



RETURN TO CAMPUS RECOMMENDATIONS

A publication of the
Covid-19 Transition Task Force

May, 20, 2021

This document is subject to change. For the latest version, visit pasadena.edu/cttfreport

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CHANGE LOG

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|--------------|----------------------|
| May 20, 2021 | First Public Version |
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GLOSSARY AND LIST OF ACRONYMS/ABBREVIATIONS

Cleaning: The use by professional custodians of detergents, soaps, and other cleaning agents to remove dirt and grime from an area.

Disinfecting: The use by professional custodians of chemicals, antimicrobial agents, or other compounds to remove bacteria, viruses, and germs from a surface or area.

Face coverings: Safe face coverings, and ones that are permitted at PCC, are defined as those that secure via ear loops, or with ties, and have a close fit to the face, nose, and under the chin. Cloth masks are also acceptable for use. Face coverings with valves or plastic face shields used alone do not provide protection to the user or to the community, nor do loosely fitting bandanas, gaiters, or scarves.¹

Hand washing: Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom.²

Physical Distancing: Per guidelines in effect at the time of writing, physical distancing is understood to mean space of no less than six feet apart from any person not in your household.

| | |
|--------|--|
| CDC | Centers for Disease Control and Prevention |
| CTT | Communications Transition Team |
| IHE(s) | Institute(s) of Higher Education |
| LACDPH | Los Angeles County Department of Public Health |
| PPE | Personal Protective Equipment |
| PPHD | Pasadena Public Health Department |

¹ Adapted from “CDC Guide to Masks,” <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

² “Hand Hygiene Recommendations,” <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

INTRODUCTION

Purpose of this Document

This report lists recommendations for the return to on-campus operations at Pasadena City College in response to the COVID-19 pandemic. As public health authorities loosened restrictions on communal gatherings amid widespread adoption of physical distancing practices and vaccinations, college leadership saw a need for a detailed guide to bring the PCC community back to campus in a safe and healthy way in support of our educational mission.

The COVID-19 pandemic has given rise to a complex array of overlapping and oftentimes contradictory public health and safety orders issued by various authorities. Such a list of authorities includes:

- Centers for Disease Control and Prevention
- Occupational Safety and Health Administration
- California Department of Public Health
- Los Angeles County Department of Public Health
- City of Pasadena Public Health Department
- California Community Colleges Chancellor's Office

PCC has varying levels of responsibility to follow the directions of these agencies. This document represents the college's best recommendations to organize its operations in response to these requirements. To give further example of the complexity of this task, PCC is subject to a range of public health orders governing its operations from the City of Pasadena alone, including:

- Institutes of Higher Education – Public Health Reopening Protocol
- Retail – Public Health Reopening Protocol
- Office Workspace – Public Health Reopening Protocol
- Restaurants, Bars, and Breweries – Public Health Reopening Protocol
- Fitness Facilities – Public Health Reopening Protocol
- Places of Worship – Public Health Reopening Protocol
- Public Pools – Public Health Reopening Protocol
- Libraries – Public Health Reopening Protocol
- Outdoor and Indoor Youth Recreational Adult Sports – Public Health Reopening Protocol
- Graduation and Commencement Ceremonies – CA Department of Public Health Protocol

With the exception of the last item, each of these separate protocols is issued by the City of Pasadena Department of Public Health³. Graduation and Commencement Ceremonies are governed by orders from the California Department of Public Health.

³ <https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Higher-Ed-Reopening-Protocol.pdf?v=1620147207692>, p. 4. Accessed May 4, 2021

This document places PCC's operations in the context of these mandates. It recommends courses of action for college leaders that align the college with best practices and position PCC for advancement during a time of unprecedented change. The recommendations in this document empower leaders, faculty, and others to create response plans to address the lingering effects of the pandemic.

COVID-19 Transition Task Force

On February 17, 2021, Superintendent/President Erika Endrijonas established the COVID-19 Transition Task Force as an advisory body to the college's Executive Committee and Management Team. The group's charge was "serve as a collection and consideration point for questions, ideas, and concerns related to the return to in-person work this fiscal year, with particular attention paid to creating a set of operational parameters for the management team to use in planning the college's post-COVID-19 operations."⁴ Co-chaired by Alex Boekelheide, special assistant to the superintendent president, and Darlene Inda, executive director of business services, the group brings together those areas of the college that are most directly impacted by the transition from remote to in-person operations, as well as a broad cross-section of faculty, classified, and management representatives. (A full roster is below.)

