and employees and students should not abuse this privilege. Face coverings will only be provided to visitors in limited circumstances based on the District's supplies and the necessity of the visitor's presence on campus. Visitors without face coverings may be denied entry to campus if the District cannot supply a face covering.

## **PROPER USE AND MAINTENANCE**

Employees and students should adhere to proper use of face coverings at all times. Face coverings must cover both the nose and mouth and may not be shared with others. When not in use, face coverings should not be laid on any surface that may contaminate either the covering or the surface. Individuals should wash hands or use hand sanitizers before and after removing the covering and should not touch their face when adjusting throughout the day. Employees

and students are responsible for maintaining District-issued face coverings in proper condition, including washing face coverings daily (for cloth face coverings) or otherwise wearing a fresh face covering each day. Disposable face coverings must be disposed of in an appropriate waste receptacle.

## **EXEMPTIONS**

The District will grant exemptions to the mandatory use of face coverings on campus only to the extent consistent with public health guidelines. Individuals unable to wear a face covering due to a medical condition should contact the applicable COVID-19 Compliance Officer to discuss whether alternative reasonable accommodations may be available.



# Physical Distancing

Until further notice, the District will limit the number of people on District campuses at any given time. Most campus functions, courses, instructional support, and student services will be delivered online or through a hybrid of in-person and remote instruction or operation until such time as it is deemed appropriate to resume offering those functions from the District campuses. The District will evaluate the feasibility of remote work options for all District employees consistent with operational needs. Employees will be informed of the availability of options for remote work by the District.

Instruction, student services, and employee work occurring at District facilities must provide physical distancing of at least six feet whenever feasible when people are occupying the same space. The District, in compliance with public health guidance, will ensure proper physical distancing measures in the configuration of classrooms, offices, and public spaces. Additional physical distancing protocols will include the following:

- All persons on campus are expected to observe six-foot distancing for seating areas, classroom workspaces, lobbies, and other common areas.
- At all times when eating or drinking, employees must maintain a six-foot distance from others and should do so outdoors, if possible.
- All persons on campus must observe mandatory use of face coverings (or higher-level protective equipment as appropriate) even when physical distancing can be maintained.
- The District has made physical adjustments (e.g., Plexiglas or other barriers) to all public-facing workspaces where physical distancing measures cannot be observed.
- The District has instituted limitations on the duration of activities and the number of participants involved. Until further notice, in-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are deemed essential by the District, such meetings must be limited to 10 or fewer in-person participants and all participants must wear face coverings. Such meetings will be held in rooms large enough to maintain physical distancing protocols (e.g., lecture halls).
- Employees should use audio and/or video conferencing tools for meetings where appropriate. The District has made Zoom, a web conferencing application, available to all employees.
- The District has adopted alternating and staggered work shifts and class schedules to reduce the number of employees and students in offices and common areas.
- Handshakes, hugs, and other forms of physical greetings are prohibited.
- Classroom occupancy will be limited to ensure a six-foot distance can be maintained at all practicable times. In-person classes will be held outdoors whenever possible. Outdoor classroom occupancy is limited to max. of 50% of total occupancy for space.
- Where feasible, the District has modified traffic flow: lobbies have designated entrance-only and exit-only doorways; and spacing markers and circulation-flow markers have been placed on floors in high traffic and common use areas.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a six-foot physical distance between riders; during peak building entry and exit times this number can be adjusted up to a maximum of four riders. Face coverings must be worn at all times while on elevators, even if the rider is alone.
- Physical distancing shall be maintained in restrooms and signs will be posted advising users that there shall be no more than two (2) persons within the restroom at any one time.
- Except as specifically authorized for work, instructional activities, or Civic Center use, individuals are prohibited from congregating in groups on District campuses.
- The use of District facilities by pre-approved external users must adhere to CDPH physical distancing guidelines. Privileges to utilize the District's facilities may be revoked for non-compliance.
- Carpooling with persons from other households is discouraged.
- On-campus transport vehicles must be limited such that all riders are able to maintain a six-foot distance.



# Disinfection, Cleaning, and Hygiene

The District complies with orders from the [SBCPHD](#), [CDC](#), and [OSHA](#) relating to disinfection, cleaning, and hygiene on District campuses. The District has instituted procedures to evaluate, identify, and remediate COVID-19 hazards on an ongoing basis. As a part of these efforts, the District and individual members of the campus community are each obligated to separately perform certain cleaning and disinfection functions, which are detailed here:

## Cleaning and Disinfecting

- The District has thoroughly disinfected all facilities per public health guidelines.
- Appropriate sanitation and enhanced cleaning of District's communal workspaces (but not personal workstations) will be routinely performed by the Facilities Department. Communal workspaces include objects frequently touched by multiple persons in common areas such as tables, doorknobs, light switches, countertops, handles, public desks, phones, keyboards, elevator switches and buttons, grab bars, and handrails. Appropriate deep cleaning and disinfection will occur in any space occupied by a person confirmed or presumed positive for COVID-19.
- The District will provide basic cleaning and sanitation supplies throughout the District's facilities to allow employees and students to clean their personal items (e.g., cell phones), learning spaces, workstations, and common use equipment (e.g., photocopy machines, fax machines, shredders) before and after routine use. The Facilities Department will distribute EPA-approved disinfectants and supplies as needed and users should follow the manufacturer's instructions for use. The District will provide time during the workday or class schedule so that all employees and students have an opportunity to clean and sanitize their own equipment.
- When sharing of materials or objects is necessary, persons using the materials or objects should take personal responsibility to clean them between use according to appropriate sanitizing protocols and using EPA-approved disinfectants.
- HVAC systems have been checked to allow optimal air flow throughout the buildings on campus and air filters have been replaced. Where feasible, windows and doors will be kept open for maximum air flow.
- Individuals must immediately dispose of garbage, food wrappers, beverages, etc., in trash receptacles after use.

## Hygiene

- Avoid touching face, eyes, and mouth with hands.
- The District will provide personal workspace tools and supplies. Sharing of materials or objects (e.g., staplers, pens, coffee mugs, etc.) should be avoided.
- Shared food and beverages are not allowed in meetings and public spaces. This includes "potluck," bake sales, food giveaways (e.g., donut drop), and food provided at meetings.
- The District will provide hand sanitizing products throughout the campus(es) and at all building and stairway entrances.
- The District will post throughout the campuses signs and other communications to promote good hygiene and respiratory etiquette and remind employees, students, and visitors of expectations.
- Employees will be permitted frequent breaks to wash their hands.
- Campus restrooms will be open and adequate soap will be available.
- Individuals should cough into a tissue and then immediately dispose of the tissue in a nearby trash receptacle. If no tissues are available, individuals should cough into their elbow. Individuals should wash their hands or use hand sanitizer ( $\geq 60\%$  alcohol) after coughing.
- Whenever feasible, the District will ensure that doors, light switches, trash cans, etc. are contactless (e.g., motion sensors).
- The District strongly recommends that employees and students receive the annual flu vaccine unless contraindicated by personal medical conditions.
- The District strongly recommends all persons receive the COVID-19 vaccine when it becomes available. Relevant information can be found [here](#).





# COVID-19 Exposure Protocols

Individuals who experience COVID-19 symptoms, receive a positive COVID-19 test, receive a doctor's diagnosis of likely or presumed COVID-19, or have been in close contact (as defined on pg. 3) with a person who has received a positive COVID-19 test, must immediately notify the applicable COVID-19 Compliance Officers. Such persons should contact their healthcare provider immediately for further guidance and should not report to campus. Quarantined and isolated individuals should expect to be contacted by SBCPHD as well. Persons who have taken a COVID-19 test and are awaiting notification of the results may not report to campus unless otherwise instructed by a COVID-19 Compliance Officer.

While every situation needs to be analyzed on an individual basis, the following common scenarios outlined below describe employee, student, and District expectations (Note: the following guidelines may change for individuals who are fully vaccinated. Please contact the COVID-19 Compliance Officer for more details):

## Scenario 1- Confirmed Positive or Presumed Positive Case

Individual tests positive for COVID-19 (i.e., confirmed positive) or has symptoms\* of COVID-19 and is seeking a diagnosis (i.e., presumed case), or has been diagnosed as having or likely having COVID-19 by a healthcare professional. \*See list of COVID-19 symptoms on p. 3.

### Next Steps:

- Individual must self-isolate\*\* and not report to campus;
- Individual must contact their healthcare provider for medical guidance and information about [free testing](#);
- Individual must, as soon as practicable, notify the applicable COVID-19 Compliance Officer;
- The COVID-19 Compliance Officer will contact Individual to conduct a confidential interview to allow for proper tracing and notifications, or, where appropriate, will alert public health officials for purposes of contact tracing (see Campus Exposure and Contact Tracing, p. 13-14); and
- Individual must contact their supervisor (employee) or faculty (student) and advise of absence from campus. Individual need not disclose a COVID-19 status to faculty or supervisors, provided that Individual has discussed the circumstances of the absence with the COVID-19 Compliance Officer.

### When Can Individual Return to Campus?

- The applicable COVID-19 Compliance Officer will provide Individual with return to campus information. Generally, an individual with a confirmed or presumed case of COVID-19 may return to campus only after:
  - (i) Ten (10) days have passed since (1) the beginning of any symptoms, or (2) since first positive test if no symptoms developed; **AND**
  - (ii) At least 24 hours have passed with no fever without the use of any fever-reducing medicines (e.g., aspirin, acetaminophen, or ibuprofen); **AND**
  - (iii) Improved respiratory symptoms.
  - (iv) **OR:** Obtain doctors' certification that symptoms presented are not attributable to COVID-19 and Individual is not infectious.

mon	tue	wed	thu	fri	sat	sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 = date of symptom onset or first positive test      12 = allowed to return to campus      6-11 = isolation period

\*\* "Self-isolation" and "self-quarantine" are different public health concepts with different resulting physical distancing requirements.

