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Purpose

The purpose of this Manual is to establish guidelines and protocols for North Orange County Community College District (NOCCCD) employees, students, and on-Campus visitors during the COVID-19 pandemic. It outlines directions for permitting people on-site at District and Campus facilities, reporting positive COVID-19 cases, determining exposure to COVID-19, and general expectations for continuing to provide higher education at NOCCCD during this time.

Introduction

At NOCCCD, our priority is to keep our employees, students, and visitors safe and healthy, especially in regards to the COVID-19 pandemic. As such, the District’s COVID-19 Guidelines and Protocols Manual is aligned and consistent with local orders and ordinances of Orange County, the California Department of Public Health, the State of California’s Blueprint for a Safer Economy, Federal Government Regulations, the Occupational Safety and Health Administration (OSHA), and the Centers for Disease Control and Prevention (CDC).

This COVID-19 Guidelines and Protocols Manual highlights expectations and responsibilities of all permanent and temporary employees, as well as students, independent contractors, and visitors, as the District operates essential business and services with respect to orders from local, state, and federal agencies. NOCCCD’s COVID-19 Guidelines and Protocols Manual and other responses are dynamic in nature and will be updated as more information becomes available.

While this COVID-19 Guidelines and Protocols Manual outlines best practices, NOCCCD understands that every person’s situation is different and encourages those with specific risks or concerns to reach out to their faculty member or immediate management supervisor, the Student Services department, or Human Resources to discuss accommodations should they be necessary.

Expectations for Employees

All employees are expected to fully comply with the policies, protocols, and guidelines outlined in this Manual. The success of co-workers and students depends on how well NOCCCD employees and others coming on-site follow physical distancing, health, and safety protocols. Please bring any concerns regarding the following protocols to your immediate management supervisor or Human Resources.

Expectations for Students

All students are expected to fully comply with the policies, protocols, and guidelines outlined in this Manual. Our ability to provide a safe environment for face-to-face instruction depends on how well our students follow physical distancing, health, and safety protocols. If you have any concerns about these guidelines, please speak with your instructor or their immediate management supervisor (typically the Dean). If you do not feel comfortable speaking to either, you may email the Campus liaison identified in the Campus appendices.
Closed Campus Status

As of March 2020, all NOCCCD District and Campus facilities remain closed to the public, and non-essential visitors are prohibited until further notice. If you believe you have an essential need to be on Campus, please check in with Campus Safety for instructions.

Independent Contractors and Vendors:

- Must check-in at Facilities Office or Campus Safety as instructed
- Must wear face covering at all times
- Go directly to their assigned work area without unnecessarily interacting with employees
- Practice physical distancing and good hygiene while on-site

Physical Distancing Protocols

The primary objective of the physical distancing protocols is to ensure safety in all on-site spaces, including: classrooms, student services areas, and offices. Physical distancing is identified by health authorities as a key method of avoiding the spread of the COVID-19 virus.

To support physical distancing requirements, the following guidelines apply District-wide:

For Employees:

- All operations occurring at District/Campus facilities must provide at least six feet of physical distancing when people are occupying the same space. If possible, have at least one workspace separating co-workers or utilize physical barriers such as cubicle walls or acrylic shields. (All adaptations of office environments must be approved by immediate management supervisor.)
- The number of people that can be present within a given space will be limited to the number that can occupy that space while remaining six feet apart from each other. In some cases, this will require that only one person uses a space at a time (i.e. some elevators, restrooms, common areas).
- If protocols are required to enter a building or workspace, all physical distancing requirements must be followed, including waiting in a line while six feet apart, and following instructions for entering the space
- Everyone must wear a face covering when around other people, and limit the length of face-to-face interactions to less than 15 cumulative minutes (if possible)
- Employees must not use other employees’ workstations, phones, or equipment unless the employee disinfects before and after use
- Use audio and/or video conferencing tools for meetings where appropriate
- Implement digital business processes and electronic signatures to minimize handling of paper
- Establish contactless drop zones for all deliveries, including mail and packages. An assigned contact will process mail and packages at least three times per week. Please do not have personal mail/packages delivered to Campus at this time.
- In-person meetings are limited to the restrictions of local, state and federal orders. Seating should not exceed 50% of a rooms’ capacity and must maintain six feet between individuals. The Event Management System used for booking rooms on-site will be updated with these new restrictions (not including classrooms). Departments should remove or rearrange chairs and tables or add visual cues in meeting rooms to support physical distancing practices between attendees.
For Students:

- All physical spaces on Campus must accommodate at least six feet of physical distancing when people are occupying the same space. Examples include: on-site instruction and classrooms, common areas, student services operations, tutoring or study spaces, athletic facilities, and outdoor athletic fields, among others.
- The number of people that can be present within a given space will be limited to the number that can occupy that space while remaining six feet apart from one another. In some cases, this may include splitting sections into smaller spaces, and will require that only one person use a space at a time (i.e. elevators, restrooms, common areas).
- Everyone must wear a face covering on Campus, and limit the length of face-to-face interactions to less than 15 cumulative minutes (if possible)
- For students who are enrolled in certain lab courses and cannot consistently maintain six feet of distance, special personal protective equipment will be provided by the faculty member or department of study
- Disabled students will be accommodated, and accessibility will be maintained while following all COVID-19 policy and procedures
- Students whose classes or internships include off-Campus instruction must follow District and site-specific policies and procedures regarding the wearing of PPE and physical distancing
- Bathrooms and bottle-filling stations will be accessible in areas where instruction or authorized study spaces are located, and will be cleaned and disinfected throughout the day
- Students eating and taking breaks on Campus will do so outdoors or in their vehicles, and will avoid congregating per state and CDC guidelines

In accordance with CDC Guidelines, employees and students must remain off Campus and District property when any of the following conditions apply:

- When they are experiencing COVID-19 symptoms
- If they have tested positive for COVID-19 or have been in close contact with someone who has COVID-19 within the past 14 days

Face Covering Protocols

When on-site, employees, students, and visitors are expected to follow public health and District guidelines regarding face coverings as noted below.

- Per the CDC: “People in CA must wear face coverings when they are outside of the home, unless one of the following exceptions applies” (November 16, 2020):
  - Persons in a car alone or solely with members of their own household
  - Persons who are working in an office or in a room alone
  - Persons who are actively eating or drinking provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence
  - Persons who are outdoors and maintaining at least six feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within six feet of others who are not in their household
  - Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service
  - Workers who are required to wear respiratory protection. Persons who are specifically exempted from wearing face coverings by other CDPH guidance
Distribution of Face Coverings:

For Employees:

- Employees are expected to bring and wear their own face coverings that meet the CDC guidelines. To the extent such supplies are available, the District/Campus will provide a face covering for employees upon request.
- Distribution of face coverings for employees is available from various departments at District/Campus.
  - **NOTE:** If face coverings are not readily available in your work area, please contact the following to request supplies:
    - Cypress College: Campus Safety Department
    - Fullerton College: Campus Safety Department
    - NOCE: Campus Safety Department
    - District Services Anaheim Campus (Note: the following employees are not scheduled to be in the office every day. If you need supplies, please contact them with your request BEFORE you come on-site or contact Campus Safety):
      - First floor: Monica Farias
      - Mezzanine: Karla Garcia
      - Eighth floor: Leslie Tsubaki
      - Ninth floor: Rosanne Gerardo
      - Tenth floor: Annalisa Webber
- During in-person instruction, faculty must wear a face covering

For Students:

- Students are encouraged to bring their own face coverings while on Campus
- If a student does not have a face covering or requires a CDC-compliant face covering, distribution is available from various departments on Campus (refer to Campus Appendices)
- During in-person instruction, students must wear a face covering. If a student refuses to wear a face covering and does not have an accommodation in place, the faculty or staff member will call Campus Safety, and the student will not be permitted to stay in class.

Protocol Accommodations:

Employees:

- Employees who are not able to wear a face covering are encouraged to discuss their concerns with their manager, who will refer them to Human Resources for the accommodation process
- If an employee refuses to comply with safety protocols, they will be asked to go home and will be referred to their immediate management supervisor for further discussion

Students:

- Students who are not able to wear a face covering are encouraged to discuss their concerns with their instructor or Dean to see if accommodations can be made
- If a student is unable to wear a face covering for health reasons, all efforts will be made to find a suitable alternative. If no suitable alternative can be found that does not jeopardize the health of others, the student will not be allowed to take on-Campus classes.
- If a student refuses to comply with safety protocols, they will be sent home and referred to a student service administrator for guidance
HOW TO WEAR A FACE COVERING

**Wear Your Face Covering Correctly**

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

**Use the Face Covering to Protect Others**

- Wear a face covering to help protect others in case you’re infected but don’t have symptoms
- Wear the covering in public settings when around people outside of your household, especially when other social distancing measures are difficult to maintain
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering; and, if you do, wash your hands

**Take Off Your Cloth Face Covering Carefully, When You’re Home**

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about how to wash cloth face coverings)
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

@ochealth  @ochealthinfo  @ochealth  www.ochealthinfo.com/novelcoronavirus
Self-Screening for Symptoms and Wellness Forms

All employees, students, and visitors are expected to complete self-screening procedures for recognized COVID-19 symptoms before coming to District/Campus. Anyone experiencing COVID-19 symptoms or recently exposed to a person infected with COVID-19 will not be allowed to enter any District or Campus facilities.

Employees:

- Staff who have been instructed to return on-site must conduct self-symptom monitoring every day before reporting to work. (**NOTE**: Each campus has its own symptom-screening and on-site check-in protocols. Please refer to the Campus Appendices for more information.)
- If you believe you have one or more of the symptoms related to COVID-19 and have been instructed to work on-site, please contact your immediate management supervisor with your concerns

Students:

- Students who plan to come on Campus for instruction or student support services must conduct self-symptom monitoring every day. (**NOTE**: Each campus has its own symptom-screening and on-site check-in protocols. Please refer to the Campus Appendices for more information.)
- All students must complete a Wellness Check Form daily prior to coming on Campus. All questions are to be answered truthfully and seriously for the protection of others. (Please refer to the appendices for Campus-specific protocols.)

**COVID-19 symptoms include one or more of the following:**

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- Gastro-intestinal (GI) symptoms
- Loss of taste or smell

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
Serious heart conditions
Chronic kidney disease being treated with dialysis
Severe obesity
Being immunocompromised

When to Seek Emergency Medical Attention

Look for emergency warning signs for COVID-19. If you or someone you know is showing any of these signs, seek emergency medical care immediately:

• Trouble breathing
• Persistent pain or pressure in the chest
• New confusion
• Inability to wake or stay awake
• Bluish lips or face

Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

COVID-19 Information for Employees and Students

The District and Campuses will provide information online to faculty, staff, and students on preventing COVID-19, including:

• Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus
• Self-screening at home
• Enhanced sanitation practices
• Physical distancing guidelines
• Use of face coverings

Please go to the following sites for updated information:

- Fullerton College: https://coronavirus.fullcoll.edu
- Cypress College: https://www.cypresscollege.edu/coronavirus
- North Orange Continuing Education: https://noce.edu/coronavirus
- NOCCCD: https://www.nocccd.edu/covid19
In-class Procedures

- Faculty teaching face-to-face will include link to Campus and District COVID-19 policies in their Syllabi. A dedicated COVID-19 policy and procedure page will be embedded in Canvas.
- All staff and faculty have the right to remove a student from class if the actions of that student puts the health of faculty or other students at risk of COVID-19. Students in violation of Campus safety procedures may be subjected to student conduct process.
- If a student does not follow or refuses to follow safety precautions, AP 5500 Standards of Student Discipline is to be followed.
- Class scheduling must allow time for thorough disinfection of class and lab spaces at the end of each day and for custodial teams to clean in-between class sessions.
- Health center professionals will be available in person or via phone to answer questions and address concerns whenever students are on Campus.
  - Cypress College Health Center: (714) 484-7361
  - Fullerton College Health Center: (714) 992-7093

*Note*: NOCE employees and students can contact either Cypress College or Fullerton College’s Health Centers.

District Cleaning and Disinfection Protocols

The District recognizes the importance of maintaining safe facilities and operations for all employees. The District and Campuses will provide information on public hygiene and sanitation to help minimize the spread of the virus, and will ensure that its facilities have the necessary supplies for preventive sanitation measures to the extent that such supplies are available.

Custodial Teams:

- Custodial teams will clean and disinfect all physical spaces used throughout the day including offices, classrooms, restrooms, conference rooms, elevators, floors, etc.
- Custodial teams will clean and disinfect frequently-touched surfaces throughout the day including tables, door handles, light switches, sink handles, bathroom surfaces.
- Custodial staff who clean and disinfect the District/Campus sites will be equipped with proper equipment including gloves, eye protection, respiratory protection and other appropriate equipment as required.
- Teams will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Teams will establish a schedule in order to thoroughly clean and disinfect classrooms between use.

Employees:

- Employees should do their part to help keep the Campus as clean as possible by cleaning and disinfecting their classrooms, workstations, and surfaces they use, such as, but not limited to: their desks, computers, keyboards, mouse, phone, and commonly-used surfaces such as copiers, printers, computers, fax machines, A/V and other electrical equipment, coffee makers, desks, tables, light switches, door knobs, etc.
- Cleaning and disinfecting supplies will be provided by District/Campus on request, and will be stationed by shared electronics like copiers and printers. (If employees are using personal cleaning supplies, please note that OSHA guidelines discourage use of aerosol products in the workplace as use of such product requires the user to wear a respirator.)
Employees should also avoid using others’ workstations, tools and equipment, unless the employee disinfects before and after each use

Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface

Students:

Students may be asked to use disinfectant wipes provided by the Campus to clean shared desks, lab equipment, and other common objects and surfaces before use

Students agree that prior to leaving their classroom or authorized area, any equipment or study area space will be wiped down or sprayed with a disinfectant by the students, using gloves and disinfectant wipes or spray provided

Students on Campus are asked to keep their personal items (e.g. cell phones, other electronics) and personal workspaces clean

Classroom Cleaning Protocols

Students, faculty, and staff will be responsible for cleaning the classroom/study space throughout the day

The Campus will provide the following supplies:

- Disinfectant wipes
- Hand sanitizer
- Disinfecting spray
- EPA list of disinfectants for COVID-19

Treatment of Space Visited by a Symptomatic or COVID-19 Positive Test Person

Department staff should not attempt any disinfection of potentially contaminated spaces. All disinfection will be done by trained custodial teams.

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
- Wait at least 24 hours before cleaning and disinfecting to allow any respiratory droplets to settle (if 24 hours in not feasible, wait as long as practicable)
- After 24 hours, the area(s) are to be cleaned and disinfected. Tools and equipment handled by the symptomatic/positive person should be immediately taken out of service and cleaned, sanitized, and disinfected in a manner consistent with CDC guidelines.
- Only after disinfection has occurred will spaces be opened for use
Promote Healthy Hygiene Practices

**Handwashing:** It is recommended that everyone wash their hands more frequently than normal. Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Hand Sanitizer:** If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. To help everyone remain healthy, hand sanitizing stations are being added in key locations throughout the District/Campuses, and supplies will be available upon request.

**Coughing/Sneezing Hygiene:** If you’re not wearing a face covering, remember to cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Physical Barriers:** Where physical distancing is not possible due to the nature of the service being provided, physical barriers—such as sneeze guards and partitions—will be installed as a barrier to keep students, faculty, staff, and visitors safe from the spread of COVID-19. Areas will be assessed by each site location based on the activities and services provided to determine the need for use of such barriers.

**Gloves:** According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks. Workers in high-risk areas (e.g. custodians, staff in Student Health Centers) will be given gloves as part of their PPE. If you believe you need disposable gloves when on Campus, please contact the department or individual noted in Campus appendices.

**Goggles/Face Shields:** Staff do not need to wear goggles or face shields as part of general activity on District/Campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. When employee or student activity requires goggles or face shields, they will be provided by the District/Campus.

**Physical Guides:** Physical guides and cues—such as signs on walls and stickers on floors will be used to ensure that individuals remain at least six feet apart in lines and throughout buildings.

**Limit Sharing:** To minimize sharing of high-touch materials to the extent possible, ensure that adequate supplies are available for staff and students or limit use of supplies and equipment by one group at a time and clean/disinfect between uses.

**Influenza Immunization:** The California Department of Health has strongly recommended that all students and staff be immunized each autumn against influenza—unless contraindicated by personal medical conditions—to help:

- Protect the Campus community
- Reduce demands on health care facilities
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the District/Campus and local health authorities
COVID-19 Staffing Options

The COVID-19 pandemic has drastically changed the way that NOCCCD employees fulfill their duties. Staffing options outlined in the Manual allow for maximum employee safety, as well as the continuation of essential operations.

NOCCCD managers and administrators will assess staffing options based on essential operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective immediate management supervisor, Director, Dean, Vice President, or Vice Chancellor.

On-site staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of staff, faculty, and students, as well as the communities we serve.

As on-site operations expand, NOCCCD will closely monitor and assess the potential spread of the virus, as well as existing local, state and federal guidelines for mitigations. If localized outbreaks emerge, tighter restrictions and reduced on-site staffing may need to be re-implemented.

On-Site Work

- During any closure or curtailment of operations, the District may require some employees to report to work on-site and perform their regular work assignment or work outside of their regular work assignment pursuant to Government Code § 3100
- Any CSEA or Confidential employee required to work on-site shall report within two hours of notification or as directed by the supervisor
- On-site employees will be required to comply with all safety guidelines and procedures, from both NOCCCD and their campus of operation

Remote Work

- Those who can work remotely to fulfill some or all of their job responsibilities may continue to do so as determined by their immediate management supervisor
- All remote work must be approved by and monitored by the immediate management supervisor, and can be completed in a full or partial day/week schedule as appropriate
- Employees who need improved access to technology or other office supplies for remote work should speak to their immediate management supervisor
- Employees who are working remotely may be required to report to work on-site at the direction of their immediate management supervisor. Therefore, employees must be available for communication during their regular scheduled work hours. All employees are required to respond to emails and telephone calls regularly throughout the day during their regular scheduled work hours.
  - NOTE: Every employee must perform their remote work in the state of California. The District does not have the ability to meet other states’ mandates or administrative requirements as NOCCCD is only authorized to conduct business in California. If you have questions regarding this, please contact your immediate management supervisor or Human Resources for clarification.