The group first met on March 3, 2021, and subsequently divided its scope into eight areas of focus, roughly aligned with the sections of the City of Pasadena's protocol document. Team Leads for each area of focus were also selected. These areas are:

1. Employee Health (Isela Ocegueda, Instruction)
2. Employee Policies (Robert Blizinski, Human Resources)
3. Student Health (William Syms, Noncredit)
4. Student Policies (Stephanie Fleming, Instruction)
5. Occupancy – Offices and Common Areas (Alex Boekelheide, President's Office)
6. Occupancy – Instruction and Transportation (Darlene Inda, Business Services)
7. Cleaning and Sanitization (Richard Laret, Facilities & Construction)
8. Signage, Data, and Communication (Jason Robinson, Professional Development)

Each team met separately to create recommendations relevant to its area of focus, with the team leads coordinating efforts and collaborating across groups. The full task force reconvened to review the draft document, with edits and expansions made as necessary. The final document was presented to college leadership at the May 20, 2021, College Council meeting.

⁴ "COVID-19 Transition Task Force" email dated 2/17/21 sent by aboekelheide@pasadena.edu

Task Force Roster

| Name | Department/Division | Employee Class | Team | Note |
|--------------------------|-----------------------------------|----------------|------|---------------------------------|
| Carrie Afuso | Student Life | Classified | 3 | |
| Rudy Aguilar | Athletic Training | Classified | 1 | |
| Danny Alonzo | Human Resources | Classified | 1 | |
| Carlos Altamirano | FYE Pathways | Management | 5 | |
| Jeff Archibald | Social Sciences Office | Management | 4 | |
| Tunisia Bailey | Campus Use | Management | 6 | |
| Emily Bangham | FYE Pathways | Classified | 7 | |
| Jason Barquero | Freeman Center | Management | 5 | |
| Patty Bellali | Athletic Training | Classified | 3 | |
| Zeudi Bernardo | Kines., Health & Athletics | Faculty | 1 | <i>Joined March 30, 2021</i> |
| Bob Blizinski | Human Resources | Executive | 2 | |
| Alex Boekelheide | President's Office | Executive | 5 | <i>Task Force co-chair</i> |
| Kari Bolen | Diversity, Equity, Inclusion | Executive | 2 | |
| Tony Casillas | Facilities & Construction Svcs. | Classified | 7 | |
| Jaclyn Cevallos | Instruction Office | Management | 6 | |
| Elaine Chapman | PCC Extension | Management | 1 | |
| Rebecca Cobb | Student Life | Management | 4 | |
| David J. Colley | Institutional Effectiveness | Classified | 8 | |
| Anna Davis | English Office | Classified | 5 | |
| Armando Duran | Counseling | Management | 4 | |
| Gita Endore | Noncredit | Faculty | 8 | <i>Joined March 30, 2021</i> |
| Bryan Martinez Escobar | Admissions & Records | Classified | 5 | |
| Stephanie Fleming | Instruction Office | Management | 4 | |
| Rodolfo Garnica | Information Technology Svcs. | Classified | 7 | |
| Desiree Hernandez | Student Services – QUEST | Classified | 1 | |
| Joshua Hidalgo | Math Success Center | Faculty | 8 | |
| Martha House | Natural Sciences Office | Management | 6 | |
| Darlene Inda | Business Services | Management | 6 | <i>Task Force co-chair</i> |
| Veronica Jaramillo | Natural Sciences | Faculty | 3 | |
| Jacqueline Javier | Freeman Center | Management | 8 | |
| Candace Jones | Information Technology Svcs. | Executive | 2 | |
| April Kawaoka | Visual Arts | Faculty | 6 | |
| Brock Klein | FYE Pathways | Management | 8 | |
| Kathy Kottaras | English | Faculty | 6 | <i>Separated April 19, 2021</i> |
| Ketmani Kouanchao | Student Svcs. - Special Svcs. | Management | 4 | |
| Richard Laret | Facilities & Construction Svcs. | Management | 7 | |
| Kyle Luck | Performing & Comm. Arts | Faculty | 3 | |
| Wendy Lucko | Automotive Technology | Faculty | 8 | |
| Steven Matchan | Campus Police | Management | 1 | |
| Zac Matthews | Performing & Comm. Arts | Faculty | 8 | |
| Dyan Miller | Kines., Health & Athletics Office | Management | 7 | |
| Genesis L. Montalvo | Writing Support Center | Faculty | 4 | |
| Isela Ocegueda | Instruction Office | Management | 1 | |
| David Ramirez | Student Government | Student | 6 | |
| Arlene Reed | Admissions & Records | Management | 4 | |
| Mackenzie Rivera | Student Government | Student | 4 | |
| Jason Robinson | Professional Development | Management | 8 | |
| Lindsey Ruiz | ESL & Languages | Faculty | 2 | <i>Separated April 20, 2021</i> |
| Natalie Russell | ESL & Languages Office | Management | 2 | |
| William Syms | Noncredit Office | Management | 3 | |
| Leslie Tirapelle | Library | Management | 3 | |
| Raquel Torres-Retana | PCC Rosemead | Management | 5 | |

