

**Reedley College**  
**INSTITUTIONAL SAFE**  
**REOPENING PLAN**



**REOPENING**

✓ **COVIDSafe**

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## OVERVIEW OF THE INSTITUTIONAL SAFE REOPENING PLAN

This reopening plan is an institutional guide that will be used by individual programs and departments to tailor to their specific needs. Each individual program and department will adapt the plan to best suit the needs of their respective areas. This plan is to be used as a living document. The guidelines may be revised as new data are released.

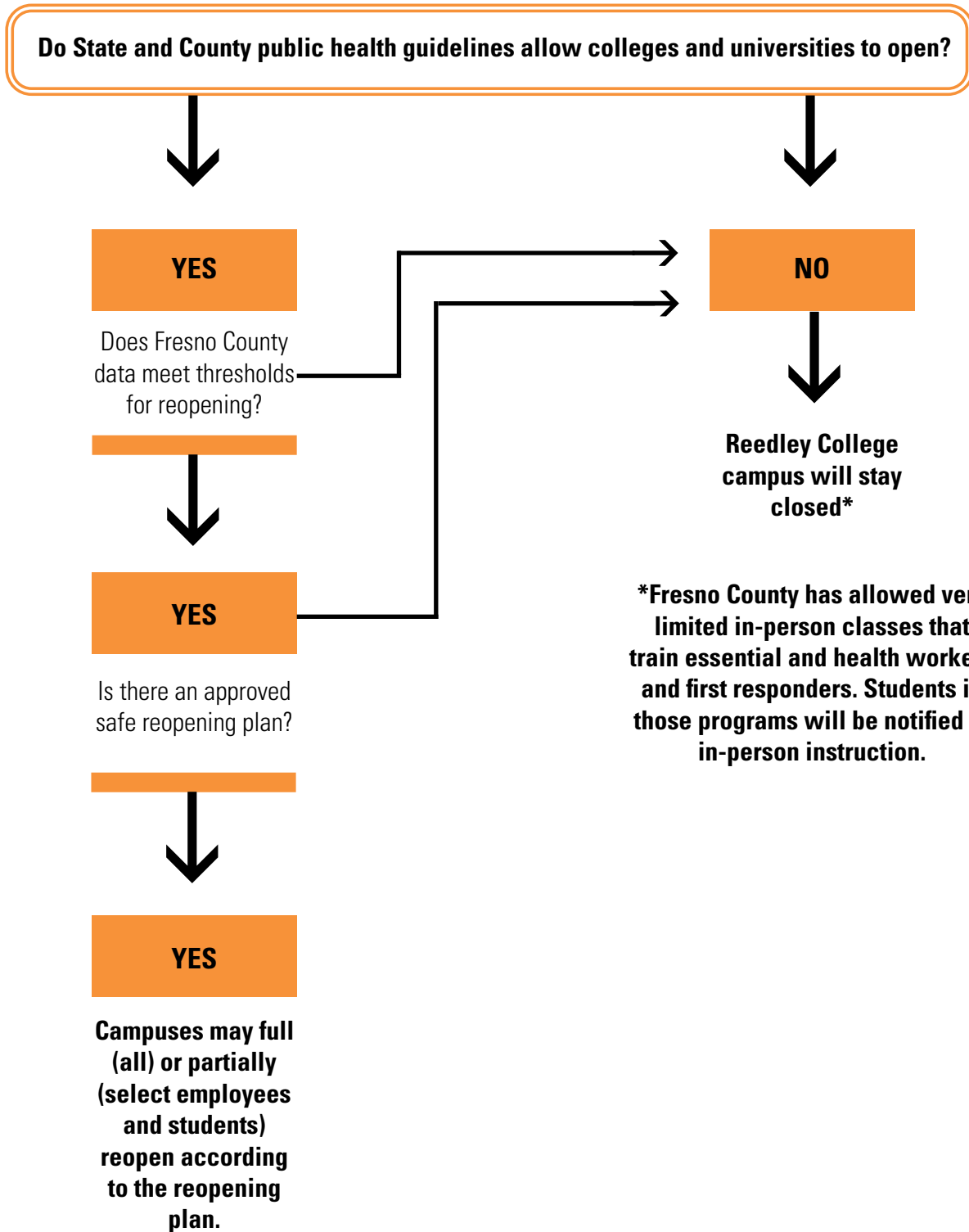
The Institutional Safe Reopening Plan was written using the guidance of the following agencies: the [Centers for Disease Control and Prevention \(CDC\)](#), [California Industry Guidance for COVID-19](#), the [Fresno County Department of Public Health \(FCDPH\)](#), and guidance from the State Center Community College District. If this plan is revised, the revision will be made available on the College's website.

The reopening plan was reviewed and updated by the College's COVID 19 Taskforce, which has been operational since late spring 2020. Participation from all campus contingency groups has been ongoing. The success of this plan will require everyone's participation. The COVID 19 Taskforce will continue to regularly meet and recommend revisions based on new data, health guidelines, and College operational practices. This plan is to be used as a guide for full or partial reopening.

## CURRENCY OF GUIDELINES GOVERNING SAFE REOPENING

**As of July 14, 2021, masking and social distancing requirements throughout the State of California have ended. The resulting changes to Reedley College's re-opening protocols are documented in the July 14, 2021 Addendum to this plan. Users of this plan should be mindful of the most up-to-date protocols as they review and apply this plan. Reedley College will continue to monitor local COVID 19 developments and adjust operational protocols as appropriate to comply with applicable guidance and be protective of the health of students, employees and campus visitors.**

# SAFE REOPENING DECISION TREE



## PERSONAL PROTECTIVE EQUIPMENT

Standard Personal Protective Equipment (PPE) will be provided by campus Administrative Services. Administrative Services will coordinate the initial delivery of supplies to each campus department. It is expected that students will arrive on campus with facemasks; the College will provide additional personal protective equipment and supplies. The District's supply inventory consists of:

- Disposable surgical face masks
- Reusable cloth face masks (laundering is the responsibility of the user)
- Face shields (as needed based on department need)
- Hand sanitizer
- Disinfecting supplies, including disposable wipes, disinfecting solution and reusable cloths. Disposable vinyl gloves will be provided to safely handle disinfecting supplies.