Alternating Days/Times

- To limit the number of individuals and interactions among those on Campus, departments can schedule on-site staffing on alternating days
- Department managers may also stagger reporting and departure times to reduce traffic in common areas. Such schedules will help enable physical distancing, especially in areas with large common workspaces
### Staffing Decision Tree

1. **Does the position perform “Essential Functions”?**
   - NO
   - YES

   **Can the work be completed remotely?**
   - NO
   - YES

   **Can other work be assigned?**
   - NO
   - YES

   - Is the employee unable to work due to COVID-related issues?
     - NO
     - YES
       - Employee may use leave, FFCRA (if applicable)
       - Employee is considered “Essential (Remote)”

   - Employee is considered “Support (Remote)”

   - Employee is considered “Support (Remote)”

   - Employee is considered “Essential (On-Site)”

   - Employee is considered “Essential (Hybrid)”

2. **Can the work be completed remotely?**
   - NO
   - YES

   **Can the work be completed 100% remotely?**
   - NO
   - YES

   - Employee is considered “Essential (Remote)”

   - Employee must work with HR and supervisor to accommodate.
Employee Protocols for Confirmed Case of or Possible Exposure to COVID-19 Virus

As the COVID-19 pandemic continues to affect the nation, we expect that reports of possible COVID-19 exposure and positive cases will increase. For the safety of the District/Campus community, any employee who has either received a positive COVID-19 test or thinks that they have been exposed to the COVID-19 virus must take the following steps:

- Employees must notify their immediate management supervisor immediately if:
  - Employee has been diagnosed with COVID-19 virus
  - Employee believes that they have been exposed to COVID-19 virus per CDC guideline of "being within six feet of someone who is COVID-19 positive or exhibiting symptoms of COVID-19 for a duration of longer than 15 cumulative minutes"

- The immediate management supervisor will administer the NOCCCD COVID-19 Employee Questionnaire to the employee in order to determine the scope of possible exposure to others
  - NOTE: The NOCCCD COVID-19 Employee Questionnaire can be found on My Gateway under the "Employee" tab

- The Employee Questionnaire serves three purposes:
  - To determine if the situation with the reporting employee meets the exposure criteria as defined by the CDC of “within six feet of others for longer than 15 cumulative minutes”
  - Help trace potential additional on-Campus exposures
  - Meet the reporting requirements of California regulations

- Once completed in My Gateway, the Employee Questionnaire will automatically be sent to:
  - Julie Kossick, Associate Vice Chancellor, Human Resources
  - Tami Oh, District Director, Risk Management
  - Campus CEO
  - Campus COVID-19 Liaison
    - Cypress College: COVID19@cypresscollege.edu
    - Fullerton College: Covid19@fullcoll.edu
    - NOCE: COVID19campusliaison@noce.edu

- If it is determined that no on-Campus exposure occurred, employee may return to work, perform remote work, or take appropriate leave to quarantine as advised by their immediate management supervisor

- If it is determined that on-Campus exposure may have occurred, or in the event of a positive test, a notification will be sent by the immediate management supervisor or Campus Liaison to any on-site employees who meet the exposure criteria as indicated on the Questionnaire

If an employee has tested positive for the COVID-19 virus:

- Per AB 685: Beginning 1/1/2021, if an employee has received a positive test and has been on Campus, a general notification from Campus Communications will go to Campus community and general public within one day of confirmation with basic facts of possible exposure
  - Such notification will follow template specifications (see Appendix) and be HIPPA compliant
  - The purpose of such communications will be to:
    - Serve as a notification for anyone who may have entered an exposed area without the District/Campus’ knowledge
    - Provide transparency
Employee Notifies Manager of Positive COVID-19 Test

Manager notifies any employee(s) with known contact with the employee who is COVID-19 positive

COVID-19 liaison determines if further notification is required

Employees who test positive for COVID but are asymptomatic must quarantine for 14 days and work remotely

Employees who meet exposure criteria and are asymptomatic must self-quarantine for 14 days and work remotely

Employees who do not meet exposure criteria continue to work

1. Manager collects documentation of positive test results
2. Manager administers COVID-19 Employee Questionnaire to Employee
3. Questionnaire is submitted to identified officials

1. District appointee notifies unions of positive test
2. HR determines a return-to-work plan for the employee
District Reporting

- District appointee will notify union leadership of positive employee case
- The District is responsible for reporting positive COVID-19 cases to the Orange County Health Care Agency (OCHCA) and Workers Compensation Claims Administrator

Follow-up steps:

- The District/Campus may elect to close the affected office for a period up to 24 hours to allow for natural deactivation of the virus. If this happens, employees in that office will be notified.
- A custodial team will disinfect the exposed workspaces and surfaces used by the exposed/positive employee

Golden Rule for Returning to Work:

Employees must meet the following criteria and coordinate with their immediate management supervisor prior to returning to work:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared and no sooner than 14 days

Student Protocols for Confirmed Case of or Possible Exposure to COVID-19 Virus

As the COVID-19 pandemic continues to affect the nation, we expect that reports of possible exposure to and positive cases of COVID-19 will increase. For the safety of the District/Campus community, any student who is currently enrolled in classes and thinks that they have been exposed to the COVID-19 virus or has received a positive test result must take the following steps:

- Currently enrolled students must notify the Campus immediately if:
  - Student has been diagnosed with COVID-19 virus
  - Student believes that they have been exposed to COVID-19 virus per CDC guideline of “being within six feet of someone who is COVID-19 positive or exhibiting symptoms of COVID-19 for a duration of longer than 15 cumulative minutes”
- Either a faculty member, the Campus Liaison or other designee will administer the NOCCCD COVID-19 Student Questionnaire to the student in order to determine the scope of possible exposure to others. (For more specific instructions for your Campus, please refer to the appropriate appendices)

**NOTE:** The NOCCCD COVID-19 Student Questionnaire can be found on My Gateway under the employee tab
The Student Questionnaire serves a few purposes:
- To determine if the reporting student meets the exposure criteria as defined by the CDC as of being within six feet of others on Campus for longer than 15 cumulative minutes
- To notify appropriate faculty of student’s status in regards to instruction
- Help trace potential additional off-Campus exposures
- Meet the reporting requirements of California regulations

Once completed in My Gateway, the Student Questionnaire will automatically be sent to:
- Julie Kossick, Associate Vice Chancellor, Human Resources
- Tami Oh, District Director, Risk Management
- Campus CEO
- Campus COVID-19 Liaison
  - Cypress College: COVID19@cypresscollege.edu
  - Fullerton College: Covid19@fullcoll.edu
  - NOCE: COVID19campusliaison@noce.edu

If it is determined that the student tested negative or that no exposure occurred, the student may resume on-Campus activities

If the student has tested positive for or it is determined that possible exposure of COVID-19 may have taken place, the next steps are:
- The faculty/IMS will ask if the student wishes to have the respective Campus Health Center reach out to provide health resources, guidance on self-quarantine, and/or support
- Each instructor will identify a course completion plan for students who must self-quarantine
- Contact tracing and appropriate notification will occur for all students, staff, and faculty who may have been exposed. (For more specific instructions for your Campus, please refer to the appropriate appendices)
- A custodian/s will disinfect the exposed workspaces and surfaces used by the COVID-19 positive student
- Require all students with confirmed exposure to self-quarantine for 14 days:
  - Students who must self-quarantine will be accommodated with an academic plan to allow them to complete any course work missed during this time
  - Students who must self-quarantine but are asymptomatic may continue taking the courses if the class continues in a remote format

If a class is completely shut down for two weeks or more due to confirmed exposure and/or positive test from COVID-19, a work plan will need to be developed by instructor in collaboration with IMS and communicated to students
- Work stoppage class hours will be made up where possible within or after the semester ends
- Possible outcomes for completing hours within the semester include:
  - Adding class time to each meeting period where possible for instructors and students
  - Employing the use of additional online hours where possible
  - For makeup hours that extend beyond the semester, students will receive an incomplete with detailed assignments and hours required for completion

District Reporting

The District is responsible for reporting positive COVID-19 cases to the Orange County Health Care Agency (OCHCA)
Golden Rule for Returning to Campus

After a COVID-19 diagnosis, students must meet the following criteria prior to returning to Campus:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared and no sooner than 14 days
Conclusion

The District looks forward to our employees, students, and visitors returning to Campus safely. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace and classroom changes. As communicated throughout this NOCCCD COVID-19 Guidelines and Protocols Manual, we prioritize the health of our employees, students, and community as we continue to provide essential services and quality education.

We ask that everyone be patient and understanding of the fact that the COVID-19 pandemic may require our plans to change. Employees, students, and visitors will be given as much notice as possible in the event of an unforeseen setback or office closure.
Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.
Every employee that comes to campus for any reason must be logged on the Campus Visitors Log for accurate monitoring of visitors, cleaning and disinfection protocols, and state reporting. This log is located on the COVID-19 Response Site SharePoint. Each Cypress manager has access to the SharePoint and is responsible to report this information daily. A manager may assign someone to assist with updating the log as needed. Please contact Christina Mix at cmix@cypresscollege.edu for additional access to the SharePoint.

Instructions on how to access the Cypress SharePoint

1. In your email screen click on the tic tac toe symbol on the top left

![Image of email screen]

2. Right click on SharePoint
3. Click Open in new tab

![Image of Office 365 apps]

CYPRESS APPENDIX A
SIGN IN PROCEDURES
4. Click on COVID-19 Response Site

(If you don’t see COVID-19 Response Site in your list, copy and paste https://cypresscollege.sharepoint.com/sites/COVID-19ResponseSite in your browser, once your there click the star next to follow in the upper right corner of the screen. The next time you log in it should be in your Following list like above)

5. Click on New Campus Visitors Log in Documents
6. Input employee information on the log. Only one name and one date should be input per line. Please fill in all columns, as applicable. To save time, this log can be updated weekly rather than daily as long as the correct format is followed. *Note: The log saves automatically when you are finished.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>BUILDING NAME</th>
<th>ROOM NUMBER</th>
<th>APPROVED BY</th>
<th>DATE TO BE ON CAMPUS</th>
<th>ARRIVAL TIME</th>
<th>DEPARTURE TIME</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>President's Office</td>
<td></td>
<td>JoAnna Schilling</td>
<td>10/20/20</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Jane Doe</td>
<td>President's Office</td>
<td></td>
<td>JoAnna Schilling</td>
<td>10/27/20</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Jane Doe</td>
<td>President's Office</td>
<td></td>
<td>JoAnna Schilling</td>
<td>10/28/20</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Jane Doe</td>
<td>President's Office</td>
<td></td>
<td>JoAnna Schilling</td>
<td>10/29/20</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Jane Doe</td>
<td>President's Office</td>
<td></td>
<td>JoAnna Schilling</td>
<td>10/30/20</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td></td>
</tr>
</tbody>
</table>
# CYPRESS APPENDIX – B

**WELLNESS CHECK FORM INSTRUCTIONS**

To complete the COVID Wellness Check Form download the Cypress Connect mobile application from the app store on your mobile devise if you have not already done so. The free mobile app is available on both the [App Store for Apple products](https://apps.apple.com) and [Google Play Store for Android products](https://play.google.com). The Wellness Check Form must be completed each day before you come on campus. It can be accessed as early as 12:01 of the day you are going on campus.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on the Cypress Connect icon on your mobile device with student persona</td>
</tr>
<tr>
<td>2.</td>
<td>Click on Coronavirus/COVID-19 Information on to top</td>
</tr>
<tr>
<td>3.</td>
<td>Click on COVID Self Check Form</td>
</tr>
<tr>
<td>4.</td>
<td>Enter your Student I.D. or Employee ID (8-digit number) and complete the COVID-19 Wellness Check Form.</td>
</tr>
<tr>
<td>5.</td>
<td>Form was successfully completed and accepted. Click on Done.</td>
</tr>
<tr>
<td>6.</td>
<td>Click on Health Check Validation</td>
</tr>
</tbody>
</table>

**CLEARED**

You are cleared

**NOT CLEARED**

Do not come to campus
Parking
Due to COVID-19 and the campus closure, Cypress College is not currently charging for parking.

Food Services
Due to COVID-19 and the campus closure, Cypress College food services is closed.
COVID Athletic Conditioning Guidelines

COVID 19 Education/Training
Prior to returning to campus each Kinesiology or Athletics course will be required to attend a one hour Zoom meeting with the Athletic Training Staff and Athletic Director. All COVID protocols and best practices will be reviewed with all students, faculty, and staff.

PPE Kits
Each faculty and staff member have access to specified COVID kits created in consultation with our athletic training staff and equipment staff. The COVID kits include masks, face shields, hand sanitizer, hand wipes, sanitizing spray, gloves, and a no-touch thermometer.

Daily Screenings
In accordance with the CDC’s Considerations for Institutions of Higher Education, we require that everyone involved with athletic conditioning classes on campus be subject to a daily two-part screening process.

1. Complete a wellness check form questionnaire on the Cypress Connect App, 12-24 hours prior to arriving on campus regarding symptoms of COVID-19. This includes the student-athlete’s own status and the status of others in their household. The student can also complete this daily wellness questionnaire on the weblink.

2. Daily temperature check and symptom checklist completed individually upon arrival to campus, while maintaining social distance and wearing face coverings. No-touch infrared thermometers are used for temperature check.
   - It is prudent to take into consideration the ambient temperature, physical activity just performed, and validity and reliability of the instrument being used.
   - If a student-athlete displays a high temperature of 100.0 F or above as seen in Definitions of Symptoms for Reportable Illnesses, it is best practice to have the student-athlete wait 15 minutes in a cool environment, and re-test.
   - If second reading is 100.0 F or above, refer to Cypress College COVID-19 Emergency Action Plan for Scenario 1 in Table 1.
   - A person with a fever, or with anyone in their household having a fever, is to stay home until they are fever free for 72 hours. If they have multiple symptoms and meet the Definitions of Symptoms for Reportable Illnesses, or if the symptoms persist, they should be sent for a COVID-19 lab test.
Conditioning Guidelines

- Each Kinesiology or Athletics course is broken up into cohorts of 10 or less. Students in each cohort must remain consistent for the Fall 2020 semester. No more than one cohort may utilize each facility at any given time.

- All participants, including students, coaches, and additional staff, will be screened when arriving to campus per the CCCATA recommendation prior to each in-person meeting, practice, or workout.
  o Anyone deemed at-risk will not be allowed on campus and should report to the athletic trainer for further instructions.

- Athletes will be required to complete an electronic Daily Wellness questionnaire via the Cypress Connect App prior to each class meeting. Remote follow-up with the athletic training staff is REQUIRED if a red flagged.

- All courses will implement social distancing measures, ensuring that all individuals are at least 6 feet apart. Students will be encouraged to avoid touching their mouths, nose, and eyes.

- All of those involved, including coaches, staff, and players not engaged in play are required to wear face coverings.

- No congregating before or after class. Students must immediately leave campus when class is finished. No use of locker rooms, showers, or team rooms will be permitted.

- All hands and approved equipment must be sanitized before and after practice.

Returning to Campus

Student-athletes who have followed the isolation guidelines may return to campus under the following circumstances:

- **Student-athlete can be with others after**
  o At least 10 days since symptoms first appeared and
  o At least 24 hours with no fever without fever-reducing medication and
  o Respiratory Symptoms have improved (e.g. cough, shortness of breath)
  o Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart or physician has provided guidance.
Individual must have documentation of recovery and clearance from an MD:
- Provide the PRF, signed, dated, stamped.
- Proof of negative test unless noted in the PRF as unnecessary.
# Cypress College COVID-19 Travel Guidelines

## What happens when students/staff travel outside CA?

<table>
<thead>
<tr>
<th>IF YOU ARE SYMPTOMATIC:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Isolate/quarantine in your household (away from any person or animal)</td>
</tr>
<tr>
<td>2. Monitor your symptoms</td>
</tr>
<tr>
<td>3. If you are symptomatic, get tested at local COVID-19 testing sites (<a href="https://occovid19.ochealthinfo.com/testing-resources-orange-county">COVID-19 Testing Sites</a> OR <a href="https://occovid19.ochealthinfo.com/testing-resources-orange-county">https://occovid19.ochealthinfo.com/testing-resources-orange-county</a>)</td>
</tr>
<tr>
<td>4. Contact athletic trainer for the next steps</td>
</tr>
<tr>
<td>5. Contact family/friends to inform each of them of your symptoms and find out if anyone else is symptomatic or positive for COVID-19</td>
</tr>
<tr>
<td>6. Quarantine for 10-14 days depending on symptoms AND directions from your athletic trainer</td>
</tr>
<tr>
<td>7. If you are positive for COVID-19, you will need a negative COVID-19 test and/or a clearance from a medical doctor to return to campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IF YOU ARE NOT SYMPTOMATIC:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Isolate/quarantine in your household (away from any person or animal)</td>
</tr>
<tr>
<td>2. Monitor your symptoms</td>
</tr>
<tr>
<td>3. Contact athletic trainer for the next steps</td>
</tr>
<tr>
<td>4. Quarantine for 10-14 days depending on start of symptoms or directions from your athletic trainer</td>
</tr>
<tr>
<td>5. Student-athletes need medical clearance from athletic trainer before coming back on campus</td>
</tr>
</tbody>
</table>

## Holidays/Mass Gatherings Guidelines

If you celebrate with immediate family/close friends (less than 10 people):

**Before coming to campus:**

1. Assess and monitor symptoms
2. If you are asymptomatic, complete Daily Wellness Questionnaire on Cypress Connect app
3. If you get an “X” contact athletic training staff for further evaluation
4. If you have a green check, cleared to come for class.

If you celebrate with larger family group/distant relatives/friends (more than 10 people):

**Before coming to campus:**

1. Isolate/quarantine in your household (away from any person or animal)
2. Monitor your symptoms
3. If you are symptomatic, get tested at local COVID-19 testing sites ([COVID-19 Testing Sites](https://occovid19.ochealthinfo.com/testing-resources-orange-county) OR [https://occovid19.ochealthinfo.com/testing-resources-orange-county](https://occovid19.ochealthinfo.com/testing-resources-orange-county))
4. Contact athletic trainer for the next steps
5. Contact family/friends to inform each of them of your symptoms and find out if anyone else is symptomatic or positive for COVID-19
6. Quarantine for 10-14 days depending on symptoms AND directions from your athletic trainer
7. If you are positive for COVID-19, you will need a 1) negative COVID-19 test and/or a 2) clearance from a medical doctor to return to campus
Employee Guidelines in the Event of a Positive Test for COVID-19

If an employee tests positive for the corona virus, the following guidelines will inform next steps. Please reach out to Human Resources for clarification and to ensure you are reporting and following these important guidelines.

To be eligible for FFCRA-EPSLA the following is required for an employee who must be absent due to a positive test.

The employee

1. has been advised by a health care provider to self-quarantine related to COVID-19 (requires physician substantiation);
2. is experiencing COVID-19 symptoms and is seeking a medical diagnosis (requires physician substantiation);

If a staff member must be absent more than 5 days they must comply with the Classified School Employees Association (CSEA) Collective Bargaining Agreement, as follows:

15.1.3.3 A Unit Member who is absent for longer than five (5) consecutive working days using regular sick leave shall provide the District with a medical statement from a licensed physician establishing the validity of the absence. Such medical statement shall include (1) a statement verifying the Unit Member’s illness or injury to justify the Unit Member’s continued absence from work, and (2) statement certifying that the Unit Member is medically able to return to the Unit Member’s assigned duties following the illness or injury which resulted in the absence, which shall be submitted to the Immediate Management Supervisor immediately upon return to service. The District reserves the right to request substantiation of any claim for sick leave days.

If a faculty member must be absent for more than 5 instructional days, they must comply with the United Faculty (UF) Collective Bargaining Agreement

13.5.5 In the event a Unit Member will be absent from duty due to illness, the Unit Member shall make every effort to notify the Unit Member’s Immediate Management Supervisor as soon as possible, but not later than the usual time the Unit Member would be required to report for duty. A Unit Member who is absent because of illness shall be required to certify on a form provided by the District that such absence was due to illness or injury. A Unit Member who is absent because of illness or injury for more than five (5) consecutive working days shall provide the District with a medical statement from a licensed physician establishing the validity of the absence. Such medical statement shall include either (1) a statement concerning the Unit Member’s illness or injury to justify the Unit Member’s continued absence from work, or (2) a statement concerning the Unit Member’s ability to return to the Unit Member’s assigned duties following the illness or injury which resulted in the absence which shall be submitted to the Immediate Management Supervisor immediately upon return to services. The District reserves the right to request substantiation of a claim for sick leave days where there is an ongoing pattern of absences and the District has reason to suspect abuse of leave.
If you have one or more symptoms you should not report to work. If you would can work remotely, you may do this. Generally when a person has met the exposure criteria and is waiting for the test even without any symptoms they should not be present in the office and must work remotely. If the employee met the exposure criteria the CDC recommendations for return to work below will be followed.

**If employee is able to work remotely**

- Employee has received a positive test or met the exposure criteria
- If employee has been on-site, complete and submit the Exposure Questionnaire
- If the exposure criteria has been meet (less than six (6) feet for fifteen (15) minutes or more), employee should be informed by their manager of the need to self-quarantine for 14 days from the date of test/exposure
- Employee should continue to work remotely

**If employee is not able to work remotely because their work must be performed on site.**

If employee displays symptoms, they should immediately consult a physician for direction. If the employee is no longer able to work remotely because of COVID-19 illness, manager should immediately notify HR to determine if the employee qualifies for the Families First Coronavirus Response Act (FFCRA) as described below:

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor’s (Department) Wage and Hour Division (WHD) administers and enforces the new law’s paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

**Qualifying Reasons for Leave:** Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

3. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
4. has been advised by a health care provider to self-quarantine related to COVID-19 (requires physician substantiation);
5. is experiencing COVID-19 symptoms and is seeking a medical diagnosis (requires physician substantiation);
6. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
7. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;

Under the FFCRA, an employee qualifies for expanded family leave if the employee is unable to work due to the lack of all available child care caused by the closure of school or place of care (or child care provider is unavailable) for reasons related to COVID-19.
Per 2 & 3 of the above, this requires physician substantiation. The FFCRA leave is up to a maximum of 80 hours. If the employees do not meet these above requirements, Human Resources will not be able to certify their leave as FFCRA.

Employees who do not meet the FFCRA requirements will be required to use their accrued paid leaves if available.

To view on our website please click [here](https://bit.ly/32rJwrS) or copy and paste this URL: https://bit.ly/32rJwrS
COVID-19: QUARANTINE AT HOME

WHAT YOU NEED TO KNOW

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. This helps prevent the spread of COVID-19 that can happen before a person knows they are sick or if they are infected with the virus without feeling symptoms.

Isolation is used to keep someone who has COVID-19 or symptoms of COVID-19 away from others, even in their own home.

You should quarantine for 14 days after your last exposure to COVID-19, if you:

- had close contact (within 6 feet for 15 minutes or more) with someone who has COVID-19 or symptoms of COVID-19
- have been instructed by your health provider (doctor) or local health department that you may have been exposed and need to quarantine

While you quarantine at home, you should:

Stay home for at least 14 days after your last close contact or exposure.

Ask for help to get necessary items (food, medicines, essentials).

If you must go out, avoid close contact and keep at least 6 feet apart from others. Wear a cloth face covering when out.

Check your temperature twice a day, and monitor yourself for COVID-19 symptoms (fever of 100.4°F or higher, cough, body aches, sore throat, chills, loss of taste or smell, etc.).

Separate yourself from others if you develop symptoms, and contact your healthcare provider (doctor) to see if you should get tested.

FREE COVID-19 TESTING
If you think you or someone in your home has COVID-19 and would like to get tested, visit ochealthinfo.com/covidtest to find where you can get tested.

COVID-19 RESOURCES
For more information on help with getting food, resources related to job loss, trouble paying rent, or getting medical care, visit together.ocgov.com.

For more COVID-19 information, please visit www.ochealthinfo.com/novelcoronavirus or call the OC Health Care Agency’s Health Referral Line at (800) 564-8448.

7/15/2020
If an employee or student in your area of responsibility reports a positive COVID-19 result, it is your responsibility to inform all those who potentially interacted with that individual that they may be at increased risk of COVID-19 exposure. We are required to inform all those who were in close contact to the infected individual, as defined by the CDC as “someone who spent a cumulative 15 minutes or more within six feet of someone who was infectious over 24 hours.”