| Name | Department/Division | Employee Class | Team | Note |
|-----------------|---------------------------------|----------------|------|---------------------------------|
| Brenda Trejo | Child Development Center | Management | 7 | |
| Louis Tripodes | Math & Computer Science Office | Classified | 6 | <i>Joined March 30, 2021</i> |
| Linda Valencia | Facilities & Construction Svcs. | Classified | 5 | |
| Jahi Vaughns | TRIO Programs | Classified | 2 | |
| Leticia Velez | Student Services - DSP&S | Classified | 6 | <i>Separated March 30, 2021</i> |
| Ann Walker | Student Health Services | Classified | 3 | |
| Mark Whitworth | Speech Communication | Faculty | 2 | |
| Katina Williams | Outreach/Transfer | Classified | 5 | |
| Micah Young | Health Sciences | Management | 1 | |
| Lei Zhao | Natural Sciences Office | Classified | 7 | |

Notes:

Team Leads are in **bold**

Armine Galukyan from the President's Office provided valuable administrative support

Team Key:

1. Employee Health
2. Employee Policies
3. Student Health
4. Student Policies
5. Occupancy – Offices and Common Areas
6. Occupancy – Instruction and Transportation
7. Cleaning and Sanitization
8. Signage, Data, and Communication

What is COVID-19?

(Excerpted from "Pasadena City College COVID-19 Prevention Program")

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms – from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus. People with these symptoms may have COVID-19:

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

Laboratory testing is necessary to confirm an infection.

COVID-19 Transmission

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs, or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Any setting that brings people together poses a risk for COVID-19 transmission, so schools must be prepared to implement mitigation strategies to protect IHE community members. The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings across a risk continuum with helpful examples described by the US Centers for Disease Control and Prevention (CDC).⁵

Key Practices



**COVER YOUR COUGH WITH
YOUR ELBOW OR TISSUE
(THEN DISPOSE AND WASH
YOUR HANDS)**



**STAY HOME IF
YOU ARE SICK**



**PRACTICE PHYSICAL
DISTANCING OF 6
FEET OR MORE**



**WASH YOUR HANDS WITH
SOAP AND WATER FOR 20
SECONDS, FREQUENTLY**



**COVER NOSE AND
MOUTH WITH A HIGH
QUALITY MASK**



**PERFORM DAILY
HEALTH
SCREENINGS**

6

⁵ <https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Higher-Ed-Reopening-Protocol.pdf?v=1620147207692>, p. 3. Accessed May 5, 2021

⁶ Ibid.

How To Use This Document

This document contains recommendations regarding a range of circumstances, areas of operation, physical spaces, and student/employee personnel. Due to frequent and unpredictable changes in the public health response to the coronavirus pandemic, as well as the complex nature of PCC's operations, it is impossible for one document to address all possible scenarios. The responses suggested in this document are intended to be matched to the realities in our community at any one time. Some responses may be deployed at different times than others when circumstances on the ground demand flexibility.

The eight sections of recommendations in this document are organized in two separate ways:

- Recommendations that match a particular level of occupancy on campus (Sections 5, 6, and 7). The document suggests responses at 25%, 50%, and 100% capacity.
- Recommendations for protocols that are independent of occupancy restrictions.

When setting guidelines in response to a particular scenario, college leaders can scale their efforts accordingly across different sections of this document. This flexibility encourages active engagement with the coronavirus pandemic and enhances the college's ability to respond quickly.

RECOMMENDATIONS

1. EMPLOYEE HEALTH

Employees who are sick or exposed to person with COVID-19

Employees that have been exposed to a person with COVID-19 will need to indicate vaccination status.

Employees that have not had a vaccine will need to abide by quarantine guidelines indicated by the local health department. If employees have COVID-19 symptoms, then the employee will need to abide by isolation guidelines provided by the local health department.