Administrative Services will work with departments to provide specialty personal protective equipment and supplies for labs and other areas. Once acquired, these specialty supplies will be managed within the department. The College does not require the use of gloves or gowns unless the job duties or lab requires them. Gloves and gowns are considered specialty department requests.

Every department or unit receiving PPE supplies must monitor the level of supplies and reorder as necessary to avoid running out. Supply reorders are to be requested via School Dude under the category "Health and Safety."



## REQUIRED USE OF FACE COVERINGS

It is a requirement that all individuals in public areas on campus, whether inside or outside, will wear a face covering, unless they are alone in their enclosed office. “Public Areas” include hallways, restrooms, common workspaces, meeting rooms, service areas, waiting areas, elevators, stairwells, classrooms, parking facilities, and all other areas utilized by more than one person at a time.

DO choose masks that	DO NOT choose masks that
 <p>Have two or more layers of washable, breathable fabric</p>	 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>
 <p>Completely cover your nose and mouth</p>	 <p>Have exhalation valves or vents, which allow virus particles to escape</p>
 <p>Fit snugly against the sides of your face and don't have gaps</p>	 <p>Are intended for healthcare workers, including N95 respirators or surgical masks</p>

Open interior workspaces, such as lobbies or cubicles, require facemasks. Walking through common areas, using elevators as a single occupant, and preparing any material/food for public use requires a facemask.

All individuals on campus are encouraged to bring their own face covering to campus. If a mask is needed, the District will provide surgical-style or cloth masks at no cost.

Face Masks must be two or more layers and must cover nose and mouth secured under the chin. If wearing a gaiter, the CDC recommends it should be constructed of two layers, or folded to make two layers.

### Do NOT wear a mask

 <p>Around your neck</p>	 <p>On your forehead</p>	 <p>Under your nose</p>	 <p>Only on your nose</p>
 <p>On your chin</p>	 <p>Dangling from one ear</p>	 <p>On your arm</p>	

## ADA ACCOMMODATIONS

Individuals that have a medical condition, a mental health condition, or a disability that prevents them from wearing a face-mask should wear a non-restrictive alternative mouth and nose covering such as a face shield.

College staff requiring ADA accommodations please contact:

Stacy Zuniga

SCCCD Director of Human Resources

(559) 243-7151

stacy.zuniga@sccd.edu

Students with disabilities who may need accommodations are encouraged to contact the Disabled Students Programs and Services (DSPS) office at (559) 494-3032 or [dsps@reedleycollege.edu](mailto:dsps@reedleycollege.edu) or <https://www.reedleycollege.edu/student-services/disabled-student-programs-and-services/index.html>.



## COVID-19 PREVENTION PLAN

The Reedley College COVID 19 Taskforce has designated the following site contacts to assist with communication on preventive measures and help coordinate the Institutional Safe Reopening Plan.

*Darren Cousineau*  
District Director, Environmental Health and Risk Management  
*darren.cousineau@scccd.edu, (559) 243-7251*

*Lisa McAndrews*  
Residence Hall Manager  
*lisa.mcAnrews@reedleycollege.edu, (559) 494-3000 ext. 3258*

*Melanie Highfill*  
Vice President of Administrative Services  
*melanie.highfill@reedleycollege.edu, (559) 494-3051*

*Kelly Murguia*  
Coordinator, Student Health Services  
*kelly.murguia@reedleycollege.edu, (559) 494-3750*

*Michael Kaiser*  
Building Services Manager  
*michael.kaiser@reedleycollege.edu, (559) 494-3515*

*George Takata*  
Director of Marketing and Communications  
*george.takata@reedleycollege.edu, (559) 494-3022*

*Jennifer La Rue*  
Athletic Trainer  
*jennifer.la-rue@reedleycollege.edu, (559) 494-3048*

*Dale van Dam*  
Vice President of Instruction  
*dale.vandam@reedleycollege.edu, (559) 494-3004*

- The College will follow California Industry Guidance COVID-19 guidance to establish a written, campus-specific COVID-19 prevention plan, perform a comprehensive risk assessment of all work areas, work tasks, and student interactions, and designate personnel to implement the plan.
- The College will mandate face coverings and incorporate their use into the Reopening Plan.
- In accordance with guidance from the FCDPH and other applicable requirements, the College will report to appropriate internal and external entities any case that is COVID-19 positive. The following information may be shared: employee name, date of birth, and contact information.
- The College will provide training and communication with staff and students on this Reopening Plan. The Reopening Plan will be made available and accessible to everyone by placing it on the RC website, under the COVID-19 top banner.
- The College will regularly evaluate the facility and operations for compliance with the plan and document and correct any identified deficiencies.
- The College will evaluate any COVID-19 illness and determine if any factors could have contributed to risk of infection. If necessary, the Reopening Plan will be updated immediately.
- In accordance with CDPH guidance, after proper reporting of any COVID-19 case, the College will support the individual and follow protocols to clean and disinfected any impacted campus facilities.
- The College will identify close contacts (within six feet, unmasked for 15 minutes or more) of an infected worker or student and take steps to isolate COVID-19 positive worker(s) and close contacts. Isolation will depend on where the individual is located at the time of communication.
- All contractors and vendors performing any onsite service will follow the College's Reopening Plan.



## GENERAL MEASURES

The following general measures will be applied at the College:

- Work areas will be modified to result in the social distancing appropriate in each tier. In the event that physical separation is not easily manageable, departments/units should submit a School Dude request under the category of Health and Safety. Administrative Services will assist with the modified layout, if needed. Classrooms/labs will modify their seating arrangement to maintain six-foot distance.
- Signage will be posted to identify maximum room occupancy, in accordance with CDPH guidance for the prevailing color tier (e.g., for the red tier, rooms are to be occupied at 25% of maximum occupancy or no more than 100 people per room, whichever is less).
- Elevators will have limited capacity of two occupants per ride, signage will be posted outside of each elevator. Floor markings will be made inside the elevator.
- Hand sanitizer stations will be placed at various campus locations
- Removal of high touch items such as magazines, common pens, etc.
- Following FCDPH guidelines:
  - o Signage will be placed at campus entry points to inform all employees, students, contractors, and visitors that they should: 1) avoid entering the campus if they have a cough or fever, 2) wear facial coverings, 3) maintain a minimum six-foot distance from one another, and 4) not shake hands or engage in any unnecessary physical contact.
  - o Signage will be posted at campus entry points directing anyone entering to a copy of the Reopening Plan.
  - o All employees and students must complete the daily online health screen (<https://www.reedleycollege.edu/covid-19/index.html>) prior to entering campus. Alternatively, employees and students may be screened for symptoms (cough, shortness of breath or trouble breathing, headache, fever, chills, muscle or body aches, fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea, exposure to individuals who have tested positive for COVID-19) and have their temperature taken upon returning to campus. All employees with symptoms or a temperature of 100.4 degrees or more, will not be allowed in the workplace.
  - o All employees must wear facial coverings in the workplace.
  - o Individuals at a workstation need to be separated by at least six feet or installation of a physical barrier.
  - o Break rooms, bathrooms, and other common areas are being disinfected frequently.

