

COVID Update and Protocols

Cheryl Marshall <cmarshall@nocccd.edu>

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Dear Colleagues,

As we enter the fourth month of the COVID-19 pandemic, the state of California seems to be in more chaos than when it shut down in March. For the past two weeks, positive case levels have been increasing at an alarming rate as officials try to balance reopening the economy with maintaining public health standards. It has become clear that our struggles with COVID-19 will last for some months more.

I want to assure you that NOCCCD will continue to proceed cautiously with its staffing plans and coursework decisions. The campuses will remain closed to the public and majority of students through the end of this year. Only classes that have been deemed to have an essential face-to-face component will be conducted on-site. The District is also finalizing a COVID-19 Guidelines and Protocols Manual which outlines directions for continued remote work, scheduling employees on-site, reporting positive COVID-19 cases, determining on-site exposure to COVID-19, and general expectations for the maintenance of workplace facilities.

Update on Confirmed COVID-19 Cases

Even with the uptick in the number of cases statewide, the number of NOCCCD employees who have tested positive for the virus is minimal. As we continue having the majority of our staff working remotely and have instituted enhanced safety measures for those reporting on-site, we hope to continue these low numbers of infection. Since June, these are the confirmed positive cases:

Cypress College	Fullerton College	NOCE	District Services
<ul style="list-style-type: none">• 4 Classified Staff (Custodial, Instruction)• 1 Student• Sundt Construction Worker	<ul style="list-style-type: none">• 3 Students• 2 Classified Staff (M&O, Custodial)• Johnson Controls Worker	<ul style="list-style-type: none">• No new cases	<ul style="list-style-type: none">• 1 Classified Staff and 1 Manager

Protocols for Reporting On-Site

NOCCCD will return employees on-site over time in a coordinated process to ensure appropriate physical distancing. Managers will assess expanded staffing based on essential operations, ability to control and manage specific work environments, and necessity to access on-site resources. The following protocols are required when coming on-site.

- If you are sick, stay home. Staff who have been instructed to return to the workplace must conduct self-symptom monitoring every day before reporting to work. 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 manager or immediate supervisor with your concerns. The symptoms of COVID-19 can include coughing, shortness of breath or difficulty breathing, fever, chills, sinus congestion, muscle aches, sore throat, loss of taste or smell, fatigue, and headache.
- Get your campus visit approved. All on campus visits or work must be approved by the CEO or Vice Chancellor and the Immediate Management Supervisor. All employees must sign in when they come to

campus. This helps to ensure that areas are cleaned when someone has been present, and allows tracking of potential exposure.

- Wear a face covering. Face masks/coverings must be used when entering and exiting all campus buildings. Face masks/coverings are also required inside any facility where others are within six feet, including: walking in hallways and in break rooms, conference rooms and other meeting locations, and while in a shared work space/room. Masks are available at each site on request.
- Maintain hand hygiene. Use hand sanitizer and regularly wash your hands throughout the day with soap and warm water for at least 20 seconds.
- Maintain physical distancing of at least six feet.
- Wipe down your work area. Before starting work and before you leave any room in which you have been working, wipe down all work areas with EPA-registered 60% alcohol solution or other disinfectant. This includes any shared-space location or equipment that you've touched (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). Cleaning supplies are available at each site on request.

NOCCCD understands that every employee's situation is different and encourages those with specific risks or concerns to reach out to their manager or Human Resources to discuss accommodations, should they be necessary.

What to Do if You Experience Symptoms or Test Positive

Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify their immediate supervisor as soon as possible. If the employee has been on-site, they will complete the new COVID-19 Exposure Questionnaire so that their supervisor can contact impacted employees if it is determined that there is the risk of exposure to others on-site.

I want to take a moment again to thank the employees who have continued to keep our campuses and offices safe during this trying time: our Maintenance and Operations personnel and our Campus Safety Officers. Along with various District Services staff, these incredible men and women have braved coming on-site continually over the last four months, under less-than-ideal conditions. The rest of us have truly benefitted from their sacrifice.

I hope these reminders of the steps for protecting yourself and others are helpful. We must all follow the protocols to help one another stay safe and healthy. If you have any questions, feel free to contact me, your CEO, or your Vice Chancellor.

Cheryl

Cheryl A. Marshall, Ed.D.

Chancellor

North Orange County Community College District

Office: (714) 808-4797

1830 W. Romneya Drive Anaheim, CA 92801

www.nocccd.edu

