



# Oxnard College


## Covid-19 Operational Guidelines Spring 2021

Oxnard College (OC) is dedicated to the safety, health and well-being of all employees and students. This document provides Covid-19 guidance for Oxnard College employees and students. This guidance is interim and is applicable for the Fall 2020 semester.

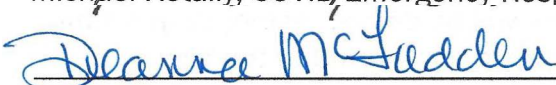
This document is based on guidelines set forth in the [California Department of Public Health Covid-19 Guidance for Schools](#), the [California Department of Public Health Covid-19 Guidance for Office Workspaces](#), input from the OC Covid-19 Workgroup and the OC Covid-19 Incident Management Team.

This guidance is based on the best available public health data at this time (7/22/20), international best practices and the practical realities of managing Oxnard College operations. As new data and practices emerge, the guidance will be updated.


We certify that there was broad participation by the campus COVID Emergency Response Team members and believe that these guidelines accurately reflects the nature and substance of our course delivery options for Fall 2020:

  
Michael Ketaily, COVID Emergency Response Coordinator


8/6/20  
Date :

  
Deanna McFadden, Health Center Coordinator


8/10/2020  
Date

  
Luis P. Sanchez, JD, LL.M., President


08/12/2020  
Date

  
Art Sandford, PhD, Vice President, Academic Affairs

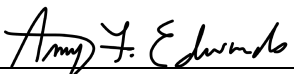
08/12/2020  
Date

  
Christopher Renbarger, Vice President, Business Services

8/12/2020  
Date

  
Oscar Cobian, EdD, Vice President, Student Development

08/12/2020  
Date

  
Amy Edwards, EdD, Academic Senate President

8-12-2020  
Date

  
Amparo Medina, Classified Senate President

08/12/2020  
Date



## **OXNARD COLLEGE SCREENING PROCESS FOR EMPLOYEES AND STUDENTS**

All OC Employees, OC students and anyone having contact with students arriving on campus during the Fall 2020 Semester SHALL undergo a Covid-19 screening process before reporting to any work location, classroom or other OC facility. The screening process will be administered by members of the OC Student Health center or a trained OC designee and will consist of the following:

- Completion of an online OC Covid-19 health questionnaire prior to entering the temperature screening process.
- A temperature check conducted by OC Health Center professionals (trained screener).
- Physical distancing of at least six feet will be maintained during the screening process.
- OC employees or students answering “Yes” to any questions on the survey or have a temperature over 100.4 degrees shall be isolated in pre-designated area until Dr. Deanna McFadden or other OC medical health care designee can further assess.
- The Fire Academy, Marine Center and Athletics will have screening stations on site at their locations. Auto Body and the Dental Clinic will each have a dedicated screening station. All other main campus activity will be screened through the designated screening areas indicated on the map on page 7.
- Screening and pre-designated isolation locations will be determined by responsible Deans, in consultation with Dr. Deanna McFadden, and reported to the Vice President of Student Development, Dr. Oscar Cobian.
- Screening stations will be located at OUTDOOR locations, and all OC employees/students shall be screened prior to entering any building.
- OC employees/students passing the screening process will be issued a wristband that shall be worn on their wrist. This wristband will change daily and identifies that a successful screening process has occurred.
- OC employees/students not wearing screening wristbands shall immediately be directed to a screening location.
- Screening locations will be provided with proper supplies to conduct screening. When needed, additional supplies for screening locations can be ordered through the office of the Vice President of Business Services, Christopher Renbarger.



## **PLAN FOR WHEN AN EMPLOYEE OR STUDENT BECOMES SICK**

Faculty and Classified Staff shall work with Deans/Supervisors to "pre-identify" and designate isolation areas outside of classrooms/work areas. Anyone on campus who reports being exposed to someone who was diagnosed with COVID-19 in the last 14 days should be relocated to a pre-designated, outdoor isolation area.

Students/employees should be immediately relocated to a pre-designated, outdoor isolation area if they are exhibiting or demonstrating any of the following signs or symptoms:

- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Body aches and/or fatigue
- Nausea and/or vomiting
- Diarrhea
- Congestion and/or stuffy nose
- Fever, chills or headache

**DO NOT DIRECT ANYONE POSSIBLY SICK TO THE STUDENT HEALTH CENTER!**

Prior to start of Fall 2020 semester, Division Deans shall provide the VP of Student Development, Dr. Oscar Cobian, their respective designated isolation area locations.

Students should contact their instructor. This needs to be clearly communicated to students on the first day of class.

Employees contact their Immediate Supervisor.

Faculty and staff are authorized to send students home.

If life threatening or signs of distress, contact 911, alert them that individual has COVID 19 symptoms. Otherwise, send home immediately. If needs to wait for a ride, must wait in designated area.

Instructors/Deans/Supervisors should report Student's/Employee's Name, ID #, symptoms, location and if 911 was contacted to Student Health Center (SHC) Coordinator. (land line: 805-678-5832). **Do not send employees or students to the Health Center.**

SHC to contact student/employee for further information, review class/work schedule, last date on campus.

SHC to notify Dr. Oscar Cobian on student disposition. Dr. Cobian will make appropriate OC Notifications including IT, M&O and Campus Police.



Student/employee referred to primary care provider for care. If student with no insurance, virtual appointment with SHC provider.

SHC to contact Ventura County Public Health(805-677-5110 or 805-981-5101) as indicated for further direction (including facilities, class suspension and guidance).

SHC will not be doing contact tracing, this will be up to public health.

Student who screens positive on campus will be sent home immediately with a handout on next steps.