## PROMOTE HEALTHY HYGIENE PRACTICES

All employees and students need to practice good hygiene by washing their hands frequently, avoiding contact with one's eyes, nose, and mouth, and covering their mouth with a tissue when sneezing or coughing. If there is no tissue available use the elbow. Students, faculty, and staff should wash their hands for 20 seconds with soap while rubbing thoroughly under water. When hand washing is not practicable, employees and students should use hand sanitizer.

The College will have hand sanitizer stations available throughout the campus.

Restrooms will also be fully stocked with paper towels/automatic hand dryers. Restrooms will be stocked once per day and one automatic soap dispenser will be available in each restroom. Throughout the day the restrooms will be disinfected with a sprayer.

Signage encouraging good hygiene will be posted inside restrooms. Additional signage will be posted throughout the campus instructing employees and students to engage in hygiene measures.

The College will include healthy hygiene practices reminders in staff meetings, website promotion, and student outreach. The College will ensure adequate supplies to support



**CLEAN HANDS KEEP YOU HEALTHY.**

Wash your hands with soap and water for at least **20 SECONDS.**

LIFE IS BETTER WITH **CLEAN HANDS**

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



CS31102-A  
This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

## INTENSIFY CLEANING AND DISINFECTION

Administrative Services will increase cleaning of high-touch, frequent-use surfaces, such as but not limited to door handles, elevator buttons, handrails, all bathrooms, tables, and switches.

- During the thorough disinfecting of areas, doors and windows will be left open when possible to allow for outdoor air to enter. This cleaning will be performed when students or staff are not present inside the room.
- All products that will be used to disinfect are on the approved EPA list from List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19).
- Custodial staff will be fully equipped with personal protective equipment and required to use the College's provided uniforms.
- Cleaning schedule will be updated to include a disinfecting route. The schedule should focus on not over and under using cleaning products.
- All staff and students should be encouraged to clean their personal belongings and keep them away from high traffic surfaces such as restroom counters.
- Signage will be posted in visible areas indicating cleaning and disinfecting procedures for the custodial department.

## VENTILATION

The College will make modifications to the heating, ventilation, and air conditioning (HVAC) system and increase the intake of fresh air by opening the air dampers to 100 percent or the highest possible percentage. Each HVAC unit must be operational when there are occupants in the building.

Rooms that do not have good fresh air ventilation will be equipped with a portable air purifier. A department cannot use a fan for air circulation; if a fan is used it will be to pull in fresh air.

The air filters will be changed out within a month of reopening and continue on the quarterly schedule.

The National Air Filtration Association (NAFA) recommends using filters higher than a MERV 8. The College is currently using MERV 13 hospital grade.

Per the recommendation of The American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) epidemic task force for the reopening of schools:

- The air conditioning units will have a complete annual maintenance performed.
- An initial air flush will be performed for all spaces prior to occupants re-entering building
- Mechanical systems should operate in occupied mode for a minimum period of one week prior to students returning (may be completed at same time as faculty start returning to building) while assuring the outside air dampers are open.

## DISINFECTION OF WATER SYSTEMS

Hydration stations will be flushed and filters will be replaced prior to reopening. Staff and students are encouraged to bring their own water supply.

Water fountains will be shut down and covered up for nonuse. Cleaning wipes will be placed near the hydration station for cleaning before and after use by each user.

Where possible, signage will be placed near hydration stations promoting healthy hygiene practices and reminding users to properly wash or sanitize their hands.

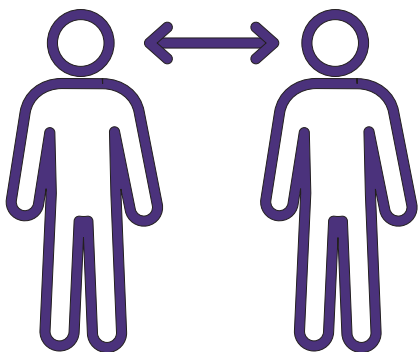
## IMPLEMENT DISTANCING ON CAMPUS

Following FCDPH guidance, in an effort to maintain a physical distance of six feet apart:

- Users of restrooms where there is more than one toilet/urinal, six feet of physical distancing is required and a facemask must be worn.
- All employees, students, and visitors are always required to maintain a distance of at least six feet between themselves and other people. Social distancing is the primary method emphasized by the CDC for preventing the spread of COVID-19. Simply maintaining a distance of six feet from all other people substantially reduces the risk of infection.

In addition to the county recommendations:

- All efforts will be made to reconfigure workspaces to allow a minimum of six feet between each employee.
- Forward facing services areas are by appointment only and scheduled in such manner as to mitigate the possibility of large numbers of individuals congregating in an area in which physical distancing cannot be maintained.
- Areas where students wait to have a face-to-face conversation or receive services will be clearly marked to indicate six feet of physical distancing.
- Floor markings are in place to ensure proper physical distancing in waiting and common areas, such as hallways or lobbies.
- Adequate distance between staff and students will be maintained during in- person learning.