**Isolation** separates sick people from others and ends when the sick person is no longer contagious.

**Quarantine** separates those who were exposed to a contagious disease to see if they become sick and ends when the exposed individual is no longer likely to develop symptoms.

## Scenario 2 – Close Contact within 48 Hours of Positive or Presumed Case

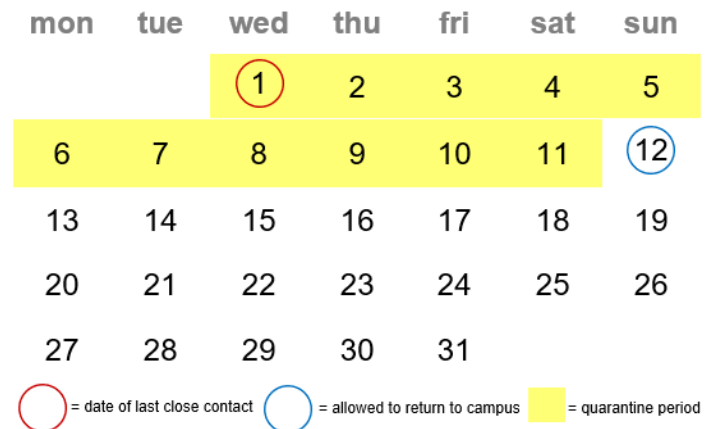
Individual sees Paula at a family gathering. Paula goes to get tested in the days after the gathering and the test comes back positive for COVID-19 (i.e., confirmed positive) or Paula develops COVID-19 symptoms the day after the gathering (e.g., presumed positive). Because Individual was in close contact with Paula within 48 hours of when Paula developed symptoms or got tested, Individual is now a close contact and must quarantine. (NOTE: If Individual's close contact with Paula was more than 48 hours before Paula developed symptoms or tested positive, Individual does not need to self-quarantine.)

### Next Steps:

- Individual must not report to campus, must self-monitor for symptoms, and must contact their healthcare provider for medical guidance and information about [free testing](#);
- Individual must as soon as practicable notify the applicable COVID-19 Compliance Officer;
- Individual must self-quarantine for 10 days from the most recent date of exposure to the confirmed or presumed case of COVID-19;
- The COVID-19 Compliance Officer will contact the affected individual to conduct a confidential interview to allow for proper tracing and notifications, or, where appropriate, will alert public health officials for purposes of contact tracing (see Campus Exposure and Contact Tracing, p. 13-14); and
- Individual must contact their supervisor (employee) or faculty (student) and advise of absence from campus. Individual need not disclose COVID-19 status to faculty/supervisor, provided Individual has discussed circumstances surrounding absence with the COVID-19 Compliance Officer.

### When Can Individual Return to Campus?

- The applicable COVID-19 Compliance Officer will provide Individual with return to campus information to the Individual.
- If symptoms develop or Individual tests positive, Individual should follow the above guidance for confirmed positive cases (see Scenario 1).
- If no symptoms develop and there is no positive test, Individual may return to campus after the 10-day self-quarantine ends.
- Receiving a negative COVID-19 test result does **NOT** reduce the quarantine period.



## Scenario 3 – Third Degree Contact of Someone with COVID-19 (With No Symptoms)

Individual has close contact with Jasper. Jasper previously had close contact with Charlie. It is later learned that Charlie had a confirmed or presumed case of COVID-19 when they saw Jasper. Jasper is directed to self-quarantine; however, Jasper is not experiencing any symptoms and has not tested positive for COVID-19. Individual is only considered a contact of a close contact (i.e., third degree contract) and does not need to self-isolate or self-quarantine.

### Next Steps:

- Individual must self-monitor for symptoms, follow safety and health guidelines, and report to the applicable COVID-19 Compliance Officer at the onset of any symptoms.

### When Can Individual Return to Campus

- Individual may continue activities on campus.

## Scenario 4 – While Already Under Quarantine Individual Has Additional Close Contact with Someone Who Has COVID-19

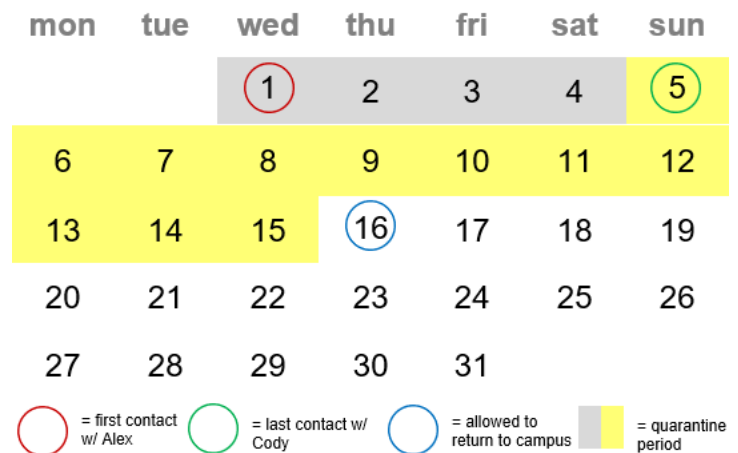
Individual lives with Alex. Alex has a confirmed or presumed case of COVID-19 and begins self-isolation. Individual must begin self-quarantine. A few days after Alex gets sick, a different family member in the household, Cody, also gets sick and receives a diagnosis of confirmed or presumed COVID-19 and begins self-isolation. Alex and Cody recover and leave self-isolation ten days after they each developed symptoms. As of the time Alex and Cody leave self-isolation, Individual does not have any symptoms and does not test positive.