Because it is important to maintain HIPPA and FERPA privacy, we have developed a template for managers to use. You are welcome to keep a local copy, but the most-recent version will be maintained on the COVID-19 SharePoint site. All managers have been granted access to this cloud-based service. If notified of a COVID-positive employee or student who has been ON-CAMPUS, please customize the attached vetted and approved communication template with the details that pertain to your department's situation. You are welcome to notify these individuals either in writing via email (individually – not a group email) or via telephone (using this as a script).

It is also your responsibility as a manager to IMMEDIATELY report the positive COVID-19 result to our campus liaison, Alex Porter, via the COVID-19 email address covid19@cypresscollege.edu. Even if a student or employee has NOT been on campus, a report still must be made and the questionnaire completed. Additional notifications must be made to satisfy legislative mandates and contractual agreements; thus, it is essential to make contact immediately.

Since there is no increased exposure risk when employees and/or students are 100% remote, we do not send notifications to classes or the general campus community in the event of a positive COVID-19 test. However, to the extent that we become aware of these cases, they must still be reported to our central campus location via the covid19@cypresscollege.edu email address.

If you have any questions or need assistance, feel free to reach out to Alex Porter, Vice President of Administrative Services using the email address above. This email is monitored by multiple employees to facilitate a timely response.

---

Template Notification in the Event of a Positive Test for an On-Campus Class

Dear Students:

We want to make you aware that a student in your class has tested positive for COVID 19, and we are informing you of a possible exposure.

According to the CDC "A potential exposure means having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for 15 minutes or more without Personal Protective Equipment (PPE). The timeframe for having contact with an
individual includes the period of time of 48 hours before the individual became symptomatic."

Although it is unclear when or where your classmate was exposed, this student was last on campus on Insert date here and tested positive Insert specifics here. Your class last met on Date here so starting right away, you should do the following:

- Stay home until 14 days after your last exposure on insert date here and maintain social distance (at least 6 feet) from others when possible.
- If you do not have symptoms, you may go out for essentials (e.g., to get groceries or medicine, or to go to the doctor) or to exercise.
- You should wear a cloth face covering at all times when within 6 feet of others.
- If you have not yet been tested after this exposure, we recommend you do so. The ideal time to get tested is about 5-7 days after exposure. Even if you tested negative and have no symptoms, you will still need to remain in quarantine through insert date here.

Monitor for symptoms:

- Check your temperature twice a day.
- Watch for fever, cough, shortness of breath, and other signs/symptoms of COVID-19, such as chills, sore throat, muscle aches, diarrhea, or loss of sense of taste or smell. Additional symptoms may occur; (see the attached “COVID-19: Know the Symptoms Flyer” for more information).
- If any of these symptoms develop, call your healthcare provider for advice and to arrange testing. To schedule an appointment for testing in Orange County, please visit: https://360clinic.fulgentgenetics.com/appointment/screen/landing

For additional testing sites, see https://occovid19.ochcahealthinfo.com/covid-19-testing.

Your instructor will be in contact with you about next steps for your class meetings, so expect to hear from your instructor if you haven’t already. We want to remind you to continue to wear a mask, wash your hands regularly, limit any prolonged contact with others, and follow all prescribed health protocols by local officials.

Please let us know if you have questions or concerns and if you need to meet with one of our Health Center professionals to answer questions or provide additional guidance and support, you may reach our Health Center at: (714) 484-7361.
ORANGE COUNTY COVID-19 TESTING
Follow the decision guide below to find out if you should get a COVID-19 test and where you can get tested in Orange County for FREE.

Have COVID-19 symptoms?

YES

NO

Have insurance?

YES

Request a test from your doctor.

Testing locations you can go to:
- Super Sites
- State Sites
- Testing Network

Can't get a test from your doctor?

Testing locations you can go to:
- Super Sites
- State Sites
- Testing Network

NO

Were you exposed or a close contact to someone with COVID-19?

YES

Have insurance?

YES

Testing locations you can go to:
- Super Sites
- State Sites

NO

Can't get a test from your doctor?

Testing locations you can go to:
- Super Sites
- State Sites

NO

Are you an essential worker?

YES

Scan the QR Code to view list of essential workers.

NO

Do you think you are at risk for COVID-19?

YES

Testing locations you can go to:
- Super Sites
- State Sites

NO

Testing is not recommended.

Orange County Testing Location Websites
Super Sites: www.ochealthinfo.com/supersites
State Sites: www.ochealthinfo.com/statesites
Testing Network: www.ochealthinfo.com/testingnetwork
Additional Testing: www.ochealthinfo.com/covidtestingmap

COVID-19 Testing for Children
Testing for children is available at most testing location sites. Please contact the site directly to confirm if testing for children is available.

Scan the QR Code to view the COVID-19 Testing Websites
Fullerton College Appendices
RESOCIALIZATION PROTOCOL

with Guidance from the CCCATA
Sports Medicine Team
as of October 6, 2020
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      5.7.2 IF Student-athlete was asymptomatic, non-hospitalized .................................................................. 16
1. INTRODUCTION

1.1. Amid the ever-changing circumstances surrounding the COVID-19 pandemic, athletics throughout the world have come to a halt for the safety and well-being of student-athletes, fans, and support staff. Prior to entering our “new normal” a plan must be established to ensure a safe return to sport for all. Education of that plan will be vital to its success. This document aims to provide Athletic Trainers and athletic departments throughout the CCCAA with an outline of what will be the standard for educating Student-Athletes, Coaches, Administrators, and Stakeholders in a COVID-19 Era.

1.2. The intent of this document is to assist California Community College Athletic Departments with preparation and implementation strategies to enhance safe return to campus and athletic activity following the COVID-19 pandemic. Each institution should personalize the content of this plan to incorporate campus-specific policies and resources. It is important to educate throughout all phases of return to sport.

1.3. This guidance is interim. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing operations; as new data and practices emerge, the guidance will be updated. This document will be updated as new data is available.

2. CORE PRINCIPLES OF RESOCIALIZATION OF CCCAA ATHLETICS

2.1. There must not be directives at the national level that preclude resocialization. State and local authorities must have in place a plan for resocialization. In accordance with the federal guidelines, such a plan assumes the following state/local GATING CRITERIA have been satisfied:

2.1.1. A downward trajectory of influenza-like illnesses reported within a 14-day period and a downward trajectory of COVID-like syndromic cases reported within a 14-day period.

2.1.2. A downward trajectory of documented cases of COVID-19 within a 14-day period or a downward trajectory of positive tests as a percentage of total tests within a 14-day period.

2.1.3. Hospitals can treat all patients without crisis care and there is a robust testing program in place for at-risk health care workers, including emerging antibody testing.
2.2. Orange County’s Indicators for Re-Opening Follow the State Established Tier System

2.2.1. Rule 1: CDPH will assess indicators weekly. The first weekly assessment will be released on September 8, 2020.

2.2.2. Rule 2: A county will remain in a tier for a minimum of three weeks before being able to advance to a later tier.

2.2.3. Rule 3: A county can only move forward one tier at a time, even if metrics qualify for a more advanced tier.

2.2.4. Rule 4: If a county’s case rate and test positivity measure fall into two different tiers, the county will be assigned to the more restrictive tier.

2.2.5. Rule 5: City local health jurisdiction (LHJ) data will be included in overall metrics, and city LHJs will be assigned the same tier as the surrounding county.

2.3. There should be a written plan in place at the university/college level for resocialization of students. In keeping with the federal guidelines, universities should consider guidance provided to employers to develop and implement appropriate policies regarding the following:

2.3.1. Social distancing and protective equipment.
2.3.2. Temperature checks.
2.3.3. Testing and isolating.
2.3.4. Sanitation.
2.3.5. Use and disinfection of common and high-traffic areas.
2.3.6. School business travel.
2.3.7. Monitoring of workforce for symptoms and preventing symptomatic people from physically returning to work until cleared by a medical provider.
2.3.8. Workforce contact tracing after an employee’s positive test for COVID-19.

2.4. There must be a written plan in place at the university/college level for resocialization of student-athletes within athletics. In keeping with the federal guidelines, athletics should practice the following:

2.4.1. All student-athletes, athletics health care providers, coaches and athletics personnel should practice good hygiene.
2.4.2. All student-athletes, athletics health care providers, coaches and athletics personnel should stay home if they feel sick.
2.4.3. Guidance noted above for university employees should be in place within athletics.

2.5. There must be adequate personal protective equipment for athletics health care providers, and there must be sanitizers to manage infection control in all shared athletics space.

2.6. There must be the ability to assess immunity to COVID-19 at a regional and local level. This could include immunity at the college campus, plus a more focused assessment of herd immunity for athletic teams.

2.7. There must be access to reliable, rapid diagnostic testing on any individual who is suspected of having COVID-19 symptoms.

2.8. There must be in place a local surveillance system so that newly identified cases can be identified promptly and isolated, and their close contacts must be managed appropriately.

2.9. There must be clearly identified and transparent risk analyses in place. Risk analyses consider issues such as economics, education, restoration of society, and medical risk of sport participation, including COVID-19 infection and possible death.
3. EDUCATION

3.1 When to Educate

3.1.1 It is important to educate throughout all phases of return to sport including prior to return to campus. It is also imperative to note that this is unprecedented and daily new research and data are being collected.

3.2 Why Educate

3.2.1 To provide staff and student-athletes with pertinent information on how to deal with and limit spread of illnesses, specifically COVID-19.

3.3 Who To Educate

3.3.1 College Administrators
   3.3.1.1 Coaching staff (Paid and Volunteer)
   3.3.1.2 Athletic Director
   3.3.1.3 Facility and Custodial Staff
   3.3.1.4 Student Workers (Athletic Training Students/ Interns)
   3.3.1.5 Equipment Personnel
   3.3.1.6 Potential Stakeholders (BOD, VP, Deans, Risk Manager)
   3.3.1.7 Other Athletic Department Staff

3.3.2 Student-Athletes
   3.3.2.1 Incoming Student-Athletes: Provide in depth details prior to returning to campus and again once on campus regarding facilities, policies, and procedures for new student-athletes.
   3.3.2.2 Returning Student-Athletes: Provide education on new policies, procedures, screening, and proper communication when reporting illnesses.

3.4 How to Educate

3.4.1 Prepare
   3.4.1.1 Platforms
      3.4.1.1.1 Online Orientation Modules
      3.4.1.1.2 Pre-Participation Forms
      3.4.1.1.3 Policy and Procedure Manual
   3.4.1.2 Reinforce during team meetings
   3.4.1.3 Maintain daily check-ins (if necessary per state and county guidelines)

3.5 Recommended Content of Education Slideshow

3.5.1 YouTube Links
   3.5.1.1 Administrators, Faculty, and Staff
   3.5.1.2 Student-Athletes
3.5.2 COVID-19 PowerPoint Outline: Administrators, Faculty, and Staff

3.5.2.1 Definition
3.5.2.1.1 Signs & Symptoms
3.5.2.1.2 High Risk Individuals
3.5.2.1.3 COVID-19 Complications

3.5.2.2 Transmission
3.5.2.2.1 Prevention of Spread
3.5.2.2.1.1 Avoid large gatherings
3.5.2.2.1.2 Handwashing
3.5.2.2.1.3 Face covering use
  a. Proper use of face coverings, including:
     i. Face coverings are not personal protective equipment (PPE).
     ii. 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.
     iii. Face coverings must cover the nose and mouth.
     iv. Workers should wash or sanitize hands before and after using or adjusting face coverings.
     v. Avoid touching eyes, nose, and mouth.
     vi. Face coverings must not be shared and should be washed or discarded after each shift.

3.5.2.3 Myth Buster
3.5.2.4 Treatment
3.5.2.5 Personal Responsibility
3.5.2.5.1 What to do when you are ill/monitor symptoms/isolate
3.5.2.5.2 Handwashing
3.5.2.5.3 Cover your cough/sneeze
3.5.2.5.4 Shared equipment
3.5.2.5.5 High touch surfaces

3.5.2.6 What can we do for our teams?
3.5.2.7 Fluidity

3.5.3 COVID-19 PowerPoint Outline: Student-Athletes

3.5.3.1 Definition
3.5.3.1.1 Signs & Symptoms
3.5.3.1.2 High Risk Individuals
3.5.3.1.3 COVID-19 Complications

3.5.3.2 Transmission
3.5.3.2.1 Prevention of Spread
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v. Avoid touching eyes, nose, and mouth.
vii. Face coverings must not be shared and should be washed or discarded after each shift.

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3.5.3.4 Treatment

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3.5.3.5.1 What to do when you are ill/monitor symptoms/isolate
3.5.3.5.2 Handwashing
3.5.3.5.3 Cover your cough/sneeze
3.5.3.5.4 Shared equipment
3.5.3.5.5 High touch surfaces

3.5.3.6 Fluidity

3.5.4 Gradual Reconditioning

3.5.4.1 NSCA Guidance on Safe Return to Training For Athletes
4 SCREENING

Mandatory for participation in Fullerton College Intercollegiate Athletics.

4.1 COVID-19 Screening Forms

4.1.1 Pre-Participation Questionnaire (PPQ)
- In addition to the medical history recorded prior to a pre-participation physical exam/screening, we are recommending that every student-athlete fill out a questionnaire about their COVID-19 status (PPQ).
- This form also contains a COVID-19 risk statement.
- If someone has tested positive or is symptomatic, we are also recommending that they receive clearance from a physician.
- This form also helps to identify Vulnerable Populations, who as recommended by this Resocialization document, should not participate until Phase 3 of resocialization into athletics (See PHASES and TIMELINE).
- PPQ may be found in Appendix A.

4.1.2 Physician Referral Form (PRF)
- If any incoming or returning student-athlete has previously tested positive for COVID-19 or has been in close contact with an individual who tested positive for COVID-19 they will be required to complete a PRF prior to receiving a full clearance for participation.
- The need for this form is based on the potential for cardiovascular and other damage as a result of the virus, as well as the health and safety of all other persons said student-athlete comes in contact with.
- We are recommending that anyone who has had symptoms or may be symptomatic will need clearance on this specific form to ensure that they are cleared for any potential COVID-19 issues.
- The form must be signed, dated and stamped by a physician (MD or DO).
- The student-athlete must also produce proof of a negative COVID-19 lab test.
- PRF may be found in Appendix B.

4.2 Daily Screenings

4.2.1 In accordance with the CDC’s Considerations for Institutions of Higher Education, we require that everyone involved within athletics or athletic facilities be subject to a daily two-part screen.
- 1. Fill out or answer a questionnaire regarding symptoms (See Appendix C) pertaining to the student-athlete’s own status and the status of others in their household. If it cannot be done virtually, the student-athlete’s answers can be recorded on a daily check-in sheet (See Appendix D).
- 2. Daily temperature check-Done individually with no-touch infrared thermometers. It is prudent to take into consideration the ambient temperature, physical activity just performed, and validity and reliability of the instrument being used.
- If a student-athlete displays a high temperature of 100.4 F or above as seen in Definitions of Symptoms for Reportable Illnesses,
  a. It is best practice to have the student-athlete wait 15 minutes in a cool environment, and re-test.
  b. If second reading is 100.4 F or above, refer to Fullerton College COVID-19 Emergency Action Plan for Scenario 1 in Table 1.
4.2.1.2.2 A person with a fever, or with anyone in their household having a fever, is to stay home until they are fever free for 72 hours. If they have multiple symptoms and meet the Definitions of Symptoms for Reportable Illnesses, or if the symptoms persist, they should be sent for a COVID-19 lab test.  

4.2.1.2.3 After checking in for screening, the athlete will be given a wristband to signify they have completed the screening process for the day. (wristband colors will change daily).

4.3 Screening for Contests

4.3.1 Testing
4.3.1.1 Competition between teams without spectators is permitted to begin only if the IHE can provide COVID-19 testing and results within a 48-hour period in advance of competition in high contact risk sports. Based on current evidence and standards, both daily antigen testing and periodic PCR testing are acceptable testing methods for both baseline and ongoing screening testing.

4.3.2 Home Contests
4.3.2.1 Home teams will be subject to daily screenings.
4.3.2.2 Visiting Teams will be subject to the institutions’ specific COVID-19 procedures of the host institution.

4.3.3 Away Contests
4.3.3.1 We recommend that all teams are screened by qualified and authorized personnel at their home college prior to leaving for an away contest.
4.3.3.1.1 All members of the travel party should complete the daily two-part screen process and inform the host athletic trainer of results (See Appendix D).
4.3.3.2 Only individuals who pass the screening process should be allowed to travel (see Appendix C).

4.4 Screening for Initial Participation

4.4.1 PE Intercollegiate Activity Classes
4.4.1.1 Fullerton College COVID-19 Education (See EDUCATION)
4.4.1.2 COVID-19 PPQ (See Appendix A)
4.4.1.3 Standard Sports Medicine Health Screening Packet
4.4.1.4 If Student-Athlete has had a positive COVID-19 test
4.4.1.4.1 COVID-19 Physician Referral Form (See Appendix B).

4.4.2 Fullerton College Intercollegiate Athletics
4.4.2.1 Fullerton College COVID-19 Education (see EDUCATION)
4.4.2.2 COVID-19 PPQ (See Appendix A)
4.4.2.3 Standard Sports Medicine Health Screening Packet
4.4.2.4 If Student-Athlete has had a positive COVID-19 test
4.4.2.4.1 COVID-19 Physician Referral Form (See Appendix B).
5.1 Covid-19 Defined

5.1.1 The World Health Organization defines the COVID-19 as follows, “Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.”

5.2 Emergency Action Plan Considerations

5.2.1 In the event that anyone in attendance at a Fullerton College sponsored event, practice, class, or meeting shows or reports symptoms of COVID-19, the following procedures are to be followed:

5.2.1.1 Prior to any class or event on an Fullerton College campus or official off-site venue, an isolation area will be identified. An isolation area refers to a pre-designated area that acts as a waiting location for acutely symptomatic individuals who require medical attention. The location of the isolation area will be determined and distributed to personnel as needed.

5.2.1.2 In the event that any of the following scenarios occur, refer and/or contact the on duty athletic trainer.

5.2.1.3 In the event of a positive test, or where contact tracing is necessary, refer to Fullerton College Safe Return to Campus plan.

5.2.1.4 Individual will be transported home, or to a health care facility (non-emergency), by themselves or a person within their household.