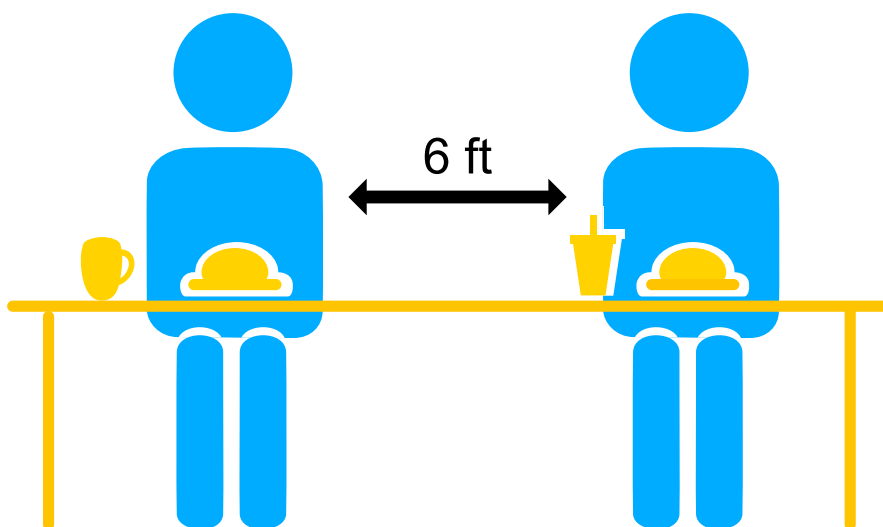


## PHYSICAL BARRIERS AND GUIDES

- The College will install physical barriers in areas where a six-foot distance is difficult based on the operation of the department, such as cashiers, Student Services, and Admissions and Records. Barriers will consist of sneeze guards or partitions along with visible signage.
- Floor guides will be placed to remind individuals in line to maintain a physical distance of six feet.
- Route directional signage will be placed where it is possible to designate an entrance and exit.
- Signage will be placed in various locations to remind students and staff to maintain a six-foot distance.
- Offices and classrooms will create an internal procedure for delivering documents to avoid coming into contact within six feet.

## COMMUNAL SPACES

- The College will operate the Cafeteria in accordance with guidance associated with each color tier (e.g., in the purple tier, all indoor dining will be prohibited) in the State of California's plan for re-opening. Outdoor dining will be available.
- The outdoor seating capacity will be reduced to allow tables to be spread-out and spaced at least six feet apart. Fixed seating will be marked for Use or No Use to space out at least six feet apart from each other.
- The College will close all nonessential gathering areas and limit occupancy of communal space in accordance with guidance associated with the State's COVID-19 color tiers.
- Restrooms with sinks that are closer than six feet will have a sink disabled.
- The College will encourage staff and students to be consistent with the restroom that they use. This will help with contact tracing, should it become necessary.



## FOOD SERVICE & DINING HALLS

In addition to the internal process that will be created by the food service department, which will incorporate cleaning and disinfecting of all surfaces, food prepping, methods of delivery, and social distancing, the following guidelines will be implemented:

- The cashiers and food pick up area will install physical barriers, such as sneeze guards.
- There will be no self-serving buffets, condiment holders, or beverage dispensers.
- Touchless payment options will be encouraged.
- Cafe staff will clean and disinfect frequently-touched surfaces, such as tables, counters, door/cabinet handles etc. These areas will be cleaned throughout the day.
- Food serving hours will be adjusted, depending on the number of onsite classes.
- Indoor dining will follow State and County operational guidelines. Outdoor dining with appropriate spacing will be available. Only single-use condiments and disposable utensils will be available.
- Signage will be placed near workstations promoting healthy hygiene practices, reminding users to properly wash.
- In the outside seating area, signage will be placed to promote the proper use of facemasks and remind students to maintain physical distance.
- Sanitizer will be available for student use.

## INTERNAL AND EVENTS

Internal events will only be considered if the intent is to promote remote learning and working. Other events that will be considered are nonprofit events with the purpose of providing basic need services in response to COVID-19, such as, but not limited to, distribution of food, meals, toiletries, diapers, and technology. Events will follow the Centers for Disease Control and Prevention (CDC), FCDPH, and California Industry Guidance COVID-19 guidelines. Internal and external event coordinators will adhere to the provisions of the College Reopening Plan.

External social events will not be approved while the campus is operating in remote working status unless allowed by COVID-19 measures being enforced by the County and State.

## LIMIT SHARING

- There will be minimal sharing of equipment or supplies for students and staff.
- Training will be provided to staff and students on wiping down equipment that is to be shared such as copiers, machinery, and other items.
- Avoid sharing items wherever possible, if items need to be shared make sure to sanitize hands before and after.

## TRAIN STAFF & STUDENTS

All College employees will be required to complete the BRITT Cal/OSHA COVID-19 Employee Training-ASCIP and the SCCCDCOVID-19 Information and Prevention Guidelines online training. These courses provide practical guidance from the CDC to help employees understand the health risks of COVID-19 and getting the College ready to reopen.

This Reopening Plan will be revised and made public on the College website under Special COVID-19 Updates.

Following the California Industry Guidance COVID-19 the following training for students and staffs will be provided on:

- Use of personal protective equipment and proper use, removal and washing of reusable cloth face coverings, including:
- Cloth face coverings are not personal protective equipment.
- Face coverings can help prevent exposure of people near the wearer and the wearer, but do not replace the need for physical distancing and frequent handwashing.
- Face coverings must cover the nose and mouth.
- Hands should be washed or sanitized before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings must not be shared and should be washed or discarded after each use.

It is a requirement that all individuals inside or outside a public area wear a face covering while on College property, unless they are alone in their office.

Individuals that have a medical condition, mental health condition, or a disability that prevents them from wearing a face-mask should wear a non-restrictive alternative mouth and nose covering, such as a face shield. ADA accommodations through the District are available for staff. Contact:

Stacy Zuniga, SCCCDC Director of Human Resources, at [stacy.zuniga@scccd.edu](mailto:stacy.zuniga@scccd.edu).

Students who may need accommodations are encouraged to contact the DSPS office at (559) 494-3032 or <https://www.reedleycollege.edu/student-services/disabled-student-programs-and-services/index.html> or [dsps@reedleycollege.edu](mailto:dsps@reedleycollege.edu).

College employees and students who have been in contact with someone who tested positive to COVID-19, or in contact with a suspected but unconfirmed coronavirus victim must:

- Notify their supervisor/instructor immediately.
- Follow the guidance provided by SCCCDC HR and/or the College Nurse for self-quarantine or isolation.
- Follow other applicable protocols that have been put in place by this Reopening Plan.

The Families First Coronavirus Response Act (HR 6201) (FFCRA) expands emergency paid sick leave as a means to protect the health of employees and the people around them. Employees should contact SCCCDC HR for more information regarding the FFCRA leave.

All visitors will follow the protocols of this Reedley College Reopening Plan. The College will report any positive COVID-19 case to the Fresno County Department of Public Health. The following information may be shared: name, date of birth, and contact information.