Employees that have had both vaccine doses (full vaccination) and have had two weeks pass since the final vaccine dose may be subject to less restrictive quarantine guidance. It is recommended that orders from local public health authorities supercede any guidance issued by the college. Notwithstanding the foregoing, mask wearing is recommended to reduce the chance of spread.

Employees that require time off work due to exposure to or symptoms of COVID-19 are able to use paid time off associated with SB 95.

COVID-19 containment plan

Employees that test positive for COVID-19 will not be allowed to return on campus until appropriate isolation guidelines have been met.

If the employee that has tested positive was on campus, the College will determine whether the employee exposed other College employees or students. Employees or students that are considered close contacts will be notified of their exposure and may require to undergo a quarantine period depending on vaccination status.

Considerations: Additional staffing may be needed to serve the college in this area. Currently, there are only two employees in the College that analyze cases of COVID-19 infections on campus. One employee corresponds to cases with employees and the other employee corresponds to cases regarding students.

Personal Protective Equipment (PPE)

Employees who have contact with others in the course of their employment (e.g., the public, students, or other employees) are offered, at no cost, an appropriate face mask that covers the nose and mouth. You can acquire a mask at by contacting Darlene Inda, executive director of business services, at dinda@pasadena.edu.

Since PCC is unable to provide identification of those who have been fully vaccinated, a mask must be always worn by employees while on campus when in contact or likely to come into contact with others. Employees who are faculty members, teachers or lecturers may wear face shields with a cloth drape attached to the bottom of the shield and tucked into the shirt, instead of face masks when lecturing, provided that such employees maintain enhanced physical distancing from the nearest student or other employee. All employees must wear face masks at all times except when working alone in private offices with closed doors or when eating or drinking.

To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain physical distancing from others.

Employees must wear their face masks properly and properly wash, replace, or sanitize their face mask frequently.

Business Services is responsible for inventory and distribution of PPE. If you would like to place an order you may email Darlene Inda, executive director of business services, at dinda@pasadena.edu. Once your request has been received, business services staff will arrange for distribution of the items to you. Readily available PPE includes:

- Surgical Masks (plenty)
- Bottles of Hand Sanitizer (plenty)
- Cloth Face Coverings (plenty)
- Face Shields (limited supply available)
- N95 Masks (limited supply available)
- Contactless Thermometers (limited supply)

Business Services can also assist with ordering PPE not listed above as appropriate. PPE is intended to be used in addition to cleaning and sanitization efforts.

Considerations: Supply limitations could lead to order delays. Other delays could impact timeliness of delivery relating to specific, nonstandard needs.

Reconfiguration of Work Processes

Business processes should be re-examined in the context of a need to minimize in-person and physical contact with others, files, documents, and similar. Paper-based approval processes should be evaluated and converted to digital/electronic format wherever practical.

In-person meetings are discouraged in favor of virtual meetings. If in-person meetings are essential, they should be limited such that all participants in the room can easily maintain appropriate distance from one another at all practicable times; all participants must wear face masks; and meetings are held in rooms large enough to maintain physical distancing.

Whenever possible, stagger work schedules to minimize in-person contact and maximize physical separation between employees. Conduct business through phone calls and email to minimize in-person office visits and interactions.

Designated break stations and kitchen areas should be established, and employees should be encouraged to break, eat, and drink outdoors whenever possible. Ensure all workspaces are equipped with hand sanitizer and encourage frequent handwashing.

Vulnerable employees

At every phase of a reopening process, the College will ensure a safe environment for College staff. Employees that are considered high-risk if infected with COVID-19 may require a medical accommodation. At this point, the College may engage in an interactive process under the Americans with Disabilities Act to determine any reasonable accommodation that may be required for an employee to safely return to work. Employees may be accommodated by being allowed to use paid time off for any workdays when an employee is required to work on campus.

2. EMPLOYEE POLICIES

Published COVID-19 Prevention Program

PCC has previously released its “COVID-19 Prevention Program,” a publication of the Human Resources Department that meets health department requirements for the college to have a formal set of pandemic guidelines. Most recently updated January 27, 2021, the guidelines are recommended to be continued with appropriate adaptations listed throughout this recommendations document. The most current version of the “COVID-19 Prevention Program” is available as Appendix A.

Employee Responsibilities

Given the severity of COVID-19, it is recommended that employees immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests to Human Resources. An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager. Human Resources will follow-up with the employee for further instructions.