5.2.1.5 Investigate any COVID-19 illness and determine if any work-related or athletic-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

5.3 Table 1: Emergency Action Plans for Suspected or Confirmed COVID-19 Cases

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Emergency Action Plan</th>
<th>Line of Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario 1: A student-athlete or staff member answers “yes” during the Daily Screening questionnaire (See Appendix C) or has a temperature of 100.4°F.</td>
<td>• Send home with the Physician Referral Form (PRF) (See Appendix B).&lt;br&gt;• Instruct to get tested (see Testing below).&lt;br&gt;• Send home with information from OCHCA: <a href="#">OCHCA Guidance for Home Isolation Waiting for Test Results</a>.&lt;br&gt;• Individual instructed to update Sports Medicine staff virtually of test result.&lt;br&gt;• See Scenario 5 for positive test results.&lt;br&gt;• See Scenarios 6 and 7 for negative test results.</td>
<td>• At time of referral: communicate with supervisor (AD/DEAN/EOC) about suspected case.&lt;br&gt;• Once test results are confirmed via virtual communication: inform supervisor (AD/DEAN/EOC) about status of case.</td>
</tr>
<tr>
<td>Scenario 2: A family member or someone in close contact with a student or staff member (outside of the school community) tests positive for COVID-19.</td>
<td>• Instruct to stay home, or to leave campus.&lt;br&gt;• Instruct to get tested (See Testing below).&lt;br&gt;• Must complete PRF (See Appendix B).&lt;br&gt;• Send home with information from OCHCA: <a href="#">OCHCA Guidance for Home Isolation Waiting for Test Results</a>.&lt;br&gt;• Individual instructed to update Sports Medicine staff virtually of test result.&lt;br&gt;• See Scenario 5 for positive test results.&lt;br&gt;• See scenario 7 for negative test result.</td>
<td>• At time of referral: communicate with supervisor (AD/DEAN/EOC) about suspected case.&lt;br&gt;• Once test results are confirmed via virtual communication: inform supervisor (AD/DEAN/EOC) about status of case.</td>
</tr>
<tr>
<td>Scenario</td>
<td>Emergency Action Plan</td>
<td>Line of Communication</td>
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</tbody>
</table>
| **Scenario 3:** A student-athlete or staff member exhibits COVID-19 symptoms during a practice or class. | • Individual with symptoms is removed from practice or class, dons PPE and guided toward the isolation area.  
  • Athletic Trainers notified, dons PPE for evaluation of possible COVID-19 case, goes to isolation area.  
  • Athletic Trainer performs Daily Screening, takes temperature.  
  • Athletic Trainer documents session.  
  • PRF is given (See Appendix B), individual instructed to get tested and sent home (See Testing below).  
  • Send home with information from OCHCA: OCHCA Guidance for Home Isolation Waiting for Test Results  
  • If serious illness, call 911.  
  • See Scenario 5 for positive case.  
  • See Scenario 6 and 7 for negative test. | • At time of referral: communicate with supervisor (AD/DEAN/EOC) about suspected case.  
  • Once test results are confirmed via virtual communication: inform supervisor (AD/DEAN/EOC) about status of case. |
| **Scenario 4:** A student-athlete or staff member exhibits COVID-19 during a competition. | • Individual with symptoms is removed from competition, dons PPE and guided toward the isolation area.  
  • Athletic Trainers notified, dons PPE for evaluation of possible COVID-19 case, goes to isolation area.  
  • Athletic Trainer performs Daily Screening, takes temperature.  
  • Athletic Trainer documents session.  
  • PRF is given (See Appendix B), individual instructed to get tested and sent home. (See Testing below).  
  • Send home with information from OCHCA: OCHCA Guidance for Home Isolation Waiting for Test Results  
  • If serious illness, call 911.  
  • For visiting team, individual to remain in isolation area, arrangements made for transportation home.  
  • Information given to teams Sports Medicine Staff.  
  • See Scenario 5 for positive case.  
  • See Scenario 6 and 7 for negative test. | • Host administrator is notified of suspected COVID-19 case. The decision to suspend or continue the game is made.  
  • Host administrator instructs coaches and officials to separate teams until said decision is made.  
  • Host administrator communicates suspected case up the chain of command.  
  • Visiting teams Athletic Trainer is informed of situation, who then institutes their institutions EAP for COVID-19 and communication plan.  
  • Once test results are confirmed via virtual communication: inform supervisor (AD/DEAN/EOC) about virtual communication status of case.  
  • If student-athlete tests positive, must communicate positive test to opposing school as soon as possible. |
| **Scenario 5:** A student-athlete or staff member tests positive for COVID-19. | • Individual sent home if not already quarantined.  
  • PRF (See Appendix B) given virtually.  
  • Send home with information from OCHCA: OCHCA Guidance for Home Isolation COVID-Positive Guidelines sent virtually.  
  • See Isolation Parameters below.  
  • See Return to Campus and Return to Athletics considerations below. | • Inform supervisor of positive case (AD/DEAN/EOC).  
  • EOC to proceed with incident management.  
  • EOC designee documents pertinent contact tracing information for public health officials. |
| **Scenario 6:** A student-athlete or staff member tests negative for COVID-19 after having symptoms, without any positive or symptomatic cases in household. | • Individual may return to school 72 hours after resolution of fever and improvement of other symptoms.  
  • Must provide completed PRF (See Appendix B) and any further documentation provided by the signing physician. | • Inform supervisor of negative case |
Table 1 Continued

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Emergency Action Plan</th>
<th>Line of Communication</th>
</tr>
</thead>
</table>
| Scenario 7: A student-athlete or staff member tests negative for COVID-19 after being in close contact to a COVID-19 positive household member. | • Individual must remain in quarantine for a full 14 days after last contact with a person who has COVID-19  
• OR individual must remain in quarantine for the duration that the COVID-19 positive person in same household has to remain in quarantine if able to keep social distance.  
• OR if individual is unable to maintain social distance from the COVID-19 positive person in their household, then they must stay in quarantine for 14 days after the ill person has meet the criteria to end home isolation.  
• Must provide PRF (See Appendix B) and any further documentation provided by the signing physician. | • Inform supervisor of negative case, yet still isolating due to household measures. |
| Scenario 8: A student-athlete or staff member tests negative for COVID-19 without exposure to virus. | • Must provide PRF (See Appendix B) and any further documentation provided by the signing physician. | • Inform supervisor of negative case. |

5.4 Testing

5.4.1 Local Testing Facilities

5.4.1.1 Orange County COVID-19 Testing Location Flow Chart
5.4.1.2 Orange County Testing Locations Map
5.4.1.3 FAQ about COVID-19 Testing

5.4.2 Testing Considerations

5.4.2.1 In the event that a student-athlete does not have health insurance, you can be tested at an OC Super Site as long as you meet the criteria.

5.4.2.2 Require student-athletes and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

5.4.2.3 Require all student-athletes and staff to report either their own positive COVID-19 test results, or that of a household member or non-household close contact, to the sports medicine staff as soon as possible. Refer to Scenarios 2 and 5.
### 5.5 Isolation Parameters

#### 5.5.1 Table 2: Isolation Parameters

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Isolation Parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student-athlete that might have been exposed should 1, 3 (See Table 1, Scenario 2)</td>
<td>• Self-quarantine 14 days after your last exposure</td>
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<tr>
<td></td>
<td>• Check your temperature twice a day and monitor symptoms</td>
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<td></td>
<td>• If possible, stay away from people who are at higher-risk for COVID-19</td>
</tr>
<tr>
<td>Student-athlete with COVID-19 need to self-isolate unless instructed to do otherwise1,2 (See Table 1, Scenario 1,3, 4, &amp; 5)</td>
<td>• Stay home except to get medical care</td>
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<tr>
<td></td>
<td>• Communicate with your athletic trainer via school policy (telehealth, text, etc.)</td>
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<td></td>
<td>• Take care of yourself; get rest (No exercise/activities), stay hydrated and can take medication that improves symptoms</td>
</tr>
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<td></td>
<td>• Stay in touch with your medical provider and relay pertinent information to your athletic trainer.</td>
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<tr>
<td></td>
<td>• Isolate yourself from other people in your home/apartment/dorm</td>
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<td></td>
<td>• Keep track of your symptoms and follow care instructions from your medical provider</td>
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<td></td>
<td>• Seek emergency medical attention if you:</td>
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<tr>
<td></td>
<td>• Trouble breathing</td>
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<tr>
<td></td>
<td>• Persistent pain or pressure in chest</td>
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<tr>
<td></td>
<td>• Inability to wake or stay awake</td>
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<tr>
<td></td>
<td>• Bluish lips or face</td>
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<td></td>
<td>• Call ahead before visiting your doctor</td>
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<tr>
<td></td>
<td>• Wear a cloth face cover, covering your nose and mouth when you are around other people (even at home)</td>
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<tr>
<td></td>
<td>• Avoid sharing personal household items</td>
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<tr>
<td></td>
<td>• Clean your hands often and all “high touch” surfaces everyday</td>
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<tr>
<td></td>
<td>• Student-athlete should not return to campus until cleared by a physician and submit a completed PRF (See Appendix B)</td>
</tr>
<tr>
<td>A student-athlete lives with a COVID-19 positive family member or household member. (See Table 1, Scenario 7)</td>
<td>• Individual must remain in quarantine for a full 14 days after last contact with a person who has COVID-19, OR</td>
</tr>
<tr>
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<td>• Individual must remain in quarantine for the duration that the COVID-19 positive person in same household has to remain in quarantine if able to keep social distance, OR</td>
</tr>
<tr>
<td></td>
<td>• If individual is unable to maintain social distance from the COVID-19 positive person in their household, then they must stay in quarantine for 14 days after the ill person has meet the criteria to end home isolation, OR</td>
</tr>
<tr>
<td></td>
<td>• Must provide PRF (See Appendix B) and any further documentation provided by the signing physician.</td>
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</table>
### Table 3: Discontinuation of Isolation/Quarantine

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Strategy</th>
<th>Parameters for Discontinuation of Isolation</th>
</tr>
</thead>
</table>
| Student-athletes who may have been in close contact with a person diagnosed with or likely to have COVID-19 AND/OR student-athletes with laboratory-confirmed COVID-19 who have NOT had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions. (See Table 1, Scenarios 2 & 5) | Time-based strategy | • At least 10 days have passed since the date of their first positive COVID-19 diagnostic test or last exposure to potentially COVID positive individual.  
• If symptoms develop with daily monitoring, then the symptom-based or test-based strategy listed below should be utilized |
| Student-athlete that tested positive for COVID-19 or have symptoms consistent with COVID-19 and were directed to care for themselves at home may discontinue isolation under the following conditions. (See Table 1, Scenario 5) | Symptom-based strategy | • At least 10 days have passed since symptoms first appeared.  
• At least 24 hours after resolution of fever without the use of fever-reducing medication  
• Improvement in respiratory symptoms (e.g. cough, shortness of breath) |
| | Test-based strategy | • Resolution of fever without the use of fever-reducing medications  
• Improvement in symptoms  
• Receive two negative test results in a row, at least 24 hours apart and have a signed PRF (Note: this strategy is no longer common please refer to symptom-based strategy) |

### 5.6 Returning to Campus

#### 5.6.1 Student-athletes who have followed the isolation guidelines may return to campus under the following circumstances:

1. At least 10 days since symptoms first appeared and
2. At least 24 hours with no fever without fever-reducing medication and
3. Respiratory Symptoms have improved (e.g. cough, shortness of breath)
4. Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart or physician has provided guidance.

#### 5.6.3 Individual must have documentation of recovery and clearance from an MD:

1. Provide the PRF, signed, dated, stamped AND
2. Proof of negative test unless noted in the PRF
5.7 Recommendations for Returning to Sport After Positive COVID-19 Test

5.7.1 **Note:**
5.7.1.1 *All of the following information is a recommendation for returning to athletics. All directives for returning to activity will come from the treating physician via the PRF and/or additional documentation.*

5.7.2 **IF Student-athlete was asymptomatic, non-hospitalized:**
5.7.2.1 Rest/no exercise for 10 days from positive test result.
5.7.2.2 Have a gradual progression from light activity back to unrestricted sport participation.

5.7.3 **IF Student-athlete had mild symptoms, non-hospitalized:**
5.7.3.1 Rest/recover/no exercise for 14 days during symptomatic period.
5.7.3.2 No exercise for 10 days after symptoms resolves.
5.7.3.3 Recommended that student-athlete undergoes cardiac screening.
5.7.3.4 Have a gradual progression from light activity back to unrestricted sport participation.

5.7.4 **IF Student-athlete had severe symptoms and/or was hospitalized:**
5.7.4.1 Rest/recover with no exercise for 14 days while symptomatic.
5.7.4.2 No exercise for 10 days after symptoms resolves.
5.7.4.3 Recommended that student-athlete undergoes cardiac screening if not done while hospitalized.
5.7.4.4 Have a gradual progression from light activity back to unrestricted sport participation.

5.7.5 **Documentation**
5.7.5.1 *Individual must have documentation of recovery and clearance from an MD before starting return to any activity level:*
5.7.5.1.1 Provide the PRF, signed, dated, stamped, and
5.7.5.1.2 Proof of negative test unless noted in the PRF.

5.7.6 **Institutional Considerations**
5.7.6.1 Discontinuation of practice with contact and competition for the rest of the season may be considered by local health departments if more than 10% of athletes on a team test positive within a 14-day period. For teams less than 20 athletes total, if more than 5 members test positive, discontinuation of practice with contact and competition for the rest of the season may be considered.
Graduated Return to Play Protocol

COVID-19 GRADUATED RETURN TO PLAY FOR PERFORMANCE ATHLETES: GUIDANCE FOR MEDICAL PROFESSIONALS

INDICATORS OF COVID-19 INFECTION

- Shortness of breath
- New, persistent dry cough
- Fever
- GI symptoms such as diarrhoea & nausea
- Loss of taste and smell

This guidance is aimed at athletes with mild to moderate symptoms of COVID-19. Athletes should follow local government guidelines of country of residence for management of symptoms including isolation and testing processes. Athletes who have more complicated infections, or required hospital support, should have a medical assessment before commencing GRTP. Assessment may include:

- Blood testing for markers of inflammation (H-FABP, BMP, CRP), consider renal & haematology monitoring
- Cardiac monitoring (ECG, echo, ETT, cardiac MRI)
- Respiratory function assessment (spirometry)

10 days & 7 days & off all treatment, e.g. paracetamol

GRTP GRADUATED RETURN TO PLAY PROTOCOL

Graduated Return to Play Protocol

UNDER MEDICAL SUPERVISION

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3A</th>
<th>Stage 3B</th>
<th>Stage 4</th>
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<th>Stage 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Description</td>
<td>Minimum rest period</td>
<td>Light activity</td>
<td>Frequency of training increases</td>
<td>Duration of training increases</td>
<td>Intensity of training increases</td>
<td>Resume normal training progressions</td>
</tr>
<tr>
<td>Exercise Allowed</td>
<td>Walking, activities of daily living</td>
<td>Walking, light activities</td>
<td>Simple movement activities, e.g. running circles</td>
<td>Progression to more complex training activities</td>
<td>Normal training activities</td>
<td>Resume normal training progressions</td>
</tr>
<tr>
<td>% Heart Rate Max</td>
<td>&lt;70%</td>
<td>&lt;80%</td>
<td>&lt;80%</td>
<td>&lt;80%</td>
<td>&lt;60%</td>
<td>&lt;60%</td>
</tr>
<tr>
<td>Duration</td>
<td>10 days</td>
<td>&lt;15 mins</td>
<td>&gt;30 mins</td>
<td>&gt;45 mins</td>
<td>&gt;60 mins</td>
<td>Resume normal training progressions</td>
</tr>
<tr>
<td>Objective</td>
<td>Allow recovery time, protect respiratory system</td>
<td>Increase heart rate</td>
<td>Increase load gradually, minimise post-viral fatigue, symptoms</td>
<td>Exercise coordination and skills, tactics</td>
<td>Restore confidence and functional skills</td>
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</tr>
<tr>
<td>Monitoring</td>
<td>Subjective symptoms, resting HR, PPRs, RPE</td>
<td>Subjective symptoms, resting HR, PPRs, RPE</td>
<td>Subjective symptoms, resting HR, PPRs, RPE</td>
<td>Subjective symptoms, resting HR, PPRs, RPE</td>
<td>Subjective symptoms, resting HR, PPRs, RPE</td>
<td>Subjective symptoms, resting HR, PPRs, RPE</td>
</tr>
</tbody>
</table>

Acronyms: PPRS (injury) - Psychological Readiness to Return to Sport; RPE (Rate of Perceived Exertion Scale)

Note: This guidance is specific to sports with an aerobic component.
6.1 Personal Protective Equipment (PPE)

6.1.1 Personal protective equipment (PPE) is equipment worn to minimize exposure to hazards that cause serious illnesses and/or injuries. These may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. PPE may include items such as:

6.1.1.1 Gloves, surgical masks, gowns, safety glasses and shoes, hard hats, respirators, or coveralls.

6.1.2 The National Athletic Trainers’ Association Intercollegiate Council on Sports Medicine (ICSM) recommends the following PPE be available in the athletic training facility:

6.1.2.1 Masks, Eye Protection, Gloves, and Gowns.

6.1.2.1.1 Employers should select appropriate PPE and provide it to the health care professional in accordance with OSHA PPE standards (29 CFR 1910 Subpart I).

6.2 PPE Defined:

6.2.1 Face Coverings

6.2.1.1 All of those involved in collegiate athletics, including coaches, staff, media and players not engaged in play, are subject to these requirements:

6.2.1.1.1 Cloth face coverings are not considered PPE because their capability to protect healthcare personnel (HCP) is unknown. Face coverings, if available, should be reserved for HCP.

6.2.1.1.2 At this time, the N95 respirator is unnecessary for the athletic trainer in the traditional setting. (Need certification, otherwise OSHA violation if N95’s worn)

6.2.1.1.3 Instruct patients to put on their own cloth face covering, regardless of symptoms, before entering the facility.

6.2.1.1.3.1 Institutions should be aware that patients may not have access to cloth masks and may need to provide facemasks to patients before they may have access to the athletic training facility.

6.2.1.1.4 For most sports activities, this guidance assumes that use of face coverings while playing is not feasible, although they should be worn by players and others while on the sidelines.

6.2.2 Face Covering Exemptions

6.2.2.1 According to the CDPH Guidance For The Use Of Face Coverings the following individuals are exempt from wearing a face covering:

6.2.2.1.1 Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

6.2.2.1.2 Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

6.2.2.1.3 Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

6.2.2.1.4 Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

6.2.2.2 All those who fall under this exemption must provide a doctor’s note describing the medical reason for not wearing a face covering.
6.2.3 Gloves
6.2.3.1 Put on clean, non-sterile gloves upon planned patient contact.
6.2.3.2 Wear gloves when handling items contaminated by bodily fluids.
6.2.3.3 Change gloves if they become torn or heavily contaminated.
6.2.3.4 Dependent upon the type of patient contact, the patient may also need to be given gloves at the institution’s expense.
6.2.3.5 Remove and discard gloves when leaving the patient room or care area, and immediately perform proper hand hygiene.
6.2.3.5.1 Coaches or referees moving items used by athletes (e.g., balls) or handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them) or wash hands before and after handling shared items.

6.2.4 Eye Protection
6.2.4.1 Eye protection is defined as goggles or a face shield that covers both the front and side of the face and eyes.
6.2.4.2 Personal eyeglasses and contact lens are not considered eye protection PPE.
6.2.4.3 The ICSM does not note eye protection as a possible PPE for the athletic trainer but the CDC recommends them only for those health care professionals working with COVID19 positive cases.
6.2.4.4 It is the recommendation that the CCCAA athletic trainer does not need to don eye protection while performing regular athletic training duties unless they feel it is warranted.

6.2.5 Isolation Gowns
6.2.5.1 Isolation gowns are non-sterile gowns used to keep clothing from getting contaminated.
6.2.5.2 Used for care of patients on contact precautions and for splash generating procedures.
6.2.5.3 The ICSM does not note isolation gowns as a possible PPE for the athletic trainer.
6.2.5.4 It is the recommendation that the CCCAA athletic trainer carry a minimal amount of isolation gowns in inventory but that they are not used in daily practice until the athletic trainer feels it is warranted.

6.2.6 PPE Considerations
6.2.6.1 Athletic trainers will wear masks in accordance with federal, state and local guidelines.
6.2.6.1.1 Wearing gloves is optional for the athletic trainer for daily operations but recommended for prolonged periods of touch (i.e. soft tissue).
6.2.6.2 Anyone entering the athletic training facility will wear a mask in accordance with federal, state and local guidelines.
6.2.6.2.1 Student-athletes and coaching staff should wear their own personal reusable masks, but disposable masks should be made available in the event that their personal mask was forgotten.

6.3 Sanitization Considerations

6.3.1 Facility Considerations
6.3.1.1 Hand sanitizer should be made available in multiple points through the athletic training facility.
6.3.1.2 Proper sanitization protocols will be in place for any and all equipment and treatment surfaces.
6.3.1.3 According to the CDC, one must wear disposable gloves when cleaning and disinfecting surfaces.
6.3.1.3.1 Gloves should be discarded after each cleaning.
6.3.1.3.2 If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes.
6.3.1.4 Cleaning should be done with warm water and soap.
6.3.1.5 EPA approved disinfectant should be utilized after cleaning (Cavicide)
6.3.1.5.1 EPA Approved List
6.3.1.6  Treatment tables and taping tables will be disinfected after each use. Follow the label on the EPA approved disinfectant to ensure proper soaking time.

6.3.1.7  Countertops, ice machines, modalities, and other high touch areas should be sanitized periodically throughout the day as needed and determined by contact frequency.

6.3.1.8  Ice machines lids and scoop handles should be disinfected frequently, and hands must be Washed prior to accessing ice.

6.3.1.8.1  Athletic Trainers and designated personnel will be the only people allowed access to ice machines for sanitation purposes. No student-athlete can use the ice machine for filling up water bottles.

6.3.1.9  Rehab equipment should be disinfected after each use. Disinfecting wipes or spray should be made available at multiple points throughout the rehab area.

6.3.1.9.1  Consider possibly creating a “dirty” equipment bin where student-athletes can drop items that cannot be disinfected easily (i.e. minibands) to avoid multiple student-athletes using the same contaminated piece of equipment.

6.3.1.10 Prior to modality use, the area of the patient’s skin should be wiped with rubbing alcohol.

6.3.1.11 The following modalities should be disinfected after each use:

6.3.1.11.1  E-stim pads
6.3.1.11.2  Ultrasound heads
6.3.1.11.3  Instrument assisted soft tissue tools
6.3.1.11.4  Cupping tools
6.3.1.11.5  Massage guns heads should be covered with a glove, flexi-wrap, or something similar if being used directly on the skin and disinfected after each use until Phase 3 (see PHASES and TIMELINE).

6.3.1.11.5.1  Consider placing a towel over the area you are planning to work on to avoid skin contact.

6.3.2  Institutional Considerations:

6.3.2.1  Utilize facilities and custodial staff for cleaning and sanitization.

6.3.2.1.1  **Clorox Total 360 system**- electrostatic sprayer
How to Clean and Disinfect Specific Surfaces

**Hard (Non-porous) Surfaces**

6.3.3.1 Surfaces should be cleaned using a detergent or soap and water prior to disinfection.

- **6.3.3.1.1** For disinfection, most common EPA-registered household disinfectants should be effective.

- **6.3.3.1.2** Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

- **6.3.3.1.3** Diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.

- **6.3.3.1.3.1** Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.

6.3.3.2 Soft (Porous) Surfaces

- **6.3.3.2.1** For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

  - **6.3.3.2.1.1** If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.

  - **6.3.3.2.1.2** Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

6.3.3 Electronics

- **6.3.3.3.1** For electronics such as tablets, touch screens, keyboards, remote controls, etc., remove visible contamination if present.

- **6.3.3.3.2** Follow the manufacturer’s instructions for all cleaning and disinfection products.

- **6.3.3.3.3** Consider the use of wipeable covers for electronics.