## CHECK FOR SIGNS AND SYMPTOMS

Each day, College employees and students must complete the online screening (<https://www.reedleycollege.edu/covid-19/index.html>) for symptoms prior to returning to campus. Signs and symptoms, according to the CDC COVID-19 can consist of the following:

- Fever or chills
- 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

These symptoms can range from mild to severe and may appear 2-14 days after being exposed to the virus.

Employees that exhibit symptoms, or have been in close contact with a confirmed COVID-19 case, or have received information that they may have been exposed, should seek medical advice and not report to work. Employees must be free of any symptoms potentially related to COVID-19 to be eligible to report to work.

COVID-19 can cause mild to severe respiratory illness with symptoms of fever, cough, and difficulty breathing. Other symptoms may include muscle aches and pains, fatigue, decrease in appetite, or loss of taste or smell. The employee should take their temperature without taking any fever reducing medications (i.e. Tylenol or acetaminophen), consistent with CDC guidelines. If the employee's temperature is 100.4 degrees Fahrenheit or above, or if they have the above-mentioned symptoms, the employee should contact their supervisor and Human Resources immediately.

Human Resources will report exposure information to Administrative Services for cleaning and disinfecting protocols to be initiated. Human Resources will also report the case to the FCDPH.

## PLAN FOR WHEN A STAFF MEMBER, STUDENT OR VISITOR BECOMES SICK

Each College department/unit will create backup plans for essential staff needed onsite to support reopening plans and operations.



## EMPLOYEE PROTOCOLS

- If an employee, or a family member in the same household, is sick with a cold, flu, or virus:
  - o The employee shall stay home, or if at work shall immediately inform the supervisor and return home.
  - o If the employee thinks they have been exposed to COVID-19 and develops a fever and symptoms, such as cough or difficulty breathing, loss of taste or smell, they should call their healthcare provider for medical advice.
  - o If this is the case, the supervisor shall immediately notify Stacy Zuniga, SCCCD Director of Human Resources at [stacy.zuniga@scccd.edu](mailto:stacy.zuniga@scccd.edu) or (559) 243-7151.
- If an employee tests positive for COVID-19:
  - o Employee shall notify supervisor.
  - o Supervisor shall immediately notify Stacy Zuniga, SCCCD Director of Human Resources at [stacy.zuniga@scccd.edu](mailto:stacy.zuniga@scccd.edu) or (559) 243-7151.
  - o If the case involves students, the supervisor shall also contact their area dean's office.
  - o Prior to returning to work, employees will email a doctor's release to Stacy Zuniga in HR at [stacy.zuniga@scccd.edu](mailto:stacy.zuniga@scccd.edu) or (559) 243-7151.
  - o Human Resources will notify the manager of the employee's return to work date.
- If an employee has been in contact with someone who tested positive to COVID-19, or in contact with a suspected but unconfirmed coronavirus victim:
  - o Employees shall notify supervisor and immediately self-quarantine for a minimum of 14 days.
  - o Supervisor shall immediately notify Stacy Zuniga, SCCCD Director of Human Resources at [stacy.zuniga@scccd.edu](mailto:stacy.zuniga@scccd.edu) or (559) 243-7151.
  - o If the case involves students, the supervisor shall also contact their area dean's office.
  - o Employee shall contact Stacy Zuniga in Human Resources on the 14th day of quarantine to discuss returning to work [stacy.zuniga@scccd.edu](mailto:stacy.zuniga@scccd.edu) or (559) 243-7151.
  - o Human Resources will notify the manager of the employee's return to work date.
- Contact tracing:
  - o In the case of a probable or confirmed COVID-19 case involving an employee at any SCCCD location, the District Director of Environmental Health and Risk Management liaises with Human Resources, to contact the individual and those known to have been in contact with them. Human Resources will further work to learn more about symptom onset, provide public health guidance for isolation, quarantine, and testing, and to appropriately communicate information about the case. The District Director of Environmental Health and Risk Management then is in contact with the FCPDH to report the positive case and assist with contact tracing.
- Reporting:
  - o The District Director of Risk Management and Environmental Health shall contact the FCDPH to report COVID-19 positive cases involving employees.

## STUDENT PROTOCOLS

- If a student, or an individual in the same household, is sick with a cold, flu, or virus:
  - o Students shall stay home and complete the online daily health screening, which will then notify the College Nurse; Or if the student develops symptoms at school, they shall immediately inform their instructors and return home. Once home, the student will need to contact the Health Services Office, (559) 494-3028 or [healthservices@reedleycollege.edu](mailto:healthservices@reedleycollege.edu), before returning to campus.
  - o If the student thinks they have been exposed to COVID-19 and develops a fever and cold-like symptoms, such as cough, or difficulty breathing, they should contact their Primary Care Provider, and contact Health Services, (559) 494-3028 or [healthservices@reedleycollege.edu](mailto:healthservices@reedleycollege.edu), before returning to campus.
- If a student tests positive for COVID-19:
  - o Students shall stay home and complete the online daily health screening, which will then notify the College Nurse. Students may also directly report (or upload) their COVID-19 positive test to the Health Services Office at [healthservices@reedleycollege.edu](mailto:healthservices@reedleycollege.edu).
  - o Reporting positive symptoms on the online daily health screening will notify the College Nurse. If the case potentially involves employees, the College Nurse will notify Human Resources.
  - o Based on the specifics of each positive case, the College Nurse will develop and inform the student of an individualized “return to campus plan,” which would specify the quarantine/isolation parameters for each student, the conditional return to campus date, and any specific requirements.
  - o Students shall notify their instructor of their need to self-quarantine and the parameters of their individual “return to campus plan.”
  - o Prior to returning to school, students will be in contact with the College Nurse to create a return to campus plan.
- If a student has been in contact with someone who tested positive to COVID-19, or in contact with a suspected but unconfirmed coronavirus victim:
  - o The student shall stay home and report their situation to Health Services, (559) 494-3028 or [healthservices@reedleycollege.edu](mailto:healthservices@reedleycollege.edu). The student will likely be advised to immediately self-quarantine for a minimum of 10 days.
  - o The student shall notify their instructors of their need to self-quarantine.
  - o The student and the College Nurse will create a return to campus plan on the 10th day of quarantine as long as the student feels well.
- Contact Tracing--when the College learns of a probable or confirmed case involving a student at any College location:
  - o Health Services will assist respective departments in contacting the individual and those known to have been in contact with them. Once the department provides Health Services with specific contact information, the College Nurse will provide a nurse assessment to learn more about symptom onset, provide public health guidance for isolation, quarantine and testing, and to appropriately communicate information about the case.
  - o COVID-19 positive cases involving students are reported to the FCDPH by the District Director of Environmental Health and Risk Management after consultation with the College Office of Health Services.