Class needs to be dismissed and students sent home.

Classroom should be cleaned and disinfected after 24 hours.

Prior to being allowed back on to campus, the student or staff must be medically cleared through the OC Health Center.

### **OXNARD COLLEGE FACE COVER POLICY**

The Oxnard College Face Cover Policy follows policy guidelines issued by the State of California.

- All OC employees/students shall wear a face covering (cloth masks) while on the Oxnard College Campus. Employees and students will be highly encouraged to supply their own face coverings.
- Cloth masks will be provided to OC employees/students that do not have one.
- If desired, Instructors can use face shields, which will enable students to see their instructors' faces to avoid potential barriers to instruction.
- The use of cloth masks or face shields will not supersede Cal-Osha requirements of N95 respiratory protection where warranted/required.
- The face covering must cover both the mouth and the nose.

### **REQUIRED NOTIFICATIONS**

OC employees/students electing to not wear a face covering for medical reasons shall be referred to the OC Health Center for consultation with Dr. Deanna McFadden. Students refusing to meet with Dr. Deanna McFadden will be referred to VP of Student Development, Dr. Oscar Cobian.



OC students that refuse to wear a mask for non-medical reasons will be referred to VP of Student Development, Dr. Oscar Cobian.

OC employees that refuse to wear a mask for non-medical reasons will be referred to VP of Academic Affairs, Dr. Art Sandford or VP of Business Services, Christopher Renbarger.

General public, utility workers, deliveries attempting to enter campus thru screening locations requires immediate notification to any of the following: Dr. Sandford, Dr. Cobian, Chris Renbarger or Leah Alarcon. Do not let in without permission.

### **DESIGNATED OC EMPLOYEE AND STUDENT PARKING LOTS** (See MAP on Page 7)

Student Parking - Parking lots A & B located on the south end of campus will be the only lots available for OC student parking. All other student parking lots will be closed.

Employee Parking - Parking lot G located directly north of the Administration building is designated for OC Employee Parking. All other OC employee parking lots will be closed.

### **ROAD CLOSURES**

*"This is being done to prevent pedestrian traffic from entering the campus without being screened" (See map pg. 7)*

There will be limited vehicular access to the main campus.

- From the south (**Bard Road**), vehicles will be able to enter the campus on Simpson Dr, however, vehicular traffic will terminate just north of S. Campus Road. No vehicles will be able to go past this point. Vehicles will also be allowed to enter from the south on Entrance Rd.
- From the west (**Rose Ave.**), vehicles will be able to enter the campus on N. Campus Rd, however, vehicular travel will terminate just east of the driveway to Parking lot G (Administration parking lot). Vehicles will also be allowed to enter from the west on S. Campus Road (Dental Bldg.).

Informational signs and artificial barriers will be placed along Rose Ave. directing students to screening locations. This is being done to prevent pedestrian traffic from entering the campus without being screened.



## **COMMON AREAS**

Students will not be allowed to congregate in common areas in order to prevent virus spread. This includes Condor Café, outside seating areas, the quad area, swings and outside table/chairs. Notify Campus Police Services if students congregate and remain in common areas after being directed to vacate.

## **IMPLEMENTING SOCIAL DISTANCING INSIDE AND OUTSIDE THE CLASSROOMS**

### **Arrival and Departure**

- Open windows to increase fresh air movement/ventilation and maximize space between students.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.

### **Classroom Space**

- Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Implement procedures for turning in assignments to minimize contact.

### **Non-Classroom Spaces**

- Limit nonessential visitors, volunteers and activities involving other groups at the same time.
- Consider use of non-classroom space for instruction, including regular use of



outdoor space, weather permitting. For example, consider part-day instruction outside.

### **PROMOTE HEALTHY HYGIENE PRACTICES (Look out for each other!)**

- Teach and reinforce [washing hands](#), avoiding [contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff.
- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
- Staff should model and practice handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. OC will supply all classrooms with hand sanitizer.
- Develop routines enabling students and staff to regularly wash their hands at staggered intervals.

### **CLEANING CHECKLIST**

Staff should [clean and disinfect](#) frequently-touched surfaces within school at least daily and, as practicable, frequently throughout the day by trained custodial staff. OC will provide disinfectant to all classrooms.

Frequently touched surfaces in the school include, but are not limited to:

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



Do not forget the underside of the above surfaces that staff and student hands frequently touch. These surfaces are easily missed as they are more difficult to wipe down/disinfect.

Establish a cleaning and disinfecting schedule in order to avoid both under-and over-use of cleaning products.

Ensure safe and correct application of disinfectant and keep products away from students.

Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before students arrive; plan to do thorough cleaning when students are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.



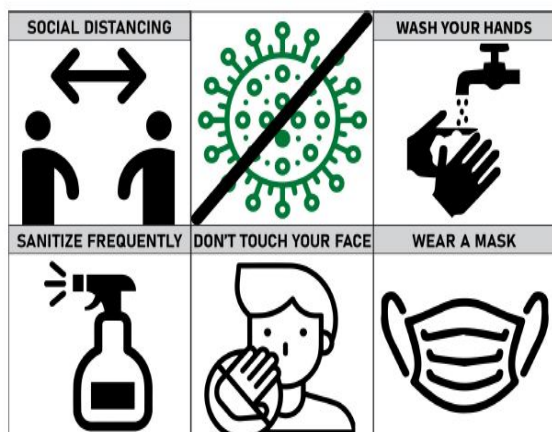
## FACILITY SIGNAGE

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



Classroom # \_\_\_\_\_

Maximum Occupancy# \_\_\_\_\_





Road Closure



Walk-in screening locations (2)