- **6.3.3.3.4** If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

6.3.3.4 Linens, Clothing, and Other Items That Go in the Laundry

- **6.3.3.4.1** In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.

- **6.3.3.4.2** Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.

- **6.3.3.4.3** Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
6.3.3.4 Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

6.3.3.5 Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.

6.3.3.6 Clean hands after handling dirty laundry.

6.3.3.7 Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.

6.3.3.8 Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

6.3.3.8.1 Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

6.3.3.5 Bottle Sanitization

6.3.3.5.1 If you have access to a dishwasher at your facility, utilize that as a best practice for water bottle sanitization.

6.3.3.5.2 The CDC recommends washing the bottle first with warm soap and water followed by spraying or wiping the outside of the bottle with disinfectant.

6.3.3.5.3 Any EPA approved disinfectant can be used to spray down the outside of the bottles.

6.3.3.5.4 According to the CDC, you need to follow manufacturer’s instructions for application, ensuring a contact time of at least one minute.

6.3.3.5.5 If an EPA approved disinfectant is unavailable, the following can be used instead:

6.3.3.5.5.1 70% alcohol solutions.

6.3.3.5.5.2 A mixture of ¼ cup of bleach to 1 gallon of water.

6.3.3.5.6 To sanitize the lids, wash in warm, soapy water and lay out to dry. Spray with 70% alcohol solution to disinfect and allow to evaporate or wipe down.

6.3.3.6 Hydration Considerations (consult the latest research and recommendations)

6.3.3.6.1 Dishwasher

6.3.3.6.1.1 Cost, implementation, maintenance, monitoring

6.3.3.6.1.2 Reach out to food services to possibly use theirs

6.3.3.6.1.3 Portable—hooks up to sink

6.3.3.6.1.4 Electricity

6.3.3.6.2 Cups

6.3.3.6.2.1 Budget

6.3.3.6.2.2 Management of supply

6.3.3.6.3 Touchless water bottle fillers

6.3.3.6.3.1 Facility by facility

6.3.3.6.3.2 Implementation

6.3.3.6.3.3 Cost

6.3.3.6.4 Water cooler stations

6.3.3.6.4.1 Durability of nozzles/covers

6.3.3.6.4.2 Uniformity of design and approach to minimize contact/transmission opportunities
6.4 Athletic Training Facility (ATF)

6.4.1 Screening
   6.4.1.1 All visitors (limited to student-athletes, coaches, and college staff) in the ATF will be screened prior to entering (see DAILY SCREENING under the SCREENING header).

6.4.2 PPE
   6.4.2.1 Refer to DAILY OPERATIONS, PPE

6.4.3 Observe Social Distancing
   6.4.3.1 Maintain 6 foot spacing between individuals both inside the clinic and waiting outside.
      6.4.3.1.1 Spacing/limiting treatment tables (remove tables if needed)
      6.4.3.1.2 Rehab area (continue with home exercise plans)
         6.4.3.1.2.1 Implement telehealth
         6.4.3.1.2.2 Utilize outdoor spaces as needed
         6.4.3.1.2.3 Recommend separating treatment and taping tables with plexiglass
   6.4.3.2 Signage throughout clinic

6.4.4 Max Capacity:
   6.4.4.1 Continue with telehealth.
   6.4.4.2 Schedule appointments to minimize clinic traffic
   6.4.4.3 3-6 Student-Athletes in each facility at one given time
   6.4.4.5 Provide waiting area with social distancing outside of ATF
   6.4.4.6 Will increase capacity depending on local guidelines for each phase.

6.4.5 Flow of traffic
   6.4.5.1 Must prevent congestion near entrances/exits to ATR.
   6.4.5.2 Room 1208- Entrance and Exits will be separate and clearly marked to signify where to enter and exit.
   6.4.5.3 Room 1211 & 1713- Entrance and Exit will be the same so athletes must be called into the Athletic Training Room
   6.4.5.4 Signage will be provided outside for where to stand while waiting to enter and upon entrance there will be signage for flow of traffic.
   6.4.5.5 No congregation outside of the rooms and you must leave when your treatment is completed.

6.4.6 Facility
   6.4.6.1 Refer to DAILY OPERATIONS, SANITIZATION, AND PPE CONSIDERATIONS.

6.5 Weight Room (CURRENTLY CLOSED ON FULLERTON COLLEGE CAMPUS)

6.5.1 Current Directive:
   6.5.1.1 As of July 29, 2020 the California Department of Public Health Industry Guidelines- Fitness Facilities will be followed with
   6.5.1.2 Also refer to “Blueprint for a Safer Economy” for status in Orange County for Gyms and Fitness Centers
6.5.2 Screening
   6.5.2.1 All visitors (limited to student-athletes, coaches, college staff) in the weight room will be screened prior to entering (see DAILY SCREENING under SCREENING).
   6.5.2.2 Once state and local ordinances allow in-person classes to resume, and general population students are allowed in fitness facility, they will also be subject to the daily screenings.

6.5.3 Observe Social Distancing
   6.5.3.1 Maintain 6 foot spacing between individuals
   6.5.3.2 Space out equipment 6 feet or more apart. Use every other rack if possible.
   6.5.3.3 Limit lifts that require spotters

6.5.4 Face Covering
   6.5.4.1 Must be worn even while exercising. If an individual is uncomfortable or has any difficulty breathing while exercising with a face covering, the individual should immediately stop the activity.

6.5.5 Max Capacity:
   6.5.5.1 Check status in Orange County according to “Blueprint for a Safer Economy” for Gyms and Fitness Centers.

6.5.6 Sanitization Station
   6.5.6.1 Clean high touch areas with EPA approved products (See Appendix E)
   6.5.6.2 Clean after each person is done using equipment.
   6.5.6.3 At each rack/lifting station.
   6.5.6.4 Performed by student-athlete or staff.

6.5.7 Signage
   6.5.7.1 Entrance (North Doorway) and Exit (South Doorway)
   6.5.7.2 Bathroom Signage
   6.5.7.3 Bags/Personal items storage
   6.5.7.4 Floor (arrows) signage for flow of traffic.

6.5.8 Remove/store equipment not being used during the current workout. Potential high danger zone for transmission.
   6.5.8.1 Keep workouts short to limit time of exposure.
   6.5.8.2 Rooms need to be well ventilated (air flow and or air conditioning)

6.6 Locker Rooms- closed until further notice.
   6.6.1.1 When Locker room access is granted:
      6.6.1.1.1 Limit access to student-athletes for pre & post practice
      6.6.1.1.2 Limit time.
      6.6.1.1.3 No congregating.
      6.6.1.1.4 Limitations dependent on local guidelines for each phase.
      6.6.1.1.5 Flow of traffic considerations.
   6.6.1.2 Signage
      6.6.1.2.1 Entrance (North Doorway) and Exit (South Doorway)
      6.6.1.2.2 Bags/Personal items storage
      6.6.1.2.3 Floor (arrows) signage for flow of traffic.
7 PHASES and TIMELINE

7.1 Note
7.1.1 CCCAA Board of Directors has postponed all fall and winter sports in accordance with the “Contingency Plan” as of July 9, 2020. The first day Fall and Winter sports may practice is January 18, 2021. The first day a Spring sport may practice is March 27, 2021.

7.2 Introduction
7.2.1 The following Phases will be implemented once in-person physical activity is permitted on campus and can be safely done according to state and county guidelines. Once athletics are allowed on campus, these Phases will be implemented starting with Phase 1, and progressing every two weeks (at minimum), until permitted to return to normal practices in Phase 4. If, at the end of the two-week minimum per Phase, the state and local gating criteria continues to be satisfied, then the athletics department will move into Phase 2, and so on. These Phases are not linked to the “stages of reopening” as dictated by the state. They are here to help reacclimate student-athletes to the fitness levels needed to compete safely, as well as keep safety measures in place for those vulnerable populations who can be at high risk of severe infection. Not only is there a graded increase in physical activity and levels of contact to consider, there is also the scenario of keeping an outbreak under control by keeping training groups small at first (CCCATA Resocialization of Athletics).

7.3 Phase 0
7.3.1 Pre-Resocialization
7.3.1.1 COVID-19 Action Team for Athletics.

7.3.1.1.1 Athletic Trainers: Juan Cuevas and Lorena Tarnay
7.3.1.1.2 Athletic Director: Scott Giles
7.3.1.1.2 Dean of Physical Education: David Grossman
7.3.1.1.4 Director of Health Services: Dana Timmermans
7.3.1.1.5 Faculty Representative: Greg Aviles
7.3.1.1.6 Facilities: Larry Lara
7.3.1.1.7 Risk Management: Tami Oh
7.3.1.1.8 Fullerton College Administration: Rodrigo Garcia and Greg Schulz
7.3.1.1.9 Team Physicians: Kenton Fibel MD & Orr Limpisvasti

7.3.1.2 Preparation Checklist for Phase 1:

7.3.1.2.1 Acquiring of proper PPE and total amount needed for proper daily use by staff.
7.3.1.2.2 Meet with team physician and Risk Management to coordinate Emergency Action Plan to ensure best practices protecting student-athletes and staff.
7.3.1.2.3 Coordinate screening plan and procedures for staff and student-athletes.
7.3.1.2.4 Coordinate with Student Insurance for COVID-19 coverage specifics and for student-athletes (Student-Athlete Insurance Network does not cover COVID-19 related insurance claims).
7.3.1.2.5 Locate community free testing centers for all student-athletes.
7.4 Phase 1

7.4.1 Resocialization With Major Social Distancing

7.4.1.1 Phase to start once in person, physical activity is permitted on campus.

7.4.1.2 Vulnerable student-athletes, athletics health care providers, coaches and athletics personnel SHOULD continue to shelter in place. Those living in dorms and other residences where vulnerable individuals reside should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home, and appropriate isolation precautions should be taken.

7.4.1.3 All personnel must maintain six feet social distancing measures, unless closer proximity is deemed necessary by an emergency.

7.4.1.4 Number of participants to be limited to what the current guidelines require.

7.4.1.5 Gymnasium, fitness center and common areas where student-athletes and staff are likely to congregate and interact will remain closed until state and county officials reverse the July 15, 2020 directive to close gyms and fitness centers.

7.4.1.6 Virtual meetings and remote coaching should be encouraged whenever possible and feasible.

7.4.1.7 Nonessential travel should be minimized, and Centers for Disease Control and Prevention guidelines regarding isolation after travel should be implemented.

7.4.1.8 Educate athletics staff and student-athletes on current best practices for infection control. Continue to implement policies and procedures put in place by your individual institution.

7.4.1.9 It is the duty of athletics staff, teammates and individual student-athletes to report any possibility of self or others with symptoms of infection to appropriate medical staff. All student-athletes, athletics health care providers, coaches and athletics personnel should stay home and report remotely if they feel sick.

7.4.2 Operations Management

7.4.2.1 Training/Conditioning (Non-Contact)

7.4.2.1.1 Facilities - Gymnasium, Football, Soccer, Softball, Baseball Fields, Beach Volleyball Courts

7.4.2.1.1.1 Indoor training will be restricted until allowed by state and county guidelines.

7.4.2.1.1.2 Training should be efficient and spaced out.

7.4.2.1.1.3 Maintain equipment a minimum of 6 feet apart.

7.4.2.1.1.4 Hand sanitizer available in all facilities. Use before and after handling equipment.

7.4.2.1.1.5 Single use towels for student-athletes.

7.4.2.1.1.6 Outdoor training should be favored over indoor when possible.

7.4.2.1.1.7 Signage (Proper social distancing, hand sanitizing, etc.).

7.4.2.1.2 Training Groups

7.4.2.1.2.1 Limit size of training groups per local and state health organization guidelines.

7.4.2.1.2.1.a Train in Cohorts. IHEs should establish cohorts as a strategy to minimize the potential spread of COVID-19. A cohort may be composed of six to 12 individuals, all members of the same team, who consistently work out and participate in activities together. Cohorts should avoid mixing with other groups.

7.4.2.1.2.1.b Keep different cohorts separate. Consider using signs, cones, or tape to make dividing lines clear.

7.4.2.1.2.1.c Daily screenings for all personnel (see Daily Operations).
c. Considerations for logistics of daily screenings.
d. Athletic Trainers or those trained specifically in screening process, to conduct daily screenings.

7.4.2.1.2.2 Athletes and coaches should maintain at least six feet of separation from others when not on the fields of play or otherwise engaged in play/activity, where feasible.

a. Create distance between players when explaining drills, rules of the game, or huddling.
b. Limit the number of players to spread out into spectator areas if more space is available.
c. Prohibit unnecessary physical contact such as high fives, hand shake lines, and other physical contact with teammates, opposing teams, coaches, umpires, and fans. Coaches should regularly review physical distancing rules with athletes.
d. Consider providing physical guides, such as signs and tape on floors or playing fields, to make sure that coaches and players remain at least six feet apart.

7.4.2.1.2.3 Special consideration for vulnerable student-athletes and staff/coaches.

a. No vulnerable student-athlete or staff/coaches will be allowed to participate at this time.

7.4.2.1.2.4 Groups should train 2-3 non-consecutive sessions per week per NSCA guidelines. 7, 14

7.4.2.1.2.5 Strategic planning of team practices throughout the day.

a. 15-30-minute time buffer between trainings.
b. Allows for proper cleaning/sanitization of equipment and facility.
c. Prevents overlap of training groups.

7.4.2.1.2.6 Strategic volume training increase based on NSCA guidelines. 14

7.4.2.1.2.7 Shared equipment should be avoided or cleaned between use by each individual if possible. No sharing of towels or personal equipment will be permitted37.

7.4.3 Hydration

7.4.3.1 Communal water coolers prohibited. 17-18

7.4.3.2 Every student-athlete is to bring their own water bottle to training sessions.

7.4.3.2.1 Bottles may be lent and/or single use cups may be provided.

7.4.3.3 Encourage student-athlete to bring enough water for the duration of the session.

7.4.3.4 Use of drinking fountains is prohibited. Faculty, staff and students are encouraged to bring their own water and to use water refilling stations where available for personal water bottles. Water refilling stations should be cleaned and disinfected regularly. Post signs at refilling stations that encourage users to wash or sanitize their hands after refilling37.
7.5 Phase 2

7.5.1  Resocialization With Moderate Social Distancing

7.5.1.1  Vulnerable individuals should continue to shelter in place 1,4.
    7.5.1.1.1  Awareness and proper isolating practices related to vulnerable individuals in residence should continue 4.

7.5.1.2  Physical distancing should continue 1,4.

7.5.1.3  Gatherings of more than 50* people should be avoided unless precautionary measures of physical distancing and sanitation are in place 1,5.

7.5.1.4  Gyms and common areas where student-athletes and staff are likely to congregate and interact should remain closed, or appropriate distancing and sanitation protocols should be implemented 4.

7.5.1.5  Virtual meetings should continue to be encouraged whenever possible and feasible 4.

7.5.1.6  Continue to educate athletics staff and student-athletes on current best practices for infection control. Continue to implement policies and procedures put in place by individual institutions 2,5.

7.5.1.7  It is the duty of athletics staff, teammates and individual student-athletes to report any possibility of self or others with symptoms of infection to appropriate medical staff. All student-athletes, athletics health care providers, coaches and athletics personnel should stay home and report remotely if they feel sick 1,4,9.

7.5.2  Operations Management

7.5.2.1  Same as Phase 1 Operations Management (see 7.4.2)

7.5.3  Hydration

7.5.3.1  Individual water bottles or single use cups—Healthy Groups 4

7.5.3.2  Refill suggestions:
    7.5.3.2.1  Wash or sanitize your hands before and after each refill
    7.5.3.2.2  If your facility has touchless water bottle fillers, those should be utilized to refill personal water bottles.
    7.5.3.2.3  If your facility does not have touchless water bottle fillers, utilize a water cooler for refills.
    7.5.3.2.4  Consider designating one person to strictly refill water bottles or cups.
    7.5.3.2.5  Spray water cooler nozzle with any EPA Approved Disinfectant or 70% alcohol solutions between each use.
    7.5.3.2.6  Wash or sanitize your hands before and after each refill
    7.5.3.2.7  Cups can be utilized when personal water bottles are not easily accessible but must be discarded after each use.
7.6 Phase 3

7.6.1 Resocialization of healthy and vulnerable groups with moderate social distancing and appropriate sanitization

7.6.1.1 Vulnerable student-athletes, athletics health care providers, coaches and athletics personnel can resume in-person interactions, but should practice physical distancing, minimizing exposure to settings where such distancing is not practical.

7.6.1.2 Gyms and common areas where student-athletes and staff are likely to congregate and interact can reopen if appropriate sanitation protocols are implemented, but even low-risk populations should consider minimizing time spent in crowded environments.

7.6.1.3 Unrestricted staffing may resume.

7.6.1.4 Continue to educate athletics staff and student-athletes on current best practices for infection control. Continue to implement policies and procedures put in place by individual institution.

7.6.1.5 It is the duty of athletics staff, teammates and individual student-athletes to report any possibility of self or others with symptoms of infection to appropriate medical staff. All student-athletes, athletics health care providers, coaches and athletics personnel should stay home and report remotely if they feel sick.

7.6.2 Operations Management - Practice for Healthy Groups (Limited Physical Contact)

7.6.2.1 Collegiate athletic teams are permitted to begin a return to practice only if:

7.6.2.1.1 The institution of higher education adopts, and its teams follow, an institution-specific "return to play" safety plan.

7.6.2.1.2 Regular periodic COVID-19 testing of athletes and support staff must be established and implemented by the IHE’s and agree to a minimum testing standard that includes frequency of testing, who is subject to testing (all athletes and staff that have close contact with the athletes), and what type of testing is done, prior to return to practice.

7.6.2.1.3 Based on current evidence and standards, both daily antigen testing and periodic PCR testing are acceptable testing methods for both baseline and ongoing screening testing.

7.6.2.1.4 If following a daily antigen testing protocol, the protocol must begin with a PCR test followed by daily antigen testing. Any positive antigen test must trigger a PCR test for confirmation. PCR testing is required for symptomatic athletes and staff and should be conducted within 24 hours of symptoms being reported.

7.6.2.1.5 Consistent with requirements imposed by the National Collegiate Athletic Association (NCAA), athletes are not required to waive their legal rights regarding COVID-19 as a condition of athletics participation.

7.6.2.1.6 The institution of higher education adheres to the general guidance for institutions of higher education related to isolation and quarantine of individuals who test positive for COVID-19 and close contacts of those individuals.

7.6.2.2 Facilities (Gymnasium, Football, Soccer, Softball, Baseball Fields, Beach Volleyball Courts). Practices should be efficient and spaced out.

7.6.2.2.1 Keep doors/windows open for proper ventilation.

7.6.2.2.2 Have someone prop open doors so there is limited contact to doors.

7.6.2.2.3 Hand sanitizer available in facilities.

7.6.2.2.4 Signage (Proper social distancing, hand sanitizing, etc.)

7.6.2.3 Practice Groups
7.6.2.3.1 Health screens for all personnel (instructors, coaches, student-athletes, athletic trainers, etc.) performed daily before attending training

7.6.2.3.1.1 Considerations for logistics of daily screenings - Athletic Trainers or those trained specifically in screening process, to conduct daily screenings

7.6.2.3.2 Special consideration for vulnerable student-athletes

7.6.2.3.3 Limit size of practice groups per local and state health organization guidelines

7.6.2.3.4 Instruct coaches to limit number of ball transfers between student-athletes (i.e. basketballs, volleyballs, etc.)

7.6.2.3.5 Instruct coaches to limit shared equipment (i.e. gloves, bats, racquets, etc.)

7.6.2.3.6 Single use towels for student-athletes

7.6.3 Hydration

7.6.3.1 Individual water bottles or single use cups—Healthy and Vulnerable Groups

7.6.3.1.1 Cups can be utilized by both healthy and vulnerable group when personal water bottles are not easily accessible but must be discarded after each use.

7.6.3.1.2 If a healthy student-athlete does not have the ability to obtain their own water bottle, leasing water bottles for games/practices from the Athletic Training Facility can be an option.

7.6.3.1.3 Borrowed water bottles must be returned daily for proper cleaning and sanitization to be done by designated personnel (See Bottle Sanitization under SANITIZATION).

7.6.3.1.4 Vulnerable student-athletes should bring their own individual water bottles.

7.6.3.1.5 Refill suggestions:

7.6.3.1.5.1 Wash or sanitize your hands before and after each refill.

7.6.3.1.5.2 If your facility has touchless water bottle fillers, those should be utilized to refill personal water bottles.

7.6.3.1.5.3 If your facility does not have touchless water bottle fillers, utilize a water cooler for refills.

7.6.3.1.5.4 Consider designating one person to strictly refill water bottles or cups.

7.6.3.1.5.5 Spray water cooler nozzle with any EPA Approved Disinfectant or 70% alcohol solutions between each use. Wash or sanitize your hands before and after each refill.

7.6.3.1.5.6 Cups can be utilized when personal water bottles are not easily accessible but must be discarded after each use.
7.7 Phase 4

7.7.1 Return to Regular Practice and Competitions

7.7.1.1 The transition from the previous core principles to a relaxation of these principles can occur when COVID-19 can be managed in a manner like less virulent influenza strains. For COVID-19, future phases are dependent on the successful development of widely available treatment, including prophylactic immunotherapy, coupled with widespread, effective vaccination.