## CAMPUS NOTIFICATIONS

If an individual reports a positive lab test for COVID-19, confirmed by a public health agency, and has had direct contact to campus:

- Confirmation Process: Public health agency confirmation to the individual and to the College.
- The College will have a notification process in place notifying the campus community.
- The College will provide direct communication and guidance to students and/or employees if they were near or in direct contact with the individual who tested positive.
- Confirmation for an individual report, the notification process will be:
- This will not be a campus-wide notification, but the College will provide direct communication and guidance to students and/or employees if they were near or in direct contact on a case-by-case basis, based on last contact on campus or in community and timing of symptom onset.
- Tracking of positive COVID-19 reports of students who have been on campus are registered in the Case Management System (called Maxient) for reference and tracking purposes.

COVID-19 test results fall under HIPPA confidentiality; therefore, we are not asking students to report positive COVID-19 tests results unless they have been on campus.

For more information on how to protect yourself against the Coronavirus (COVID-19), please visit the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

## VISITORS PROTOCOLS








All visitors will follow the protocols of this Reedley College Reopening Plan. Visitors must notify their onsite contact of a potential “close contact” or a positive COVID-19 test. The College will report any employee, visitor, or student that is COVID-19 positive to FCDPH by calling (559) 600-3200. The following information will be shared: name, date of birth, and contact information.

For serious injuries or illness immediately call 9-1-1.

# DECISION TREE FEVER/COVID-19 FLOW CHART

## FCSS COVID-19 Illness and Quarantine Guidelines

Report all cases by email to [covid19report@fcoe.org](mailto:covid19report@fcoe.org) OR by phone (559) 497-3889

PERSON A	PERSON B	PERSON C	PERSON D	PERSON E	PERSON F
 <p><b>Any person who has tested positive for COVID-19 &amp; confirmed with lab result</b></p> <p><b>With symptoms:</b> Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> <li>✓ 10 days since symptoms first appeared <b>and</b></li> <li>✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) <b>and</b></li> <li>✓ <b>Symptoms</b> have improved</li> </ul> <p>*The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</p> <p><b>Without symptoms (asymptomatic):</b> Isolate for 10 days from test date:</p> <ul style="list-style-type: none"> <li>✓ Monitor self for symptoms, take temperature twice a day</li> <li>✓ Released from isolation after 10 days have passed as long as no symptoms have been present</li> </ul>	 <p><b>Any person who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results</b></p> <p><b>With symptoms:</b> Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> <li>✓ 10 days since symptoms first appeared <b>and</b></li> <li>✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) <b>and</b></li> <li>✓ <b>Symptoms</b> have improved</li> </ul> <p>*The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</p> <p>*If Person B receives a negative test result, employee may return to work sooner than the 10 days as long as their symptoms have resolved.</p>	 <p><b>Any person who lives in the same household with Person A OR Symptomatic Person B*</b></p> <p><b>If Person C is without symptoms (asymptomatic):</b></p> <ul style="list-style-type: none"> <li>✓ Quarantine for 10 days following date of last <b>exposure including complete separation from the person in your house with COVID-19</b>. This means no contact, no time together in the same room, and no sharing of any spaces, such as same bathroom or bedroom.</li> <li>✓ Quarantine to continue for 10 days after Person A completes isolation if unable to avoid exposure to Person A.</li> </ul> <p>*If Person B receives a negative test result, then Person C does not need to quarantine. *If person C becomes symptomatic, contact <a href="mailto:covid19report@fcoe.org">covid19report@fcoe.org</a> or (559) 497-3889 for next steps.</p>	 <p><b>Any person with close contact to Person A (&gt;15 min (cumulative per day), &lt; 6 feet)</b></p> <p><b>Quarantine immediately for 10 days** following date of last exposure</b></p> <ul style="list-style-type: none"> <li>✓ Contact <a href="mailto:covid19report@fcoe.org">covid19report@fcoe.org</a> or (559) 497-3889 with any questions</li> <li>✓ Monitor self for symptoms, take temperature twice a day</li> <li>✓ Notify Primary Care Provider if symptoms develop</li> </ul> <p>**If a healthcare worker is quarantined, the length of quarantine is reduced to 7 days with a negative test result after day 5.</p>	 <p><b>Any person who has had exposure to Person C OR D</b></p> <p><b>NO QUARANTINE OR ACTION REQUIRED unless:</b> <b>Person C or Person D</b> develops symptoms OR tests positive, and <b>Person E</b> had contact within 14 days (timeline should start 2 days before <b>Person C or Person D</b> develops symptoms) <b>then:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to self-certify your health on a daily basis.</li> <li>✓ Contact <a href="mailto:covid19report@fcoe.org">covid19report@fcoe.org</a> or (559) 497-3889 with questions regarding timing and exposure</li> </ul>	 <p><b>Any person who has received COVID-19 vaccine</b></p> <p><b>Person F</b> needs to continue to practice social distancing, masking, handwashing, etc.</p> <p><b>If Person F is exposed to COVID-19:</b></p> <ul style="list-style-type: none"> <li>✓ If asymptomatic, no quarantine is needed.</li> <li>✓ If symptomatic, COVID-19 testing is recommended. Employee may return when symptom-free.</li> </ul> <p><b>If Person F tests positive for COVID-19:</b></p> <ul style="list-style-type: none"> <li>✓ Must isolate for 10 days and can return when symptom-free for 24 hours (1 day) with no fever (without the use of fever-reducing medicine).</li> </ul>
 <h3>Recovered and Released</h3>					
<p><b>Definitions:</b></p> <p><b>Isolation</b> separates infected people with a contagious disease from people who are not sick.</p> <p><b>Quarantine</b> separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.</p> <p><b>Close Contact</b> a person within 6 feet for more than 15 minutes (cumulative per day), regardless of whether person(s) are wearing a mask, starting from 48 hours before the person began feeling sick.</p> <p style="text-align: center;"><i>For more information on COVID-19, please refer to the Fresno County Department of Public Health <a href="https://www.fresnocountypublichealth.org/">website</a> or call at 559-600-3332.</i></p>					