### Next Steps:

- Individual must continue to self-quarantine and not report to campus, must self-monitor for symptoms, and must contact their healthcare provider for medical guidance and information about [free testing](#);
- Individual must as soon as practicable notify the applicable COVID-19 Compliance Officer;
- Individual must start self-quarantine for 10 days from the first exposure (e.g., Alex) and must restart quarantine for any later exposure to a confirmed or presumed case of COVID-19 (e.g., Cody);
- The COVID-19 Compliance Officer will contact Individual to conduct a confidential interview to allow for proper tracing and notifications, or, where appropriate, will alert public health officials for purposes of contact tracing (see Campus Exposure and Contact Tracing, p. 13-14); and
- Individual must contact their supervisor (employee) or faculty (student) and advise of absence from campus. Individual need not disclose COVID-19 status to faculty/supervisor, provided Individual has discussed circumstances surrounding absence with the COVID-19 Compliance Officer.

### When Can Individual Return to Campus?

- The applicable COVID-19 Compliance Officer will provide Individual with return to campus information to the Individual.
- Individual will need to restart quarantine period from the last day Individual had close contact within anyone in the household who has COVID-19 (i.e., Cody), even if Individual does not develop symptoms.
- If symptoms develop or Individual tests positive, Individual should follow the above guidance for confirmed positive cases (see Scenario 1).
- If no symptoms develop and there is no positive test, Individual may return to campus after the 10-day self-quarantine period ends, which period was restarted based on the new family member (i.e., Cody) testing positive or developing symptoms.
- Receiving a negative COVID-19 test result does **NOT** reduce the quarantine period.



## Scenario 5 – Exposure on Campus without Adherence to Protocols

Individual is a student with the District and attends in-person classes as a part of his studies due to degree requirements. Individual woke up Wednesday morning and did not feel well but decided to ignore his symptoms during the screening process and attended class that afternoon anyway because of an important assignment. Individual arrived on campus early and chatted with his friends from class for twenty minutes while waiting, even though he had forgotten his face covering at home. Individual's instructor had extra face coverings that day, so Individual was allowed to participate in the class after putting one on. Individual participated with his lab partner in a hands-on assignment, but he and his lab partner did not sanitize their hands before working together. Wednesday night, Individual's symptoms worsened and he developed a severe cough and fever. Individual informed the District and it began contact tracing operations. By Saturday, Individual's four friends that he/she spoke to before class and his/her lab partner have developed symptoms and reported them to the District.

### Next Steps:

- The District will review Individual's time on campus, the arrangement of his classroom, whether protocols were followed to diminish potential spread of the virus, and any activities performed to determine who may have been a close contact;
- Due to Individual coming to campus while symptomatic and ignoring protocols, as well as the number of infections likely to have originated with Individual, the District made the difficult decision to advise all students in Individual's class to self-quarantine. Those who developed symptoms were advised to self-isolate and discuss medical treatment with their healthcare provider. The District's decision to suspend the class was due in part to an inability to reasonably determine who may have been a close contact of Individual as a result of his nonobservance of the District's protocols;
- Since Individual was not wearing a facial covering and was also contaminating surfaces, the District had to close Individual's classroom for deep cleaning and sanitization, affecting other classes as well;
- The District contacted public health authorities who advised the District that Individual's course would have to be suspended pending completion of self-quarantine periods for impacted students;
- Review Scenario 1 for details on Individual's next steps after experiencing symptoms; and

### When Will Individual's Course Resume?

- The applicable COVID-19 Compliance Officer will provide return to campus information for impacted students.
- Regarding the resumption of Individual's class, determinations will be made on a case-by-case basis as to when or if the course can resume. The District may elect to add unscheduled classroom time during the semester to replace lost time, allow the course to move forward after the quarantine period without change, extend the semester by the missed time, or cancel the course entirely if circumstances dictate. The District will endeavor to ensure students are able to complete coursework to the extent permissible under health guidelines and degree requirements.
- Individual may face additional consequences for failing to adhere to the District's protocols and endangering the health of his classmates.
- For return to campus information for Individual, review Scenario 1.