7.7.1.2 Consideration of spectator modifications (i.e. no spectators, physical distancing, etc.) to ensure safety of student-athletes, support staff and spectators.

7.7.1.3 Return to normal practice

7.7.1.4 Return to normal competitions

7.7.1.5 Continue to educate athletics staff and student-athletes on current best practices for infection control. Continue to implement policies and procedures put in place by individual institution.

7.7.1.6 It is the duty of athletics staff, teammates and individual student-athletes to report any possibility of self or others with symptoms of infection to appropriate medical staff. All student-athletes, athletics health care providers, coaches and athletics personnel should stay home and report remotely if they feel sick.

7.7.2 Operations Management - Competition (Physical Contact)

7.7.2.1 Competition between teams without spectators is permitted to begin only if:

7.7.2.1.1 IHE can provide COVID-19 testing and results within a 48 hour period in advance of competition in high contact risk sports.

7.7.2.1.2 Athletics departments have considered how best to secure reasonable assurance that the same risks have been adequately considered and addressed by other teams. This includes consideration of how to share testing results and related safety assurances to opposing teams before the start of an event in a manner consistent with applicable health information and education privacy laws. Further, in conjunction with local public health officials and contact tracers, schools must have in place a mechanism for notifying other schools should an athlete from one team test positive within 48 hours after competition with another team.

7.7.2.1.3 Athletics departments, in consultation with institutional leadership, must evaluate the availability of, and accessibility to, local contact tracing resources. Where the availability of local contact tracing resources is inadequate, schools must train on-site personnel or procure contact tracing resources. Staff who complete formal training in contact tracing can be an invaluable resource with respect to institutional risk-management efforts and resources.

7.7.2.2 Facilities (Gymnasium, Football, Soccer, Softball, Baseball Fields, Beach Volleyball Courts.)

7.7.2.2.1 Have someone prop open doors so there is limited contact to doors.

7.7.2.2.2 Hand sanitizer available in facilities.

7.7.2.2.3 Sanitary hydration (See Hydration Phase 4 below).

7.7.2.2.4 Signage (Proper social distancing, hand sanitizing, etc.).

7.7.2.3 Personnel

7.7.2.3.1 Health screens performed prior to entering facilities (Coaches, officials, administrators, events staff, etc.)

7.7.2.3.1.1 Predesignated area for screening.

7.7.2.3.1.2 Risk form to be required for officials, event staff, and game management crew.

7.7.2.3.1.3 Screening form can be modified version of daily screening form but for contests only.
7.7.2.3.2 Special consideration for vulnerable student-athletes and staff/coaches.
7.7.2.3.3 Health screens for visiting team performed by their respective institution before leaving their campus and again possibly by host athletic training staff.

7.7.2.3.3.1 Communicate to host Athletic Trainer.
7.7.2.3.3.2 Student-athletes at Fullerton College not screened prior to departure will **NOT** be permitted to travel.
   a. Exceptions TBD.

7.7.2.4 Treatments 2, 21
7.7.2.4.1 Host Athletic Training staff will provide limited treatments to visiting team.
7.7.2.4.2 Most visiting team treatments should be done at home school.
7.7.2.4.3 Host Athletic Trainer staff will coordinate location of treatments (i.e. outdoors to control Athletic Training Facility traffic).

7.7.2.5 Equipment 2, 3, 21
7.7.2.5.1 Visiting team will bring their own Athletic Trainer kit, water bottles, towels, etc. when feasible.
7.7.2.5.2 Emergency equipment made available by host institution. 15

7.7.2.6 Travel to Resume
7.7.2.6.1 Travel should be limited to essential personnel (e.g., athletes, coaches, medical staff).
7.7.2.6.2 If using more than one vehicle, travel parties should be split according to those already with the closest contact (e.g., cohorts).
7.7.2.6.3 Face coverings must be worn and removed only minimally for eating or drinking.
7.7.2.6.4 If traveling by bus, try to keep seats open in front of and behind each person (e.g., using a “checkerboard” pattern).

7.7.3 Hydration- Return to Regular Practice and Competition 4

7.7.3.1 Individual water bottles are preferred.
7.7.3.2 Multiple spout hydration station can be used for practices and games.
7.7.3.3 No sanitization practice has been identified at this time.
7.7.3.4 Encourage the development of ongoing, consistent, and reasonable cleaning and sanitization procedures—keeping CDC standards in mind.
7.7.3.5 Dishwasher implementation might be considered for consistent and ongoing sanitization.
7.8 CCCATA Sport Specific Resocialization Plan Guidelines

7.8.1 Note

This plan is based on the CCCAA Resocialization Back to Sport Guidelines Timeline which was based on the NCAA Phases. This plan does not address spectators.

7.8.1.1 Level "I" sports: Individual running events, throwing events, individual swimming, Cross-Country, Golf

7.8.1.2 Level "II" sports: Singles tennis, swimming relays, track relays, pole vault, high jump, long jump, singles badminton

7.8.1.3 Level "III" sports: Baseball, Softball, Volleyball, Beach Volleyball, Basketball, Soccer, doubles tennis, doubles badminton

7.8.1.4 Level "IV" sport: Football, Wrestling, Water Polo

7.8.2 Table 4: Sport and Phases Simplified

<table>
<thead>
<tr>
<th>CCCATA Sport-Specific Resocialization Plan Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groups can move down into more conservative groups, but cannot move up</td>
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</table>

**Level "I" Sports**

Return to conditioning (strength and fitness): Phase 1 (groups of 10 or less with physical distancing, NO VULNERABLE STUDENT-ATHLETES)

Return to practice: Phase 1 (groups of 10 or less with physical distancing, NO VULNERABLE STUDENT-ATHLETES)

Return to competition (remote): Phase 1 (groups of 10 or less with CDC-defined physical distancing)

Vulnerable student-athletes cannot return until Phase 3 with CDC-defined physical distancing, and in Phase 4 unrestricted

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**Level "II" Sports**

Level "II" sports: Singles tennis, swimming relays, track relays, pole vault, high jump, long jump, singles badminton

Return to conditioning (strength and fitness): Phase 1 (groups of 10 or less with physical distancing, NO VULNERABLE STUDENT-ATHLETES)

Return to practice with no shared equipment: Phase 2 (groups of 50 or less, NO VULNERABLE STUDENT-ATHLETES)

Return to practice with appropriately sanitized shared equipment: Phase 3 (VULNERABLE STUDENT-ATHLETES WITH PHYSICAL DISTANCING)

Vulnerable student-athletes cannot return until Phase 3 with CDC-defined physical distancing, and in Phase 4 unrestricted

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**Level "III" Sports**

Baseball, Softball, Volleyball, Beach Volleyball, Basketball, Soccer, doubles tennis, doubles badminton

Return to conditioning (strength and fitness): Phase 1 (groups of 10 or less with physical distancing, NO VULNERABLE STUDENT-ATHLETES)

Return to practice with no shared equipment/no contact: Phase 2 (groups of 50 or less, NO VULNERABLE STUDENT-ATHLETES)

Return to practice with appropriately sanitized shared equipment with contact: Phase 3 (VULNERABLE STUDENT-ATHLETES MAY PRACTICE WITH PHYSICAL DISTANCING/NO CONTACT)

Return to competition: Phase 4 (monitor vulnerable student-athletes)

Vulnerable student-athletes cannot return until Phase 3 with CDC-defined physical distancing, and in Phase 4 unrestricted

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**Level "IV" Sports**

Football, Wrestling, Water Polo

Return to conditioning (strength and fitness): Phase 1 (groups of 10 or less with physical distancing, NO VULNERABLE STUDENT-ATHLETES)

Return to practice with no shared equipment/no contact: Phase 2 (groups of 50 or less, NO VULNERABLE STUDENT-ATHLETES)

Return to practice with appropriately sanitized shared equipment/no contact: Phase 3 (VULNERABLE STUDENT-ATHLETES MAY PRACTICE WITH PHYSICAL DISTANCING/NO CONTACT)

Return to competition: Phase 4 (monitor vulnerable student-athletes)

Vulnerable student-athletes cannot return until Phase 3 with CDC-defined physical distancing, and in Phase 4 unrestricted

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**What is Our Vulnerable Population?**

Vulnerable populations include individuals with serious underlying health conditions such as high blood pressure, chronic lung disease, diabetes, obesity and asthma, and those whose immune system is compromised, such as by chemotherapy, (CDC, NCAA). Each college should consult the team physician regarding screening and participation of vulnerable populations.

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**This plan is based on the CCCAA Resocialization Back to Sport Guidelines Timeline which was based on the NCAA Phases. This plan does not address spectators.**

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**Please consult COVID-19: NCAA Safe Return to Training for Athletes guidelines on 4 week return to 100% training volume.**

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REFERENCES


Fullerton College Child Development Lab School (Updated September 2020)

Communication

- Signage is posted to remind Lab School personnel, parents, and students to maintain a distance of at least six feet or more at all times.
- Social distancing signs is posted at key areas, such as drop-off or pick-up areas and handwashing stations. Multiple modes of signage will be utilized, such as posters, banners, and floor decals or tape markings.
- Diagrams or maps are posted illustrating how people should flow through the Lab School grounds.
- Signage is posted instructing Lab School personnel and parents to wear a face covering at Lab School ground, and to remain at home if experiencing any symptoms including fever of 100° F or above, cough, shortness of breath or difficulty breathing, sore throat, chills, repeated shaking with chills, headache, muscle pain, gastrointestinal symptoms, or a new loss of taste or smell.
- Copies of COVID-19 procedures are provided to all employees.
- Training is provided to staff on a variety of procedures, including:
  - Information on COVID 19
  - How to identify symptoms of COVID-19 and how to screen and conduct symptom checks.
  - Importance of not coming to work if employees are experiencing any symptoms of COVID-19 or if they or someone they live with has been diagnosed with COVID-19. They should consult their doctor.
  - Proper use and care of face coverings.
  - Performing physical distancing measures, sanitation, and handwashing protocols.
  - Proper safety protocols of use of disinfecting solutions.

General Requirements

Children’s Clothing and Other Belongings

- Parents/guardians will provide an extra pair of shoes for their child (a.k.a. “school shoes”) to be worn only at school. The Lab School is taking extra precautions with footwear to help prevent or slow the spread of COVID-10 and resist possible contamination.
• Parents will provide extra set of clothing that will remain at the Lab School. The Lab School will no longer provide a change of clothes for children to change into if their clothing gets wet or dirty. A child to enter the Lab School, if extra set of clothing is not provided. Extra clothing will be stored in sealed bags, such as Ziplock bags
• Children will have their own area to hang their jacket, if needed (please label with name and/or photo of the child)
• Only the child’s extra set of clothing, a jacket, and a pair of “school shoes” will be allowed in the Lab School. No other personal belongings or items will be allowed at school

Storage of Children’s Clothing and Other Belongings

• Indoor storage (“cubbies”) will be used to store nap items and extra clothing only
• Outside storage (“cubbies”) will be used to store “school shoes”
• An area will also be designated to hang children’s jackets for the day

Group Size and Ration

• Classroom size will be restricted to a maximum of 9 children

• TEA employees will stay with the same classroom throughout the day and may not “float” or be shared with another classroom
• Children must remain with the same group throughout day. Classroom 1 children must not combine or comingle with Classroom 2 children at any time

• To the extent possible, Lab School teaching team (teachers and TEA) will be assigned to the same group of children. Lab School teachers or TEA’s may not float between classrooms, unless it is an emergency or deemed necessary by the Director
• Each classroom will have their own outdoor area to work and play from
• Groups will spend as much time outdoors, as possible

Classroom Updates

• The Lab School will continue to use StoryPark to update parents on classroom life each day
Employee Arrival and Health Screening

- Employees will conduct daily self-screening at home for symptoms of COVID-19 before arriving at the Lab School
  - Self-screening shall include checking for symptoms including fever of 100° F or above, cough, shortness of breath or difficulty breathing, sore throat, chills, repeated shaking with chills, headache, muscle pain, gastrointestinal symptoms, or a new loss of taste or smell. Employees will utilize an application (or “app”) to conduct self-screening prior to arriving at the Lab School (we will provide free app information) and provide evidence of the completed self-screening upon arrival. Anyone with fever of 100° F or above; or any other symptoms of COVID-19 may not enter the Lab School
  - Before entering the Lab School, temperature checks will be conducted on each employee and verify that each employee completed the daily health screening. Non-contact thermometers will be used and sanitized after each use. The temperature and evidence of completed health screening will be documented for each employee before entering the Lab School
- Employees will enter from the gate near Building 1830. Employees will wear face masks upon arriving and while working at the Lab School
- Classified Teachers will change to their “school shoes” upon arrival at the Lab School
- Staff will sanitize their hands before entering the Lab School buildings (with hand sanitizers with at least 60% alcohol). Hand sanitizers will be available near doors of Lab School buildings
- Teachers will wash their hands thoroughly upon entering the classroom and put on a smock or apron. A smock or apron will be worn while working around Lab School children

Children Drop-Off and Health Screening

- Parents/guardians will conduct daily screenings of their child at home for symptoms of COVID-19 before arriving at the Lab School
  - Self-screening shall include checking for symptoms including fever of 100° F or above, cough, shortness of breath or difficulty breathing, sore throat, chills, repeated shaking with chills, headache, muscle pain, gastrointestinal symptoms, or a new loss of taste or smell. Lab
School parents/guardians and children will utilize an application (or “app”) to conduct self-screening prior to arriving at the Lab School (we will provide free app information) and provide evidence of the completed self-screening upon arrival. Anyone with fever of 100° F or above; or any other symptoms of COVID-19 may not enter the Lab School

- Only one parent/guardian will accompany their child for drop-off at the Lab School. If possible, older people such as grandparents or those with serious underlying medical conditions should not drop-off children, because they are more at risk for severe illness from COVID-19
- Parents/guardians are required to wear face masks and practice social distancing while on Lab School grounds. Parents/guardians will be encouraged to stagger drop-off times to encourage social distancing
- Before entering the Lab School grounds, temperature checks will be conducted on each child and verify that the parent completed the daily health screening of their child. Non-contact thermometers will be used and sanitized after each use. The temperature and evidence of completed health screening will be documented for each child before entering the Lab School
- All families will enter from the gate near Building 1810 and parent/guardians will exit from the gate near the Building 1830. Hand sanitizers will be placed near Lab School entrances and exits
- Upon completion of health screen procedures, parents/guardians and children will be required to sanitize their hands using hand sanitizer prior to entering the Lab School grounds. A parent/guardian will accompany their child to the designated Classroom 1 and/or Classroom 2 drop-off areas
- Parents/guardians will sign-in their child at the designated Classroom 1 or Classroom 2 drop-off areas. Parents will be encouraged to bring their own pens. A limited number of sanitized Lab School pens will be available. The Lab School pens will be sanitized after use
- Parents will not be allowed in Lab School buildings. Exceptions will only be made for emergency reasons, at the discretion of the Lab School Director
- At the beginning of the school day, Lab School teachers will conduct visual health screenings in the classroom for signs of illness, such as flushed cheeks, fussiness, lethargy, runny nose, cough, etc. Lab School teachers will utilize the checklists on Appendix 1 to document completion of the visual health screenings
• Before entering the classroom for the first time at the beginning of the day, Lab School teachers will direct and assist children to change to their “school shoes” (shoes that will be worn only at school). Teachers will then direct and assist children to wash their hands
• Children are required to wash their hands when entering or re-entering the classroom

Children Pick-up

• Only one parent/guardian will pick-up their child from the Lab School. Ideally, the same parent or designated person should drop-off and pick-up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick-up children, because they are more at risk for severe illness from COVID-19
• Parents/guardians are required to wear face masks and practice social distancing while on Lab School grounds. Parents/guardians will be encouraged to stagger pick-up times to encourage social distancing
• Parents will not be allowed in Lab School buildings. Exceptions will only be made for emergency reasons, at the discretion of the Lab School Director
• Children will wash their hands before departing the classroom for the day
• Prior to exiting the classroom, temperature checks will be conducted on each child. Non-contact thermometers will be used and sanitized after each use. The temperature of the child will be documented for each child before entering the Lab School
• Upon exiting the classroom, Lab School teachers or parents will direct and assist children to change out of their “school shoes” (shoes that will be worn only at school)
• All parents/guardians will enter from the gate near Building 1810 and families will exit from the gate near the Building 1830. Hand sanitizers will be placed near Lab School entrances and exits

Isolation of a Child That Becomes Ill

• When a child becomes sick or develops symptoms of illness, a Lab School teacher or the Director will move the sick child to a designated isolation room/area. The designated isolation room/area is comfortable, isolated from other children and located in the room across from Director’s office).
The child will be observed and cared for by a Lab School staff who knows the child well
- Parents will be called and will have 30 minutes to pick-up their child from the Lab School
- The designated isolation room will be cleaned and sanitized after each use
- A Lab School staff will provide the parent/guardian (or other another designated adult) the child’s symptoms

**Food Preparation and Meal Service**
- The Lab School staff will continue to follow all applicable federal, state, and local regulations and guidance related to safe preparation of food
- To the extent possible, lunch and breakfast will be served outdoors
- Social distancing will be observed during meal service (outdoors or indoors). Seating will be marked off at the tables for meal service
- Family-style meal-service is not recommended. Lab School teachers will plate each child’s meal to serve it so that multiple children are not using the same serving utensils. Lab School staff will also pour beverages for each child
- Disposable plates and flatware sets will be utilized
- Lab School staff will always be aware and consider each child’s underlying health conditions, such as food allergies
- Lab School staff will wash hands prior to preparing food and immediately after meal service
- Lab School staff will ensure children wash their hands prior to and immediately after eating

**Restrooms/Bathrooms Use**
- One Lab School staff will accompany no more than two children to the restroom
- Lab School staff will wear a face mask, face shield, and gloves when accompanying children to the restroom
- Do not have a child face the Lab School staff member when assisting a child changing. When assisting the child, the child should be facing away from the Lab School staff
- Lab School staff will ensure children wash their hands immediately after each restroom use
• After each child’s restroom use, Lab School staff will clean and sanitize touched surfaces
• The Atelier restroom will be kept empty and will be used by sick children only. (if needed)

Classroom Materials Management and Sanitization

Resources: a) Reopening Childcare and b) Setting up the Environment-Materials

• Classroom books will be rotated daily, at the end of the school day. Rotation of the books minimizes the risk of COVID-19 transmission on book surfaces
• At 3:40 P.M., all classroom materials that are able to be washed will be placed in mesh baggies and will be put in a bucket with bleach water for sanitizing.
• Children’s beddings will be washed at the end of each day
• Markers, colored pencils, and other art or writing instruments will be rotated and sanitized at the end of the school day
• Tables, chairs, and materials will be wiped down at the end of each school day
• Nap mats will be assigned to each child and have the child’s name
• Whenever possible, each child will be provided their own set of materials stored in sealed bags, such as scissors, pens, markers, etc.
• Outdoor materials will be sanitized at the end of the school day

Medication Administered During COVID-19

The goal of the medication administration plan is to ensure the Lab School is prepared. Additionally, Lab School staff and children are properly protected during the administration of medication.

• Only authorized and trained teachers/directors will be permitted to administer medication to children
• Administration of Medication Plan-For Lab School internal use only (example below)
<table>
<thead>
<tr>
<th>Medical Condition</th>
<th>Required Medication</th>
<th>Protective Measures for COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asthma</td>
<td><em>Metered-Dose Inhaler</em></td>
<td><em>Metered-Dose Inhalers with spacers are recommended. Staff should wear a cloth face mask covering.</em></td>
</tr>
</tbody>
</table>

- Proper personal protective equipment (PPE), such as gloves, face masks, and face shield, will be worn when providing medicine to children

**Notification to Local Health Officials, Staff, and Families**

- The Lab School Director will be responsible for documenting/tracking incidents of possible exposure and immediately notifying local health officials, staff, and families of any possible case of COVID-19 while maintaining confidentiality
- The contact information for the local office of public health is as follows:

  Orange County-Public Health Services  
  Phone: 714-579-7928  
  Website: [https://www.ochealthinfo.com/phs](https://www.ochealthinfo.com/phs)  
  Address: 405 W. 5th Street, Santa Ana, CA 92701
Responding to a COVID-19 Classroom Exposure
General Student Population
(for both online students and students learning in face-to-face classes)

**Scenario:** Student contacts instructor and reports that they are: confirmed positive, awaiting results, exposed or another illness.

**Important** – Before emailing students in a face-to-face class, the Instructor and Dean should obtain guidance from Director of Health Services (Currently Interim Director of Behavioral Health Services).