Updated 05/07/2021

## CLEANING AND DISINFECTING PROTOCOLS

In accordance with California Industry Guidance COVID-19, the following actions will be taken in an event that there is a confirmed case onsite that causes a risk to others:

- Close off areas used by a confirmed COVID-19 case and do not use these areas until after cleaning and disinfecting, as described below:
  - o Post signage on the door(s), indicating cleaning in progress, do not enter.
  - o Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as practicable. Ensure a safe and correct application of disinfectants with trained staff using personal protective equipment and ventilation recommended for cleaning, as described above.
  - o Full body personal protective equipment and supplies will be provided to the custodial department.
  - o Custodians will use products that are listed on the EPA site for approved disinfectants for use against SARS-CoV-2 (COVID-19).
- The Custodial Supervisor will inform the Vice President of Administrative Services as soon as the task is completed.
- The Vice President of Administrative Services will inform the point of contact from the campus once the cleaning and disinfecting has been completed.
- The Custodial Department will follow the implemented plan, as well as maintain and revise the department plan according to new measures or guidance.

## MAINTAIN HEALTHY OPERATIONS

If an employee has any safety concerns or there is a potential for an unsafe condition, the employee will report the issue to their immediate supervisor. If the immediate supervisor needs assistance in resolving the safety issue or concerns related to the physical distance, working environment, or is seeking additional guidance, the supervisor should email Vice President of Administrative Services Melanie Highfill, [melanie.highfill@reedleycollege.edu](mailto:melanie.highfill@reedleycollege.edu).

If an employee is seeking mental health or well-being support, please contact the Employee Assistance Program (EAP) at. EAP provides assessment, assistance and, when necessary, referral to additional services. Eligible members may be entitled to face-to-face (online) or telephonic consultations for a wide range of emotional health, family and work issues, including:

- Marriage, relationship and family problems
- Domestic violence
- Alcohol and drug dependency
- Stress and anxiety
- Depression
- Grief and loss

Call toll-free, 24 hours a day, seven days a week: Eligible members are entitled to as many telephonic sessions as needed 1-(888) 425-4800. Eligible members may also visit [www.halcyoneap.com](http://www.halcyoneap.com).

## TRAVEL AND TRANSIT

If you travel, take steps to protect yourself and others from COVID-19:

- Wear a mask to keep your nose and mouth covered when in public settings.
- Avoid close contact by staying at least six feet apart from anyone who is not from your household.
- Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching your eyes, nose, and mouth.

## CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES

The College will follow all local, state, and CDC guidelines to avoid transmission of COVID-19. If conditions dictate, the College may partially or fully transition operations to remote learning and working if required or determined by the College to be necessary.

Triggers for a return to remote operations could include, but are not limited to:

- [Guidance from FCDPH](#)
- [Guidance from the State of California](#)

## DESIGNATED COVID-19 POINTS OF CONTACT

The following College personnel are responsible for responding to COVID-19 concerns. They will coordinate the investigation, documentation, and tracking of possible COVID-19 exposures, ensuring that individuals who have tested positive are contacted, and notifying appropriate Fresno County and/or State of California agencies, staff, and students.

Contact Information:

### General COVID-19 Concerns:

Dale van Dam  
Vice President of Instruction  
(559) 494-3000  
dale.vandam@reedleycollege.edu

### Student Support Issues:

Kelly Murguia  
Health Services Coordinator and College Nurse  
(559) 494-3028  
healthservices@reedleycollege.edu

### Employee Support Issues:

Stacy Zuniga  
Human Resources Director  
(559) 243-7151  
stacy.zuniga@sccd.edu

## REFERENCES

Centers for Disease Control and Prevention (CDC):

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

Fresno County Department of Public Health and Human Services Agency:

[COVID-19 \(Novel Coronavirus\) | County of Fresno](#)

California Department of Public Health, COVID-19 Industry Guidance: Institutions of Higher Education 9/30/20:

<https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

California Community Colleges:

[Novel Coronavirus 2019 \(COVID-19\) | California Community Colleges Chancellor's Office \(cccco.edu\)](#)

EPA, disinfectants for Use Against SARS-CoV-2 (COVID-19):

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

John Hopkins University of Medicine:

<https://coronavirus.jhu.edu/>

## COVID-19 TASKFORCE MEMBERS

Melissa Affeldt  
Counselor/Coordinator DSP&S

LuAnn Aldape  
Office Specialist DSP&S

Rebecca Al Haider  
ESL Instructor

Juan Bedolla  
Dean of Instruction, Division B

Janelle Brasil  
Counselor/Coordinator DSP&S

Dr. Jerry Buckley  
Reedley College President

David Clark  
Dean of Instruction, Division C

Darren Cousineau  
Dist. Director of Env. Health  
& Risk Mgmt

Renee Craig-Marius  
Vice President of Student Services

Natalie Culver-Dockins  
Dean of Student Success &  
Achievement

John Cunningham  
Food Services Manager

Marcy Davidson  
Child Development Instructor

Todd Davis  
Dean of Instruction, Division A

Dan Demmers  
Director of College Technology

Katherine Guhin  
Science Lab Coordinator

Erin Heasley  
Coordinator, Instructional Design

Melanie Highfill  
Vice President of Admin Services

Sandra Huerta  
Student Services Program  
Assistant

Michael Kaiser  
Building Services Manager

Stephen Patrick Kodur  
Reedley College Alumni

Jennifer La Rue  
Athletic Trainer

Vanessa Leyva  
Student Services Senior  
Program Specialist

Joseph Lin  
Biology Instructor

Lisa McAndrews  
Residence Hall Manager

Dr. Samuel Morgan  
Director of DSP&S

Jim Mulligan  
Tutorial Center Coordinator

Kelly Murguia  
Student Health Services  
Coordinator

Chris Saldivar  
Admissions & Records  
Manager

David Santesteban  
Athletics Director

Rebecca Snyder  
English Instructor &  
Academic Senate President

Shannon Solis  
Dean of Student Services

George Takata  
Director of Marketing &  
Communication

Stephane Tchang  
Assistant Residence Hall  
Manager

Dale van Dam  
Vice President of Instruction

Kenneth Willet  
Farm Manager



# ADDENDUM NO. 1 TO REEDLEY COLLEGE RE-OPENING PLAN

***Addendum Date: July 14, 2021***

As of the date of this addendum, due to changes in guidance from federal, state, and local authorities, Reedley College has updated its requirements for face coverings and social distancing to inhibit the campus transmission of COVID-19. What follows is more detailed guidance for Reedley College faculty, staff, students and visitors.