## Scenario 6 – Exposure on Campus with Adherence to Protocols

Jane is a student with the District and attends in-person classes as a part of her studies due to degree requirements. Jane attended class on Monday after certifying that she had no symptoms. Jane arrived on campus for class, proceeded immediately to her classroom, wore her face covering throughout, maintained physical distancing at all times, and left campus without socializing with other students. On Tuesday, Jane develops symptoms and receives a COVID-19 test, which comes back positive. Jane immediately notifies the District of her symptoms and positive test. Individual is a classmate of Jane's during her Monday morning course and Jane's partner during mandated cooperative class activities. After reporting her symptoms and test result, Jane self-isolates at home and identifies Individual to the District as a close contact from Monday's class. No further infections are discovered during the District's contact tracing and monitoring process.

### **Next Steps:**

- The District will review Jane's time on campus, the arrangement of her classroom, and any activities performed to determine who may have been a close contact;
- As a close contact of Jane's due to being partnered in class, Individual must self-quarantine and not report to campus, must self-monitor for symptoms, and must contact their healthcare provider for medical guidance and information about [free testing](#);
- Individual must start self-quarantine for 10 days from the exposure during Monday's class;
- Since Jane followed the District's protocols, no other students but Individual are determined to be close contacts and Jane's Monday class continues to meet due to the unlikelihood that further infections occur; and
- Individual must contact their supervisor (employee) or faculty (student) and advise of absence from campus. Individual need not disclose COVID-19 status to faculty/supervisor, provided Individual has discussed circumstances surrounding absence with the COVID-19 Compliance Officer.

### **When Can Individual Return to Campus?**

- The applicable COVID-19 Compliance Officer will provide return to campus information.
- If symptoms develop or Individual tests positive, Individual should follow the above guidance for confirmed positive cases (see Scenario 1).
- If no symptoms develop and there is no positive test, Individual may return to campus after the 10-day self-quarantine period ends.
- Receiving a negative COVID-19 test result does **NOT** reduce the self-quarantine period.
- If further infections occur in Jane's classmates, the District will consult with public health authorities and may suspend in-person activities for her Monday class.



# Campus Exposure and Contact Tracing

Consistent with the CDPH's [COVID-19 Industry Guidance: Institutes of Higher Education, adopted by the SBCPHD](#), the District has developed contact tracing protocols to track possible infection spread and notify impacted campus community members and, where required, local public health authorities. Persons responsible for the management and oversight of the contact tracing protocols will be fully trained.

## NOTIFICATION AND INVESTIGATION PROCESS

**Persons with a confirmed or presumed case of COVID-19 must notify the applicable COVID-19 Compliance Officer immediately (see COVID-19 Exposure Protocols, p. 8-12) so that the District can ensure proper cleaning, disinfection, and contact tracing.** Such persons should leave campus immediately or wait in a designated containment area until transportation can be arranged. The District's COVID-19 Compliance Officer will interview the affected individual to identify all persons with whom the affected individual has had "close contact" (defined on pg. 2), and all areas used by the affected individual(s). The applicable COVID-19 Compliance Officer will provide all exposed individuals with instructions as to when such persons will be permitted to return to campus. The District will determine whether additional notification is needed to inform the wider campus community about the exposure and precautions being taken. The District will generally not advise the wider campus community of an isolated instance of a COVID-19 diagnosis (unless such persons are close contacts) unless it is deemed necessary for community health and safety. For instance, if three (3) or more cases are reported in the same class in a three-day period, the entire class will be required to quarantine or isolate, as applicable, and class instruction will move online.

The District, or public health officials, as appropriate, will within one (1) business day promptly notify campus community members with close, prolonged contact to the confirmed or presumed case of COVID-19 of potential exposure via email or telephone call using last known contact information. Employees and students must provide the most up-to-date contact information to ensure prompt communication. Personal contact information can be updated in Pipeline. The District will advise impacted campus community members of their obligations for self-isolation (i.e., separation of sick individuals from others) or self-quarantine (i.e., separation and restriction of movement of persons who were exposed to COVID-19 to see if they become sick). The District will make all efforts to keep the identity and testing status of each person confidential. While persons may be able to ascertain the identity of affected individuals by virtue of their absence from campus or other information learned during the interview process, the District will not disclose a positive COVID-19 diagnosis to other campus community members or to the public.

## TESTING FOR OUTBREAKS AND MAJOR OUTBREAKS

In the event of an "outbreak," defined as three (3) or more positive COVID-19 cases within a 14-day period within the same worksite, or a "major outbreak," defined as twenty (20) or more COVID-19 cases in a workplace within a 30-day period, the District will comply with all workplace testing requirements. Generally, in the event of an outbreak, all employees physically present in the exposed workplace will be tested immediately and then again one week later. In the event of a major outbreak, testing will be performed twice a week until the risk is abated, unless more frequent testing is required by CDPH or SBCPHD. For employees, all testing will be performed during working hours and at no cost. Contact a COVID-19 Officer for further details.

## **IDENTIFICATION, DISINFECTION, AND REMEDIATION**

The District will clean and disinfect the impacted areas and, if necessary, the rest of the facility in accordance with [SBCPHD cleaning and disinfecting guidelines](#).