*Note: Additional meetings may be needed throughout this process to assure a timely and accurate response.*

1 – Instructor
For both face-to-face and online classes:

- Tells student to stay home:
  - If the student tested positive, the instructor and/or Dean will contact them to provide them with resources and do a contact tracing assessment
    - Follow instructions for Positive Test instructions located on Orange County Health Care Agency website: [https://occovid19.ochealthinfo.com/if-you-have-covid-19-or-were-exposed](https://occovid19.ochealthinfo.com/if-you-have-covid-19-or-were-exposed)
  - If showing symptoms– encourage the student to get tested and let them know the instructor and/or Dean will contact them with resources and may start contact tracing.
    - While waiting have the student follow quarantine instructions located on Orange County Health Care Agency website: [https://occovid19.ochealthinfo.com/if-you-have-covid-19-or-were-exposed](https://occovid19.ochealthinfo.com/if-you-have-covid-19-or-were-exposed)
    - Where to get tested information: [https://occovid19.ochealthinfo.com/covid-19-testing#wherecanIgettested](https://occovid19.ochealthinfo.com/covid-19-testing#wherecanIgettested)
  - If exposed but not sick - tell the student they should quarantine and be tested, and let them know the instructor and/or Dean will contact them with resources and may start contact tracing in the event they are in any other face-to-face classes and/or have accessed campus drive-thru services for resource distribution.
    - While waiting have the student follow quarantine instructions located on Orange County Health Care Agency website: [https://occovid19.ochealthinfo.com/if-you-have-covid-19-or-were-exposed](https://occovid19.ochealthinfo.com/if-you-have-covid-19-or-were-exposed)
    - If testing is necessary: [https://occovid19.ochealthinfo.com/covid-19-testing#wherecanIgettested](https://occovid19.ochealthinfo.com/covid-19-testing#wherecanIgettested)
  - If sick but not COVID symptoms - tell the student to stay home until feeling better

- Notifies Dean and Director of Health Services (Currently Interim Director of Behavioral Health Services) and copies Administrative Assistant II, Office of the President
• Works with the Dean to conduct preliminary contact tracing and follow up with student as appropriate

Additional instructor steps for face-to-face classes only:

• Consider making learning accommodations so the student does not feel pressure to come to campus while sick or when they should be in quarantine
• May cancel class, but waits for instructions from Director of Health Services (Currently Interim Director of Behavioral Health Services) before communicating about COVID to the class
• Provides the class roster to the Dean to aid with contact tracing and determines if other employees came in contact with the student
• Fills out the employee exposure checklist

2 - Dean

For face-to-face classes:

• Works with the instructor to conduct preliminary contact tracing steps and follow up with student(s)
  o President’s Staff should be copied, which includes: President, three vice presidents, Director of Campus Communications, Director of Institutional Effectiveness, Director of Facilities/M&O and the Administrative Assistant II and Executive Assistant in the Office of the President.
  o For the following items should be attached:
    ▪ Class roster(s)
    ▪ Copies of any email communications from instructor to students in the class
    ▪ Known dates of when the affected student(s) attended class in person
    ▪ Contact information for the affected student(s) including Student ID number
    ▪ Any other relevant information from the faculty member regarding the potential exposure
    ▪ Clarify if the student who tested positive has attended in person, or if the student has attended exclusively online (away from campus) and has never been to campus
  • Contacts Director of Facilities/M&O to begin assessing custodial needs
  • Keeps the instructor informed of progress

For online classes:

• Works with the instructor to conduct preliminary contact tracing steps and follow up with student(s)
  o President’s Staff should be copied, which includes: President, three vice presidents, Director of Campus Communications, Director of Institutional Effectiveness, Director of Facilities/M&O and the Administrative Assistant II and Executive Assistant in the Office of the President.
  o The following items should be attached:
    ▪ Contact information for the affected student(s) including Student ID number
    ▪ Any other relevant information from the faculty member regarding the potential exposure, if applicable
Steps 3A-3D occur concurrently

3A - Director of Health Services (Currently Interim Director of Behavioral Health Services)
- Provides information on testing resources, guidance and community resources as needed

3B – Administrative Assistant II, Office of the President
- Works with student to assess COVID-19 status (using the COVID-19 Exposure Investigation Worksheet for the Education Sector), provides information on testing resources and begins contact tracing
- Works with the faculty member for contact tracing and exposure based on CDC guidelines
- Determines if additional students need to be contacted and contacts them if needed for contact tracing purposes
- Reports to President, NOCCCD Director of Risk Management (who sends to OCHCA) per NOCCCD COVID-19 Positive Test Communications Protocol

3C - Director of Institutional Effectiveness – Alternate/Backup – Director of Admissions and Records
- Cross references the class roster to see if the student and classmates are enrolled in other in-person classes
- Provides names of any students enrolled in additional in-person classes to Director of Health Services

3D – President
- Informs district colleagues of a potential exposure (per COVID Manual, list roles by title) – See number 5, below

3E – Director of Facilities/M&O
- Confirms custodial staff contact with the exposure area, both for contact tracing of employees and exposure assessment for Director of Health Services (Currently Interim Director of Behavioral Health Services)
- Provides exposure checklist to employees if needed

4 – Meeting
- Office of the President Administrative Assistant II or Executive Assistant sends a Zoom meeting out to: Instructor, Dean, Director of Health Services (Currently Interim Director of Behavioral Health Services), Dean of Student Support Services, Director of Facilities/M&O and President’s Staff
- Exposure assessment is given and determination is made whether to quarantine. If class is required to quarantine, refer to post-quarantine section below.
- Detailed information is shared so communications can be prepared by Director of Campus Communications

5 – Communications
- President informs Chancellor, District Risk Manager, District Director of Public and Governmental Affairs, Vice Chancellor of Human Resources, Associate Vice Chancellor of Human resources and Vice Chancellor of Finance & Facilities
• Internal campus communications – Director of Campus Communications provides a template email to the instructor that they may personalized before sending to exposed students. This must be sent before external communications.

• External communications – Director of Campus Communications prepares an email for the campus community and posts the information on the COVID-19 Updates. (External communications may become weekly updates if multiple cases continue to occur in a week.)

• OC Health Care Agency – District Risk Manager updates the county health agency and maintains a district log of all COVID-19 cases

6 – Debrief

• The case will be reviewed at the next regularly scheduled President’s Staff meeting (or if needed, the Office of the President Administrative Assistant II or Executive Assistant sends a separate Zoom meeting invitation out to: Instructor, Dean, Director of Health Services (Currently Interim Director of Behavioral Health Services), Dean of Student Support Services, Director of Facilities/M&O and President’s Staff) to discuss:
  o If the process met students’ needs
  o Evaluate current safety measures
  o Use these examples while preparing for future in-person classes
  o Revise and refine steps as needed

Post-Quarantine Class Protocol

1 – Administrative Assistant II, Office of the President

• Send Qualtrics link to Safe Return to Campus Post Quarantine COVID-19 Self-Assessment to students prior to designated return date. The link will be sent out two days prior to the return date, and students are required to complete the form by 12 noon the day before they return to campus.
  o Qualtrics link:

• Monitor Qualtrics responses to identify any red flag responses indicating students who may have been exposed or tested positive during the quarantine period.

• Follow up with students who provide red flag responses to determine if and when it is safe for them to return to class. In consultation with President and Director of Health Services (currently Interim Director of Behavioral Health Services), inform students who have tested positive or have been exposed during the quarantine period not to return to class on the originally scheduled date. A new return to campus date will need to be communicated to the student based on an extended quarantine period.

• Report any new positive cases to President and District Services per the NOCCCD COVID-19 Positive Test Communications Protocol
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Emergency Action Plan</th>
<th>Line of Communication</th>
</tr>
</thead>
</table>
| Scenario 1: A student or staff member answers “yes” during the Daily Screening questionnaire | • Instruct to stay home and monitor symptom.  
• If symptoms persist, recommend testing.  
• Send home with information from OCHCA:  
• See Scenario 4 for positive test results.  
• See Scenarios 5 and 6 for negative test results. | • Communicate with supervisor (DEAN/Instructor) about suspected case.  
• Once test results are confirmed via virtual communication: inform supervisor (DEAN/Instructor) about status of case.  
• Prior to return to campus, Post Quarantine Class protocol needs to be completed |
| Scenario 2: A family member or someone in close contact with a student or staff member (outside of the school community) tests positive for COVID-19. | • Instruct to stay home, or to leave campus.  
• Instruct to get tested  
• Send home with information from OCHCA:  
• See Scenario 4 for positive test results.  
• See Scenario 6 for negative test result. | • Communicate with supervisor (DEAN/Instructor) about suspected case.  
• Once test results are confirmed via virtual communication: inform supervisor (DEAN/Instructor) about status of case.  
• Prior to return to campus, Post Quarantine Class protocol needs to be completed |
| Scenario 3: A student or staff member exhibits COVID-19 symptoms during a class. | • Individual with symptoms is removed from class and sent home.  
• Instructed to monitor symptoms and recommend testing  
• Send home with information from OCHCA:  
• If serious illness, call 911.  
• See Scenario 4 for positive case.  
• See Scenario 5 and 6 for negative test result. | • Communicate with supervisor (DEAN/Instructor) about suspected case.  
• Once test results are confirmed via virtual communication: inform supervisor (DEAN/Instructor) about status of case.  
• Prior to return to campus, Post Quarantine Class protocol needs to be completed |
| Scenario 4: A student-athlete or staff member tests positive for COVID-19. | • Individual sent home if not already quarantined.  
• Send home with information from OCHCA:  
  • OCHCA Guidance for Home Isolation: COVID-Positive Guidelines sent virtually. | • Once test results are confirmed via virtual communication: inform supervisor (DEAN/Instructor) about status of case.  
• Prior to Return to Campus, Post Quarantine Class protocol needs to be completed |
| Scenario 5: A student or staff member tests negative for COVID-19 after having symptoms, without any positive or symptomatic cases in household. | • Individual may return to school 72 hours after resolution of fever and improvement of other symptoms. | • Once test results are confirmed via virtual communication: inform supervisor (DEAN/Instructor) about status of case.  
• Prior to Return to Campus, Post Quarantine Class protocol needs to be completed |
| Scenario 6: A student or staff member tests negative for COVID-19 after being in close contact to a COVID-19 positive household member. | • Individual must remain in quarantine for a full 14 days after last contact with a person who has COVID-19  
  • OR individual must remain in quarantine for the duration that the COVID-19 positive person in same household has to remain in quarantine if able to keep social distance.  
  • OR if individual is unable to maintain social distance from the COVID-19 positive person in their household, then they must stay in quarantine for 14 days after the ill person has meet the criteria to end home isolation28. | • Once test results are confirmed via virtual communication: inform supervisor (DEAN/Instructor) about status of case.  
  • Prior to Return to Campus, Post Quarantine Class protocol needs to be completed |}

| Scenario 7: A student-athlete or staff member tests negative for COVID-19 without exposure to virus. | • Must provide PRF (See Appendix B) and any further documentation provided by the signing physician. | • Once test results are confirmed via virtual communication: inform supervisor (DEAN/Instructor) about status of case.  
  • Prior to Return to Campus, Post Quarantine Class protocol needs to be completed |
# COVID-19

## SELF-ASSESSMENT FORM

### Exposure

Have you been within six feet of a person with a lab-confirmed or suspected case of COVID-19, or had direct contact with his/her mucus or saliva in the past 14 days?

- [ ] Yes
- [ ] No

Does this person live with you?

- [ ] Yes
- [ ] No

- If you answered “YES” to either of these questions, DO NOT COME TO SCHOOL.
- Contact your instructor.

### Symptoms

Are you experiencing any of the following symptoms?

- [ ] Cough, or a NEW cough
- [ ] Fever (100°F or above)
- [ ] Sore Throat
- [ ] Headache
- [ ] Diarrhea
- [ ] NEW shortness of breath or difficulty breathing
- [ ] NEW chills
- [ ] NEW muscle aches
- [ ] NEW loss of taste or smell

If you are experiencing any of these symptoms:

- Notify your instructor and contact a physician.
- Stay home and DO NOT COME TO SCHOOL.
- Remain at home until:
  - You have been fever free for at least 72 hours (That is three full days without fever and without the use of fever-reducing medication).
  - Other symptoms have improved (For example, when your cough or shortness of breath have improved).
- Seek immediate medical care if symptoms become more severe (for example high fever or difficulty breathing).

### Severe Symptoms

Are you struggling to breathe or fighting for breath even while inactive or when resting?

- [ ] Yes
- [ ] No

Do you feel as though you might collapse every time you stand or sit up?

- [ ] Yes
- [ ] No

- If you are experiencing any of these severe symptoms CALL 911
SAFER RETURN TO CAMPUS INSTRUCTIONS FOR STUDENTS

The majority of fall 2020 courses will be taught online. However, there are some face-to-face courses during the fall semester and new safety measures are in place for those classes. Students enrolled in those classes have directly received this information from the college and have received instructions from their instructor.

Classroom safety plans for face-to-face courses were proposed by faculty and carefully reviewed and analyzed by the respective deans, vice president of instruction and college president in accordance with state requirements and Orange County Health Care Agency guidelines.

BEFORE COMING TO CAMPUS

It is important that students do not come to campus if they are experiencing COVID-19 symptoms or if they believe they have been exposed to someone who has COVID-19. Students who anticipate missing class due to COVID-19, should notify their instructor and wait for further information before coming to campus. Prior to coming to campus they are asked to self-screen for symptoms and review the following safety information.

- **COVID-19 Symptoms**
- **How to Protect Yourself and Others**
- **What to do if you think that you may have COVID-19**

Each day students plan to attend an in-person class, they should review this Covid-19 Self-Assessment Form before determining if they should come to campus.

WHAT TO EXPECT

While on campus, social distancing must be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing masks, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

- **Parking**: Parking permits are not required during the fall semester. Students may park in the Parking Structure on the corner of Lemon Street and Fullerton College Drive and in Parking Lot 7 at the corner of Berkeley and Chapman avenues. Students may also park in Parking Lot 4, which is west of Sherbeck Field, to access free Wi-Fi from their vehicles.
- **Face Coverings are Required**: Masks are required at all times while on the Fullerton College campus. Students will also have access to masks and hand sanitizer in their classrooms. Hand sanitizer will also be available at the entrances of buildings.
review the California Department of Public Health Guidance for the Use of Face Coverings

- **A Quiet Campus**: Fullerton College remains mostly closed. Access to classrooms and access to restrooms in a classroom building will be provided. The Library, tutoring, and all other student support programs are offering their services remotely through the fall semester. Computer labs are also not open.

- **No Gatherings**: Social distancing is required. The [CDC website](https://www.cdc.gov) states that to practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces. Students are expected to minimize the amount of time by only being on campus during the time of their class period. The only exceptions are modified student support services such as free Wi-Fi in Parking Lot 4, Healthy Hornet Drive-Thru, and Library and Bookstore curbside services.

- **Food Services**: Students are invited to sign up for free weekly meals at the [Healthy Hornet Drive-Thru](https://www.fullerton.edu/healthy). Otherwise, food services, including vending machines, will not be offered during the fall semester.

- **Bring Your Own Water**: Drinking fountains and hydration stations have been turned off to prevent the spread of COVID-19.

**SAFETY MEASURES IN PLACE**

- **Cleaning Services**: Fullerton College’s essential workers in the Maintenance and Operations department have utilized best practices regarding cleaning and disinfecting working and learning spaces on our campus for some time. It is the standard operating procedures of custodial staff to follow CDC and EPA guidelines, when they disinfect all bathrooms, all classrooms and highly trafficked areas on a nightly basis at the college.

- **Campus Safety**: While the campus is predominantly closed to students and the public during COVID-19, campus safety officers are still available 24/7. On-campus emergencies should be reported to 714.992.7777.

- **Classroom Safety**: Instructors will communicate directly with their students regarding social distancing and other safety measures for the classroom.
Student Symptom Decision Tree
Screen all students for potential COVID-19 symptoms or exposure

**Low-risk: general symptoms**
- Fever (≥100.4°F)
- Congestion/runny nose
- Nausea/vomiting/diarrhea
- Sore throat
- Headache
- Fatigue/muscle or body aches

**High-risk: red flag symptoms**
- Cough
- Difficulty breathing
- Loss of taste/smell

**Exposure to COVID-19 positive person?**
*Close contact: less than 6 feet, 15 minutes or longer*

**NO**
- 1 low risk symptom
  - Send home
- ≥2 low risk symptoms or 1 high risk symptom
  - Send home

1. Health care provider confirms alternative diagnosis for symptoms. A health care provider’s note must be on file. SARS-CoV-2 PCR test not needed.

2. Negative SARS-CoV-2 PCR test.
   - Return to school after 24 hrs without fever and symptoms improving

3. Positive SARS-CoV-2 PCR test OR No provider visit or test.
   - Return to school only after 10 days since symptom onset and 24 hrs without fever. Quarantine close contacts of confirmed cases. Contact HCA if questions.

**YES**
- Stay home

*In consultation with OC Health Care Agency (HCA)*

This care pathway was designed to assist school personnel and is not intended to replace the clinician’s judgment or establish a protocol for all patients with a particular condition.
Diagnosis and treatment should be under the close supervision of a qualified health care provider.
Guidance might change 09-12-20
NOCE

Appendices
BASIC SKILLS STUDENT BOOK LOAN PROGRAM

To ensure continuity of education during the COVID-19 pandemic campus closure, North Orange Continuing Education (NOCE) High School students may borrow designated novel books to complete their Humanities and/or English Literature classes.

By participating in the NOCE book loan program, you agree to the following terms and conditions:

- I will be liable for the borrowed novel book and will compensate NOCE for loss or damages during the loan period.
- I will not write in the book and will protect it from damage. Damage includes underlining, tearing, notes and marks.
- I will not transfer the book to another person.
- I will return this book to NOCE when notified or once the course has been completed.
- NOTE: Holds will be placed on student records if students damage and do not pay/not return a book. Active holds can restrict student enrollment.

By competing and submitting this form, I certify that I meet the eligibility requirements and understand and agree to the return policy.

Book Title: ________________________

HS Subject check one: English III ☐ or Humanities ☐

Student ID: ________________________________

Last Name (print): __________________________  First Name (print): ______________________________

Email: ____________________________________  Phone Number: _____________________________

Signature: __________________________  Date: __________________________________
North Orange Continuing Education
Campus Expectations for Reporting C19 Positive Cases/Exposure

Purpose
- To establish a consistent process for reporting exposure/positive COVID-19 cases that have a physical connection to NOCE
- To establish a process of notifying employees affected by an exposure
- Interim measure in anticipation of the District protocol

Exposure
- Exposure is defined by health care officials as follows:
  - “An exposure is being within 6 feet of someone who is COVID-19 positive or exhibiting symptoms of COVID-19 for a duration of longer than 15 minutes.”
  - Employees who have been exposed to COVID-19 using the definition above may not report to campus, and should follow their medical professionals to be tested and self-isolate for a 14-day period

Notification
For the safety of the campus community, any employee who was on campus and was either exposed to, tests COVID-19 positive, or becomes symptomatic, must take the following steps:
- Employee notifies manager of positive test or potential exposure
- Manager reviews points of contact questionnaire, see attached, with employee
  - The questionnaire serves two purposes:
  - Determine if the reporting employee meets the exposure criteria as defined by the Centers for Disease Control of within 6 feet for longer than 15 minutes
  - Help trace potential additional on-campus exposure

Confidential Questionnaire and Contact Tracing
- If a test has been completed, employee must share documented test results with manager
- Manager must notify the following: campus CEO, Associate VC of Human Resources, District Risk Manager, District Public Affairs Director
- If the employee was exposed but does not meet the CDC guidelines for exposure, employee may return to work on campus or remotely
  - If test is positive, manager notifies HR and submits confidential questionnaire
  - Manager notifies any employee(s) with known contact with positive employee (these individuals are based on who the employee identified as coming in close contact with, not just those who were on campus)
  - Next steps shared by HR with employee and manager

Next Steps
- Employee must self-quarantine for 14 days from results of test
  - If asymptomatic with positive test, employee may return to work after 14 days
  - If symptomatic with positive test, employee will work with HR to determine if a re-test is required before returning to work
- Custodian/s will disinfect exposed workspaces and may elect to close the affected space for up to 72 hours for natural deactivation of the virus. Employees in the workspace will be notified.
Campus Notification

- A notification will go from IMS to each employee known to have shared the same location and time window as the employee who is COVID-19 positive/symptomatic.
- Manager will administer the confidential questionnaire to each employee known to have been in contact with the employee who is COVID-19 positive/symptomatic.
- A general notification will go from Campus Communications to NOCE employees.
  - Employees will be notified that a positive result occurred in a specific zone in a specific time window and that all known potential contacts have been notified separately.
  - Notifications will be concise and HIPPA compliant.
- District will notify the unions according to the agreed upon MOUs.
North Orange Continuing Education
Campus Protocols for In-Person Instruction

Purpose
- To communicate current campus protocols and ensure their consistent implementation
- To inform development of districtwide in-person instruction procedures

Student Check-In Process
- Daily completion of COVID-19 symptom screening form at the check-in station located at the 1st floor entrance to the Anaheim Campus is required.
- If a positive symptom is identified, Manager of Record (MOR) will interview the student and ask the student to self-quarantine and/or provide proof of negative COVID-19 test to VPSS before returning on campus.
- Confidentiality of private information and medical records will be maintained at all times.
- Symptom forms and test records are kept at the VPSS office.
- Students must remain on their designated floor for the entire time of the scheduled class or student service and must exit on the first floor.

COVID Contact and Testing
- Campus Safety serves as the point of contact for students reporting symptoms or a positive case.
- During the day, four administrators rotate to provide coverage.
- NOCE managers rotate evening coverage on days that in-person classes are scheduled after 5 p.m.
- The MOR contacts the VPSS. VPI and President serve as back-ups to the VPSS.

Campus Contact for District and Local Authorities
- Program director or designee interviews students reporting positive cases or meeting exposure criteria.
- Program director or designee sends questionnaire answers to District Risk Management Director and VPSS.
- VPSS informs President, District PIO and Associate Vice Chancellor of Human Resources.