## **Daily Health Screens and Creating a Daily Log of Buildings Entered**

College employees and students planning to enter campus on any day will need to complete a daily health screen instrument. For employees, the daily health screen and daily log of buildings entered will be part of the “SCCCD Safe” application which will be available as a download to employee smartphones beginning July 26, 2021. For employees preferring not to host the application on their phone, access is also provided to the “SCCCD Safe” functions through the “My Portal” tab on the college website. Once there, employees can complete the daily health screen and daily log of buildings entered. Detailed instructions about how to use the “SCCCD Safe” application (whether smartphone based or hosted on the college website) will be forthcoming from the District Office.

Students are required to complete their daily health screen instrument by accessing a questionnaire at [https://scccd.az1.qualtrics.com/jfe/form/SV\\_3I0880HybZg7ajX](https://scccd.az1.qualtrics.com/jfe/form/SV_3I0880HybZg7ajX).

## **Physical Distancing and Room Capacity**

Physical distancing requirements and facility capacity limits ended for most circumstances/events throughout California as of June 15, 2021. This includes classrooms, laboratories, and residence halls at institutions of higher education.

## **Masking and Facial Coverings**

Students and visitors:

- Fully vaccinated students and visitors are not required to wear face coverings while indoors or outdoors. In accordance with California Department of Public Health guidance, the College will be relying upon students and visitors to self-at-test their vaccination status.
- Unvaccinated students and visitors must continue to wear face coverings while indoors in public settings.
- If an unvaccinated student or visitor has a medical condition or disability that prevents them from wearing a face covering, they are exempt from the face covering requirement. Children under two years old are also exempt.
- Fully vaccinated students and visitors may continue to voluntarily wear face coverings.



Employees:

- Under the current Cal OSHA regulations, State Center Community College District is required to document employee vaccination status.
- Fully vaccinated employees who self-attest their vaccination status at <https://covidsafety.scccd.edu/CovidVaccine> are not required to wear face coverings.
- Employees who decline to self-attest their vaccination status will be treated as being unvaccinated and must continue to wear face coverings while indoors at work.
- ***If you are a fully vaccinated employee and intend not to wear face coverings while at work, you must complete the form at <https://covidsafety.scccd.edu/CovidVaccine>. Pursuant to Cal OSHA regulations, if you decline to complete the form, you will be considered an unvaccinated employee and will be required to follow face covering requirements for unvaccinated employees.***
- Employees who are not fully vaccinated must wear face coverings while indoors or inside vehicles unless (a) they are alone in a room or vehicle, or (b) they are eating or drinking and six feet from others in a properly ventilated area.
- The College/District will provide face coverings to all employees who are not fully vaccinated, and will provide face coverings to fully vaccinated employees upon request. The College will provide a respirator, such as an N95 filtering facepiece respirator, to any employee who is not fully vaccinated who is working indoors or in vehicles with more than one person, upon request.
- Face coverings must comply with Cal OSHA requirements. Face coverings must fully cover the mouth and nose. Acceptable face coverings include a surgical mask, medical procedure mask, a respirator, or a tightly woven fabric or non-woven fabric of at least two layers. ***A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.***
- If a face covering interferes with an unvaccinated employee's ability to perform their work, they should contact their supervisor to discuss exceptions to policy.
- If an unvaccinated employee with a medical or mental health condition or disability requires an accommodation from the face covering requirement, they should contact District Human Resources.
- All employees regardless of vaccination status may continue to wear face coverings.

The College's face covering requirements may be amended with updates to the law or public health guidance, or as the situation with COVID-19 evolves.

Although Reedley College and the State Center Community College District are not currently requiring students or employees to be vaccinated against COVID-19 as a condition to entering the College campus or District facilities, we strongly encourage all faculty, staff and students to voluntarily receive one of the COVID-19 vaccinations as soon as possible to help reduce the spread of COVID-19. [Here are details](#) on how to schedule your appointment. In addition to the health benefits, the state is now providing [other incentives](#) for those who get vaccinated.

## ADDENDUM NO. 2 TO REEDLEY COLLEGE RE-OPENING PLAN

***Addendum Date: August 2, 2021***

Health officials have found that the Delta Variant is more contagious than the first outbreak of COVID-19. Hospitalization cases are rising across the country, especially among those that remain unvaccinated. Public health officials also state that the COVID-19 vaccines are effective in preventing serious disease from COVID-19 and the Delta Variant.

Although SCCCDC is not currently requiring students or employees to be vaccinated against COVID-19 as a condition to entering District campuses or facilities, we strongly encourage all faculty, staff and students to voluntarily receive one of the COVID-19 vaccinations as soon as possible to help reduce the spread of COVID-19. [Here are details](#) on how to schedule your appointment.

Given the increase in transmission rates, State Center Community College District has made a change to our facial covering requirements in order to protect public health and to reduce infection rates. Effective Wednesday, August 4, 2021, the District will adhere to the California Department of Public Health and Center for Disease Control recommendations and require facial coverings while indoor all SCCCDC buildings for those that are vaccinated and not vaccinated.

Facial coverings must be worn in common areas indoors, such as hallways, breakrooms, restrooms, elevators, and stairwells as well as open area offices and cubicles, conference rooms, and in single person offices when more than one person is present. You are not required to wear a facial covering when you are the sole occupant of a room, such as your office.

The District will continue to monitor the local COVID-19 transmission and hospitalization rates. We will adhere to the public health guidance that is provided to us by the Departments of Public Health in our service areas and state or federal mandates. You will be notified if and when any COVID-related safety precautions change.

**REOPENING**  **COVID Safe**



**Reedley College is a college of the State Center Community College District.**

995 N. Reed Ave. Reedley, CA 93654, (559) 494-3000, [www.reedleycollege.edu](http://www.reedleycollege.edu)

**Reedley College complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, religion or age. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender, disability, sexual orientation, religion or age is strictly prohibited. Limited English speaking skills will not be a barrier at Reedley College to participation in Vocational Education programs. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX Officer and/or the Section 504/ADA Coordinator.**