The District will continue to monitor and investigate ways to reduce exposure, including, as applicable, moving tasks outside if possible, improving air filtration and air supply (through the use of Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters), and other applicable engineering or administrative controls. The District will conduct periodic inspections of all workplaces and classrooms and will identify unhealthy conditions, work practices, or work procedures, and will keep confidential notes and records regarding all work-related COVID-19 exposures and cases to identify and address any potential areas of risk. The District will notify and work in conjunction with government authorities as required by law.

The District will notify SBCPHD of each case established by a positive test result and will follow all directives. The District will make all determinations about the cessation of in-person instruction consistent with SBCPHD directives.

## **AVAILABLE RESOURCES**

The District will work with employees to identify available community services and resources, as well as leave of absence and paid leave entitlements, including, where appropriate, the availability of workers' compensation benefits or state disability insurance. Employees who are unable to work due to a work-related exposure will be eligible to maintain earnings, seniority, and all other employee rights and benefits to the maximum extent provided by law. The District will work with students to identify available community services and resources, and will provide options for remote online education, including asynchronous delivery to accommodate ill or quarantined students, as well as those with technology or travel constraints.



## Training

Prior to the initial entry to campus, the District will provide [online training](#) to employees via Keenan Safe Colleges and to students via Canvas to ensure they understand the risks of COVID-19 and precautions against infection (including proper respiratory etiquette, hand hygiene, use of face coverings, etc.). Employees will receive an email containing a link with the appropriate training materials. **This training is strongly recommended for employees.** The District will also make available via the District's [COVID-19 website](#) the procedures and guidelines related to the pandemic.

All persons responsible for implementation of any of the District's COVID-19 safety protocols will receive additional training prior to commencement of their duties.



## Modified Safe Workspaces

The District, in consultation with advice from qualified experts, has modified office spaces, classrooms, and public spaces to achieve physical distancing of at least six-feet to mitigate against the spread of COVID-19. Where further adjustments are deemed necessary, the District must approve any physical relocation of employees' workspaces; moving of furniture, large office equipment, or requesting technology resources which require installation support from the IT Department; or significant physical adjustments to workspaces (e.g., Plexiglas or other barriers).



## Availability of Facilities and Services

The District has not re-opened all District facilities per guidance from public health officials and upon the advice of qualified experts. Some District facilities have re-opened, but only with limited access and services available.



## Reasonable Accommodations

The District will engage in an interactive process and consider reasonable accommodations for employees and students.

- Vulnerable employees who are categorized as being at higher risk of COVID-19 infection and complications (those above age 65, those who are pregnant, and those with documented chronic health conditions) should discuss any concerns with their healthcare provider.
- The District will consider requests for accommodation based on high risk status for COVID-19 infection, cohabitation with a high-risk individual, or COVID-19 related childcare issues. Such decisions will be made on a case-by-case basis after consideration of all relevant factors.

The District will consider requests for accommodation consistent with applicable law and operational need. Contact the applicable COVID-19 Compliance Officer for details.



## Food and Beverage Services

On-campus food and beverage venues are closed until further notice. (Note: as of the effective date of this Plan, vending machines are the only food service options available.) All persons are encouraged to limit their time on campus and therefore, where feasible, employees and students should eat off-campus before or after their campus visit. Employees and students will be notified if additional food service options will be made available on campus during the Winter/Spring 2021 semester.



## LINKS TO PUBLIC HEALTH GUIDANCE AND RESOURCES

### Federal

#### Centers for Disease Control and Prevention (CDC)

- [COVID-19 Symptoms Explanation](#)
- [COVID-19 Infection Prevention Steps](#)
- [Social Distancing Guidelines](#)
- [Wearing Face Coverings \(Masks\)](#)
- [Advice for Higher Risk Individuals](#)
- [Explanation of COVID-19 Testing](#)
- [Quarantine Instructions After Exposure to COVID-19](#)
- [Isolation Instructions After Positive Test or Symptoms](#)
- [Guidance for Colleges and Universities](#)
- [Guidance on Traveling](#)
- [CDC's COVID-19 Frequently Asked Questions](#)
- [Recursos de COVID-19 en Español](#)

#### U.S. Department of Labor

- [Families First Coronavirus Response Act \(federal sick leave\) Questions and Answers](#)

### Local

#### Santa Barbara County Public Health Department (SBCPHD)

- [COVID-19 Information Home Page](#)
- [Prevention Guidelines for Individuals](#)
- [Stay At Home Order](#)
- [Social Distancing Guidance](#)
- [Guidance for Wearing Face Coverings](#)
- [Handwashing Guidance](#)
- [Quarantine Guidance](#)
- [Isolation Guidance](#)
- [Resources for Workers](#)
- [Responding to COVID-19 in the Workplace](#)
- [Guidance for Colleges and Universities](#)
- [Maintaining Mental Health & Well-Being](#)

#### State of California

- [COVID-19 Information Home Page](#)
- [Testing Information and Locations](#)
- [Financial Assistance Options](#)

# Campus Resources



## **Employee COVID-19 Compliance Officer**

Human Resources

Attn: Michael Shanahan

(805) 730-4234

EMAIL [mshanahan@sbcc.edu](mailto:mshanahan@sbcc.edu)