Training for Faculty and Students on COVID-19 Protocols
- Advance notification for students includes requirements to wear face covering, complete symptom check-in form and practice personal hygiene (CDC flyer).
- Disposable masks for students are available upon request from Campus Safety
- Cloth masks for faculty are available upon request from Campus Safety
- If a student cannot wear a mask, face shield may be provided.
- VPSS will consult with student and DSS to determine the appropriate accommodation and in accordance with safety standards.
On-Campus Protocols

- Students stay on the floor on which their class is scheduled.
- Restrooms are open on each floor in use, with maximum occupancy signage posted.
- Students are advised to bring water bottles.
- The vending machines are stocked with water and other non-perishable items on the first floor near the single point of entry.
- The Schools First ATM has been placed back into service.
- Sanitizers are located on the first floor by each set of elevators and in each activated classroom/lab.
- Parking permit requirement has been waived.
- Wi-fi will become available by October 1 for drive-in on the upper deck parking lot.
- Study area under consideration.

Class Closures

- An in-person class is closed if a faculty member or student of that class tests positive for COVID-19 and the individuals who attend that class meet the exposure criteria by CDC.
- Instructors are informed when one of their students is unable to attend an in-person class due for COVID-19 related reason and asked to follow up with the student to arrange for a make-up session.
- Students must show proof of a negative COVID-19 test result to return to campus.

Safety Measures Enforcement

- If a student does not follow safety precautions, the following measures to ensure health and safety are put into place:
  - Informal meeting with MOR or program director to review campus safety requirements and to determine if an accommodation is requested.
  - Alternatives to completing course work online will be presented if available.
  - AP 5500 student conduct policies may be implemented to address violations of campus safety protocols.
    - A student may be removed from class or removed from facility for up to two days for violations to the student code of conduct or prevented from entering the campus for their safety and that of others.
    - A student may be dropped from class for not meeting the attendance requirements of a course or for not completing required in-person work.
The North Orange County Community College District’s (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.

**WHAT SHOULD STUDENTS DO IF THEY Test Positive for COVID-19 Within the Last 14 Days**

1. **Do Not Come to Campus**
   Notify your teacher of your confirmed positive case of COVID-19. Also contact Campus Safety at 714.808.4911 and tell the officer of your confirmed positive case of COVID-19. Campus Safety will connect you with the manager of record and/or the Vice President of Student Services to discuss your next steps.

2. **If On Campus, You Must Notify Campus Safety**
   If you were unable to contact your teacher or Campus Safety before arriving on campus, tell Campus Safety of your confirmed COVID-19 case at the campus check-in point on the first floor of the Anaheim Campus.

3. **Complete the Questionnaire**
   You will be asked to complete a confidential questionnaire to help trace potential additional on-campus exposures. Exposure is defined as being less than six feet apart for longer than 15 minutes.

4. **Self-Quarantine**
   If you are a student that meets the exposure criteria in #3, then you will be directed to self-quarantine for 14 days and may not come to campus during this time.

5. **Show Proof of Negative COVID-19 Test**
   Evidence of a negative COVID-19 test is required before being allowed to return to campus.  
   - A copy of the negative test results must be emailed to covidresults@noce.edu.
   - Return to campus is allowed only after receiving confirmation from covidresults@noce.edu.
[Semester Year] In-Person Instruction
COVID-19 Campus Safety Procedures
Anaheim Campus

To help prevent the spread of COVID-19 and maintain safe facilities and operations for students and employees, please adhere to the following procedures and safety protocol.

REQUIREMENTS

- All students, faculty, and staff must wear face coverings per CDC guidelines.
- Maintain social distancing of six feet by adhering to maximum occupancy signage, one-way directional signs and by sitting in designated student stations.
- Campus Safety can be reached at (714) 808-4911 for assistance.

UPON ARRIVAL

- For [Semester] classes, parking permit not required. All other parking regulations enforced.
- Please park in student stalls centrally located as you drive onto the campus or on south end nearest the lower level entrance to facilitate monitoring of campus access and occupancy.
- Use first floor (lower level) main entrance, the designated entry for students attending class.
- Complete the COVID-19 Screening Form provided each day before entering the building.
- Use elevators to access upper floors where your class is scheduled; 2-person maximum occupancy.

DURING AND AFTER CLASS SESSION

- Remain on the floor where your class is scheduled for the entire duration of the session. For example, if your class is located on the fourth floor, remain on the fourth until dismissed by the instructor.
- If you need to leave early, please notify your instructor.
- At the end of your session, use an elevator to go down to the first floor (lower level). You may only exit through the first floor.
- Stairwells are reserved for EMERGENCY EXIT ONLY.

SANITATION

- Please wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer. Sanitizer will be available at the building entrance and in the classroom.
- Classrooms will be disinfected after each class session on floors where classes are scheduled.
- The District is maintaining a frequent cleaning schedule and sanitizing high-touch areas, such as doorknobs and restrooms.
- Water fountains will be covered to prevent usage. Please come prepared with a water bottle.
- Thank you for doing your part by following safety protocol and remaining in designated areas.
COVID-19 Screening Form

To help prevent the spread of COVID-19, students will be screened before entering the Anaheim Campus to attend class or other pre-approved academic activity. Please answer each of the following questions by circling either “yes” or “no”:

1. Have you or anyone in your household had any of the following symptoms in the last 14 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste?  YES  NO

2. Do you have or have recently had a fever at or greater than 100 degrees Fahrenheit within the last 14 days?     YES  NO

3. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19 in the last 14 days?  YES   NO

4. Have you been diagnosed with COVID-19 within the last 14 days?  If yes, when?  YES  NO

STUDENTS:

If you answered “yes” to any of the questions above, you may not enter the Anaheim Campus facility today. You will need to consult with your instructor and/or program director on next steps.

I acknowledge that the information provided is accurate and complete.

Signature: _____________________________________ Date: ___________________________
Print Full Name: ________________________________ Course Title: _____________________

Revised 9/3/20
NOCE managers are scheduled for Manager of Record (MOR) duty to ensure there is a manager present when students are on campus. It is the manager’s responsibility to switch days with another manager if there is a schedule conflict and report it to Vice President of Student Services.

Evening Duty: 5 p.m. – 9:30 p.m.
1. Upon arrival, check in with the Anaheim Campus Security, who receives the MOR assignments in advance. Communicate that you can be reached by radio on channel 1 or on your cell phone.

2. Campus Safety collects the student health screening form from each student prior to entering the building. In the event a student answers “yes” to any of the questions, the officer will contact you to report to the first floor building entrance, under the canopy, to speak with the student and make a determination if they need to go home. Please contact President Purcell or VP Gutierrez if consultation is needed on their cell phone.

3. All students were emailed information on safety measures for COVID-19 in advance of coming to campus, including the requirement to wear a facial covering and remain on their designated floor for the duration of their class or testing.

4. Please work out of Campus Safety Office 205 if you do not have a private office on campus. The office key will be placed in an envelope in the Campus Safety mail folder for when you arrive for duty. You may bring your Surface or use the computer in the office. Log-in password will be posted.

5. Instructors who may be delayed or unable to report for class due to illness or an emergency, will call Campus Safety. Please notify the students if an instructor is running late or post a sign on the classroom door to inform any students of a cancelled class.

6. In the event an instructor informs you that their classroom is locked, please contact Campus Safety for assistance by Radio on Channel 1 or by calling (714) 808-4911.

7. At least once, walk the floor where classes or testing are taking place. Please introduce yourself to the instructors prior to class beginning if feasible.

8. In the event of an emergency, you will be managing the incident until additional support arrives. Keep the NOCE manager personal phone listing on you. Turn on the emergency radio located in Campus Safety Office or your office. Switch to channel 1 and take with you when you make your rounds, so that Security can reach you if needed. Security and facilities personnel keep their radios on channel 1.

9. Use radio on channel 3 for emergency communication, when providing information and instructions, including activating incident command system (ICS). Floor marshals and ICS response team keep their radios on channel 3. In an emergency situation that requires immediate communication to ALL, switch to channel 16 for a brief announcement and directions only. Return to channel 3 for ICS communication.
10. If a student or employee is ill and/or needs to be transported to a hospital by paramedics, call 911 in a life-threatening situation and Campus Safety at ext. 84911 or by radio.

11. In the event you will be delayed in arriving or unable to report for MOR duty due to illness or an emergency, please inform Campus Safety by calling (714) 808-4911 and leave a message on the VP of Student Service’s cell phone listed in the manager’s phone list.
Basic Skills Fall 2020 Face to Face Competency Exam Staff Guidelines

All Anaheim faculty and staff have agreed to comply with Martha Gutierrez and Cora Baldovino’s recommendations below in order to ensure the proper social distancing, sanitization and safety of the staff, faculty and students.

Competency Exams, Lab 139

1. Miryam Anaya De Guerra will be responsible for scheduling students on Mondays and Tuesdays for the 9:00-11:00 or the 12:00-2:00 competency exam sessions; she will also be responsible for notifying students if an appointment needs to be rescheduled.
2. Once the appointments are made, Miryam will email students the following documents: COVID-19 Safety and Testing Protocol, COVID-19 Student Screening Form, Cloth Face Covering, and Stop the spread of germs for students’ information.
3. Students must enter the building on the first floor.
4. Students are asked to complete the Student Screening Form each day they enter the building; Campus Safety will check these forms.
5. Two testing sessions are offered on Mondays and Tuesdays, 9:00am-11:00am and 12:00pm-2:00pm.
6. Maximum of 15 students will be allowed in the lab during each session.
7. Instructor will be stationed at the reception desk.
8. Only students with appointments may enter the lab.
9. Students with appointments must arrive to the lab promptly at 9:00 am or 12:00 pm.
10. Students will check in at the reception desk by clocking in and out using the TimeKeeper.
11. Specific seats will be designated for student use; the extra computer keyboards will be put away.
12. 7 students may be stationed at the computers to take the Reading, Language and Math competency exams in Canvas. 5 of the 7 students will be seated in the u-shaped computer section and the other 2 students will be seated in the single row computer section.
13. 8 students may be seated at the desks to take the writing portion of the competency exam. 6 will be seated at the long tables, and 2 at the single student desks in the center.
14. The back section of the room with 4 rows of student desks will NOT be used as a seating area.
15. Faculty and students will remain in the classroom on the first floor.
16. Custodial staff will be disinfecting the high touch areas, student desks and computer areas, in between the sessions; students/faculty should sanitize and clean all equipment after use and before the rotation of the next student as needed.
17. Faculty will be responsible for cleaning/sanitizing his/her workstation before and after each use.
18. Faculty will be responsible for disinfecting the exams and shelving them for future use to reduce person-to-person handoffs.
19. Faculty will be responsible for administering all 4 sections of the exam, grading the exams, ensuring the testing protocol is observed, and entering the grades for each exam in ECR.
20. Faculty must ensure students follow the social distancing guideline.
21. Full-time Anaheim faculty will be responsible for periodically checking on the grades in Canvas and entering them in ECR as needed.
22. Students may take one test during each session; tests are not timed and students will have the whole session to complete an exam.
23. Faculty may administer a second test during an existing appointment ONLY IF there is sufficient time for the student to complete a second exam (not recommended). Tests not completed by the time the lab closes must be turned in. The test will be graded as-is. Incomplete tests cannot be completed the following class session.
24. At the end of each session, the instructor will email the roster to VP Gutierrez and Margie Abab.
**Path of Travel and Facial Coverings:**

1. Students must bring their own facial covering to enter the building. Faculty and students must wear the covering at all times while in the building. Campus Safety may provide a cloth mask to employees only.
2. Faculty and students will enter through the ground level/first floor. Campus Safety will serve as door monitor to allow entry. Faculty and staff may have to complete a screening form prior to entering the building each day.
3. COVID 19 Student Screening forms will be collected from students by Campus Safety each day.
4. Faculty and staff must conduct self-symptom monitoring every day before reporting to work. Staff who show one or more symptoms associated with COVID-19 should alert the IMS.
5. Elevators and stairwell should not be used by faculty, staff and students to access other floors.
6. Path of travel is restricted to ensure areas traveled are disinfected afterwards.
7. Students who exhibit any symptoms such as coughing may be asked to go home.

**Testing Protocol**

1. Students must clock in/out via the TimeKeeper using their access card.
2. Instructor must advise students of the following testing protocols:
   - Cell phones are not permitted at any time. Cell phones should be put away in your pocket, backpack, purse, etc. **Checking/using a cell phone for any reason during an exam will be treated as cheating on an exam.**
   - Textbooks are not permitted and should not be brought into the testing area.
   - Study guides and other notes are not permitted. Students **may not** have study guides or notes on or under their desks. Any study guides and/or notes should be stored in your folder, backpack, purse, etc., prior to testing.
   - Breaks are not permitted during testing. Students may not take a break to handle a phone call, use the restroom, etc. Students are encouraged to make sure they are prepared and have the time to take an exam before beginning. If an emergency arises and you need to leave before completing an exam, turn in your exam to a testing room staff member. The incomplete exam will be graded as-is. **Leaving the testing area without notice will be treated as cheating on an exam.**
   - Tests not completed by the time the lab closes must be turned in. The test will be graded as-is. **Incomplete tests cannot be completed the following class session.**
NOCE Management Notification Template

In the case that an employee or student in your department becomes positive for COVID-19, it is your responsibility to inform anyone else that may have interacted with that individual as someone that is at high-risk of COVID-19 exposure. High-risk exposure is defined by the CDC as being within six feet of an individual confirmed positive for COVID-19 for more than 15 minutes.

Because it is important to maintain HIPPA and FERPA privacy, we have developed a template for managers to use. Please review and save this communication template. If notified of a COVID-positive employee or student who has been ON-CAMPUS, please customize the attached vetted and approved communication template with the details that pertain to your department’s situation. You are welcome to notify high-risk individuals either in writing via email (individually – not a group email) or via telephone (using this as a script).

If the employee or student tests positive and have been 100% remote, not coming to campus at all, please inform your Vice President and President Valentina Purtell for further steps.

If you have any questions or need assistance, feel free to reach out to Jennifer Perez, Director of Campus Communication at jperez@noce.edu.

_____________________________________________________________________________________

TO: [Exposed Person]

FROM: [Director/Manager Name, Department]

SUBJECT: COVID-19 EXPOSURE NOTIFICATION - URGENT

A North Orange Continuing Education [student/employee] that was [attending a class /working] at the Anaheim Campus with the [insert department name] department communicated that they have a confirmed case of COVID-19.

According to this individual and/or the Anaheim Campus sign-in records, the COVID-positive individual may have had contact with you at the Anaheim Campus. The individual was on campus on [enter Date, time, and duration].

The rooms or spaces that the COVID-positive individual entered include the following: [please list the floors, common areas, and/or rooms visited]

[If referring to a student] The student attended the following in-person course section(s): [please list each course section by Subject Code, Course Number, and CRN]

Please follow the next steps:

1. You must self-quarantine for 14 days.
2. We encourage you to get tested for COVID-19 as soon as possible. If needed, testing locations can be found on our website at www.noce.edu/coronavirus.

FINAL 10/30/2020 by JPerez
3. **Employees**: Prior to returning to work, you must meet the following criteria and coordinate with your immediate management supervisor:
   a. At least three days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath); and
   b. No sooner than 14 days, but also at least 10 days have passed since symptoms first appeared; and
   c. If you test positive, you must show evidence of a negative COVID-19 test before returning to your on-campus workspace. A copy of the negative test results must be emailed to covidresults@noce.edu. Return to campus is allowed only after receiving confirmation from covidresults@noce.edu.

4. **Students**: Prior to returning to school for on-campus classes, you must meet the following criteria:
   a. At least three days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath); and
   b. No sooner than 14 days, but also at least 10 days have passed since symptoms first appeared; and
   c. If you test positive, you must show evidence of a negative COVID-19 test before returning to your on-campus class. A copy of the negative test results must be emailed to covidresults@noce.edu. Return to campus is allowed only after receiving confirmation from covidresults@noce.edu.
   d. In addition, please contact your instructor to make alternative plans for your coursework.

If you have any questions, please reach out to me at [insert department director/manager contact information].
Basic Skills Spring 2021 Face to Face English 1 or 2, CAEP Funded Direct Instruction
Staff Guidelines

All Anaheim faculty and staff have agreed to comply with Martha Gutierrez and Cora Baldovino’s recommendations below in order to ensure the proper social distancing, sanitization and safety of the staff, faculty and students.

Direct Instruction, Lab 139

1. We will be offering two, 9-week sessions of the CAEP funded English 1 & English 2/Direct Instruction in Spring 2021.
2. Adjunct Faculty, Emilee Gibbons, will be responsible for adding students to the English 1 & English 2 Direct Instruction classes via the “write-in” feature of iTendance and will take attendance daily.
3. English 1 or 2 Direct Instruction is offered on Mondays and Wednesdays from 9:00-12:00 p.m.
4. Class size is limited to a maximum of 10 students.
5. Students may request to be added to the class by emailing the HSEnglish1or2@NOCE.edu email address.
6. Assigned faculty will save the received emails in a folder until the end of the term.
7. Assigned faculty will generate an excel spread sheet with the names, ID #, and email address of the ten (10) enrolled students and the five (5) waitlisted students in the date order received. This excel report must include the students’ email date and will be shared with the Anaheim full-time faculty.
8. Assigned faculty will add students to their class based on first come first served basis.
9. Waitlist for this class is limited to 5 students.
10. Enrolled students must attend the first-class meeting. They will be dropped if they are not in attendance the first day.
11. The Direct Instruction offering is open to students who want to complete English 1 or English 2 for the FULL 10 credits. Students who only need to complete other English assignments such as Building Vocabulary, Goodman Readers, Plato grammar tests, writing assignments, etc. must wait until the campuses reopen to work on these assignments.
12. Assigned faculty will double check in ECR to ensure the student needs the full 10 credits in English 1/English 2 prior to adding the students via iTendance “write in” feature.
13. Enrolled students who do not attend class the first week of classes will be dropped by the third-class meeting; depending on the available seats, waitlisted students will be added to the class the second week of classes.
14. Assigned faculty will notify the waitlisted students who have been added to the class to ensure their attendance.
15. Waitlisted students who are invited to join the class will have 24 hours to respond; they will risk losing their spot to other waitlisted students if they do not accept the seat within 24 hours.
16. Students with three (3) absences will be dropped from the class.
17. Students who do not complete their Direct Instruction class by the end of the 9th week will receive “NG”.
18. Upon adding students in iTendance, assigned faculty/Emilee will email students the following documents: COVID-19 Safety and Protocol, COVID-19 Student Screening Form, Cloth Face Covering, and Stop the spread of germs for students’ information.
19. Students must enter the building on the first floor.
20. Students are asked to complete the Student Screening Form each day they enter the building; Campus Safety will check these forms.
21. Instructor will be stationed at the reception desk/IA’s workstation.
22. Only confirmed enrolled students may enter the lab.
23. Students do not need to clock in/out as the assigned faculty will be reporting attendance in iTendance on a daily basis.
24. Specific seats will be designated for student use; the extra computer keyboards have been put away.
25. 7 students may be stationed at the computers to work on English 1 & 2 Grammar Module/PLATO. 5 of the 7 students will be seated in the u-shaped computer section and the other 2 students will be seated in the single row computer section.
26. 8 students may be seated at the student desks and the long tables. 6 will be seated at the long tables, and 2 at the single student desks in the center.
27. The back section of the room with 4 rows of student desks will NOT be used as a seating area.
28. Faculty and students will remain in the classroom on the first floor.
29. Custodial staff will be disinfecting the high touch areas, student desks and computer areas, in between the classes; students/faculty should sanitize and clean all equipment after use and before the rotation of the next student as needed.
30. Assigned faculty will be responsible for cleaning/sanitizing his/her workstation before and after each use.
31. Assigned faculty will be responsible for disinfecting the exams and shelving them for future use to reduce person-to-person handoffs.
32. Assigned faculty will be responsible for administering the exams for English 1 and/or English 2 Direct Instructional offerings, grading the exams and entering the grades in ECR.
33. Assigned faculty will ensure the established classroom testing protocol is observed.
34. Assigned faculty must ensure students follow the social distancing guideline.
35. Full-time Anaheim faculty will be responsible for periodically checking on the grades in ECR and clearing the Queue.

Path of Travel and Facial Coverings:

1. Students must bring their own facial covering to enter the building. Faculty and students must wear the covering at all times while in the building. Campus Safety may provide a cloth mask to employees only.
2. Faculty and students will enter through the ground level/first floor. Campus Safety will serve as door monitor to allow entry. Faculty and staff may have to complete a screening form prior to entering the building each day.
3. COVID 19 Student Screening forms will be collected from students by Campus Safety each day.
4. Faculty and staff must conduct self-symptom monitoring every day before reporting to work. Staff who show one or more symptoms associated with COVID-19 should alert the IMS.
5. Elevators and stairwell should not be used by faculty, staff and students to access other floors.
6. Path of travel is restricted to ensure areas traveled are disinfected afterwards.
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• Tests not completed by the time the lab closes must be turned in. The test will be graded as-is. **Incomplete tests cannot be completed the following class session.**

• Accommodations will be made for DSS student with an updated accommodation letter.