## **Student COVID-19 Compliance Officer**

EVP, Educational Programs

Attn: Dr. Pamela Ralston

(805) 730-4338

EMAIL [pralston@sbcc.edu](mailto:pralston@sbcc.edu)

## **Disability Services and Programs for Students**

(805) 730-4164

EMAIL [dspshelp@sbcc.edu](mailto:dspshelp@sbcc.edu)

## **Campus Safety - Emergency Line**

(805) 730-4200



# COVID-19 Frequently Asked Questions

**Q: How did the District develop the protocols contained in the COVID-19 Prevention and Response Plan (“Plan”) and when and why will it be updated?**

**A:** The Plan reflects the input and work of the Santa Barbara Community College District (“District”), together with guidance from qualified legal, medical, and technical experts, to facilitate the safe return of employees and students to Santa Barbara City College’s campus for the Winter/Spring 2021 semesters. The Plan is drawn in conformity with the protocols established by the California Department of Public Health (“CDPH”), the Santa Barbara County Public Health Department (“SBCPHD”), the Centers for Disease Control and Prevention (“CDC”), and other agencies such as the Occupational Safety and Health Administration (“OSHA”), the Environmental Protection Agency (“EPA”) and the U.S. Equal Employment Opportunity Commission (“EEOC”). The Plan is subject to further revision for Winter/Spring 2021 and beyond consistent with then-current public health guidance and based on operational needs.

**Q: Who do I contact if I have symptoms of COVID-19 or have been in close physical contact with someone who has a confirmed or presumed case of COVID- 19?**

**A:** All persons who have symptoms should contact their own healthcare provider, or, where necessary 9-1-1. Persons without a doctor or without health insurance should contact 2-1-1 for available community resources. If you do not have insurance, you may contact SBCPHD for the location of a free testing center [here](#). After you have reached out to your healthcare provider or SBCPHD:

- Employees should also contact the Employee COVID-19 Compliance Officer at 805-730-4234 for available leave information. You will be provided with additional instructions at that time.
- Students should contact the Student COVID-19 Compliance Officer at 805-730-4338. The Student COVID-19 Compliance Officer will work with you to help identify available community resources.

**Q: When should I check my symptoms and fill out the Online Health Self-Assessment in anticipation of coming to campus?**

**A:** Daily before coming to campus, including taking your temperature and filling out the [Online Health Self-Assessment/Healthy Roster](#). In addition to the [Online Health Self-Assessment/Healthy Roster](#) the District may require in-person temperature screenings.

**Q: If I checked “Yes” to experiencing a symptom of COVID-19 in the [Online Health Self-Assessment/Healthy Roster](#), am I automatically barred from campus?**

**A:** Yes, until you receive further direction from the applicable COVID-19 Compliance Officer. If you are experiencing any symptoms of COVID-19 please reference the COVID-19 Exposure Protocols contained on p. 8-12 of the Plan. Generally, you will be prohibited from returning to campus until either you meet the quarantine requirements established by public health officials, **OR** you receive and submit a doctors’ certification stating that, based on sound medical judgment, the symptoms you are experiencing are not attributable to COVID-19 and that you pose no risk of infection to others. Employees or students who experience chronic illnesses which typically presents with similar symptoms of COVID-19 (e.g., persons who suffer from frequent migraines or persons who regularly experience shortness of breath as a result of asthma) are encouraged to discuss with their healthcare provider differentiating such symptoms from COVID-19. The District will generally rely upon the certification of a healthcare provider, but the District reserves its right to seek a secondary medical opinion if deemed necessary to prevent against the potential spread of infection.

**Q: How long will I have to stay away from campus if I am quarantining due to symptoms of COVID-19, a positive test, or exposure to a confirmed or presumed case of COVID-19?**

**A:** If you have received a confirmed diagnosis of COVID-19 or presumed case of COVID-19, please reference the COVID-19 Exposure Protocols contained on p. 8-12 of the Plan. Generally, if you are experiencing symptoms of COVID-19, you will be prohibited from returning to campus until you meet the quarantine requirements established by public health officials.

**Q: FOR EMPLOYEES ONLY - Will I continue to be paid if I have to take a leave from work due to having symptoms or being exposed to the virus?**

**A:** The District will offer sick leave to eligible employees in accordance with local, state, and federal law. Employees have a set amount of paid leave available during the pandemic, which they may elect to use for qualifying reasons. Contact Human Resources for more details.

**Q: How does contact tracing work and will I be identified to other students or employees if I disclose symptoms or a positive COVID-19 test result?**

**A:** Consistent with the [SBCPHD's Protocol for COVID-19 Exposure Management in Institutes of Higher Education](#) and [CDC guidelines](#), the District will initiate limited contact tracing (i.e., within the campus community) for confirmed and presumed cases of COVID-19. Please reference the Campus Exposure and Contract Tracing portion of the Plan, p. 13-14. In general, the District will interview the COVID-19 positive individual to determine which spaces and individuals they came in close, prolonged contact ([defined as](#) 15+ minutes within six-feet, or unprotected direct contact to body fluids) so that the District can notify those individuals and take appropriate remedial measures. Your identity and testing status will be maintained in strict confidence and will not be disclosed to your coworkers or other students. The District may continue its contact tracing efforts by interviewing relevant individuals about who they came in contact with and what spaces they recently used. Some of those individuals may be advised to stay home due to a higher risk of having been infected.

**Q: If there is a case of confirmed or presumed COVID-19 within a classroom, will all persons in the class be directed to leave campus and self-quarantine?**

**A:** The District will make the determination as to whether an entire class will be asked to leave campus and self-quarantine based on the specific factual circumstances presented and consistent with public health guidance. At a minimum, those students and instructors within a class who come in close, prolonged contact ([defined as](#) 15+ minutes within six-feet, or unprotected direct contact to body fluids) with a confirmed case of COVID-19 will be directed to self-quarantine. As for others present at the time of instruction, the District will consider the nature and length of the contact and any environmental considerations (e.g., outdoor instruction, physical barriers present, etc.). In making such determinations, the District will consult medical professionals or, where appropriate, local public health officials.

**Q: Am I required to disclose my air travel to the District?**

**A:** Yes, if you are expected to be present on campus within 14 days of your return. If you travel by air you must disclose the location(s) you have travelled to and the dates of your travel so that the District may make a proper risk assessment about your return to campus. We encourage all students, faculty, and staff to only travel via airplane for personal reasons, whether international or domestically, if absolutely essential. You should also note that many states have mandatory quarantine periods for persons traveling from California. Because restrictions on air travel are constantly changing, the District suggests that you research all travel restrictions before you travel.

**Q: Will I be permitted to travel for District-related business?**

**A:** No. Until further notice, the District does not permit employees to travel by air for District-related business due to the pandemic. Travel by car will be permitted but should be limited to essential meetings.

**Q: Will I be required to receive a vaccine for influenza and will these shots be made available on campus?**

**A:** It is strongly recommended that all employees and students who report to campus receive an influenza immunization each Fall unless contraindicated by personal medical conditions. Please check back on the District's [COVID-19 website](#) for the availability of influenza vaccinations on campus. You may also access influenza vaccines from your primary healthcare provider or local pharmacy once they become available.

**Q: Will I be required to receive a COVID-19 vaccine when it becomes available?**

**A:** Once the COVID-19 vaccine becomes available, the District initially intends to allow employees and students to voluntarily determine whether they will receive the vaccine. The District strongly encourages all persons to receive the vaccine and reserves the right to mandate the vaccine if a sufficient number of persons do not voluntarily receive the vaccine such as may be necessary for the District to safely resume full operations. Should the District be forced to mandate vaccines, it will assess all requests for an exemption in accordance with applicable law. The District will further update this policy and guidance once the vaccine becomes more readily available.

**Q: What should I do if I suspect someone is violating the District's protocols?**

**A:** If you believe you have observed a violation of the District's safety protocols, please report it. The District will take appropriate steps to address any violations of its policies and procedures, including removing violators from campus. For alleged violations committed by employees, please contact the Employee COVID-19 Compliance Officer; for alleged violations committed by students, please contact the Student COVID-19 Compliance Officer.

**Q: What should I do if I am feeling stressed, anxious, isolated, or down?**

**A:** These are incredibly challenging times for all of us. It is normal to feel sad or isolated, and to experience more stress than you would normally. You can find strategies for coping with stress during infectious disease outbreaks that require social distancing [here](#).

- **For Employees:** you can contact our Employee Assistance Provider, Anthem at 800-999-7222 or [anthemEAP.com](#) (login: SISC)
- **For Students:**
  - o You can contact The Well at 805-965-0581 x. 4702 or at [thewellsbcc.com](#)
  - o Who are enrolled in Winter/Spring 2021 session can schedule a full-service telehealth appointment with a personal counselor, nurse, or nurse practitioner by calling 805-730-4098.

If you need to speak with someone about your mental health, contact your doctor or the Santa Barbara County Department of Behavioral Wellness Crisis Response and Service Access Helpline at (888) 868-1649, which is also available 24/7. If you are experiencing these feelings, or have thoughts about self-harm\*, please call the national distress hotline at 1-800-985-5990, or text "TalkWithUs" to 66746. The District also has a [list of resources](#) that you can go to for help. The District and the SBCC community are here for you, and we will all get through this together.

\*If you are in an emergency situation, please call 9-1-1 immediately.

## **ACKNOWLEDGEMENTS AND REVISIONS**

*This Plan will be reviewed and updated as additional guidance becomes available. All readers should contact the applicable COVID-19 Compliance Officers with questions and, where appropriate, should review the most up-to-date public health guidance contained within the links provided.*

*The District acknowledges the professional collaboration of College of the Canyons in the formulation of this plan.*

*The law firm of Raines Feldman LLP and the medical consultants of The Street Consulting Group reviewed and provided guidance in the formulation of this plan.*