Employees must cooperate with Pasadena City College’s Human Resource Department, in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help PCC to identify employees who may have been exposed and quarantine them so there is no further workplace exposure.

Employees who test positive for the COVID-19 virus must not return to work until the following occurs:

- When Symptomatic
 - a. At least 24 hours have passed since a fever of 100°F or higher has resolved without the use of fever and reducing medications;
 - b. COVID-19 symptoms have improved;
 - c. At least 10 days have passed since COVID-19 symptoms first appeared.
- When Asymptomatic
 - a. Employees who test positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor.

It is recommended that employees wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects. Additionally, employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.

Employees must avoid sharing personal items with co-workers (for example, dishes, cups, utensils, towels). Employees should notify their manager or supervisor if any washing facilities do not have an adequate supply of suitable cleaning agents, water, single-use towels, or blowers. No employees may bring cleaning products and/or disinfectant into the workplace that had not been approved by Pasadena City College Facilities & Services.

Responding to Suspected or Confirmed COVID-19 Cases

The following are recommended to be maintained as minimum criteria for return to work, with some variation occurring depending on individual cases, our local public health department and unique circumstances. Negative COVID-19 tests are not required in order to return to work.

- Symptomatic Positive: Employees with symptoms who are laboratory confirmed to have COVID-19.
 1. At least 24 hours have passed since resolution of fever without use of fever reducing medications; and
 2. At least 10 days have passed since symptom onset; and
 3. Other symptoms have improved.
- Asymptomatic Positive: Employees who have never had symptoms and are laboratory confirmed to have COVID-19. A minimum of 10 days has passed since the date of their first positive COVID-19 tests. If symptoms develop then the criteria for Symptomatic Positive cases will apply.
- Symptomatic Negative: Employees who had symptoms of COVID-19 but test results returned negative. Use the same criteria as Symptomatic Positive cases.
- Asymptomatic Negative: Employees who never had symptoms but were tested due to a close contact with a laboratory confirmed case patient and were negative. Employees should quarantine at home for 10 days after the last known contact with the case-patient. Symptoms can develop even after testing negative within 14 days of exposure. The local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety.

- Symptomatic Untested: Employees who had symptoms of COVID-19 but were not tested. Testing is encouraged. If an employee cannot be tested or refuses to be tested, use the same criteria for return to work as Symptomatic Positive cases.
- Asymptomatic Untested: Employees who had close contact to a laboratory confirmed case at work, home, or in the community and do not have symptoms **or** employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms. Employees should be quarantined at home for 10 days after the last known contact with the case-patient. Testing is highly recommended; if testing hasn't occurred the local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

It is recommended that if an employee tests positive for COVID-19, Pasadena City College will immediately inform co-workers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). PCC will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

It is recommended that PCC continue to provide no-cost testing during work hours to all employees who must be quarantined and excluded from the workplace as required by law.

Communicating about COVID-19 Exposure

Communication between employees and supervisors on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Therefore, PCC has a communication system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for managers and supervisors. Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

All PCC employees are encouraged to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace. Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required will contact Danny Alonzo in Human Resources at

(626) 585-7956 who will triage the report and notify essential personnel for an appropriate response.

If an employee has a disability, medical or other condition that put them at increased risk of severe COVID-19 illness and an accommodation is needed they are encouraged to report it to their supervisor or manager. The Human Resource Department will evaluate the request and determine, with input from the employee and their health care provider, whether the employee can be accommodated. The college will continue to provide COVID-19 testing to potentially exposed employees.

Multiple COVID-19 Infections or Outbreaks

It is recommended that the college adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak.

A **COVID-19 outbreak** is defined as three (3) or more cases of COVID-19 in a 14-day period. A **major COVID-19 outbreak** is defined as twenty (20) or more cases of COVID-19 in a 30 day period.

It is recommended that PCC provide the legally mandated COVID-19 testing to all exposed employees in the workplace except those who were not present during the period of an outbreak. The testing will be provided at no cost to the employees and will occur during working hours. All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.

It is recommended that PCC quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases and investigate and determine possible COVID-19 hazards that may have contributed to the outbreak. The college also should notify the local health department as required by law.

Benefits for Quarantine or Isolation Orders

The term **quarantine** is used when someone is a close contact to a confirmed positive case. The term **isolation** is used when someone tests positive for COVID-19.

Employees may be entitled to the following COVID-19 benefits under applicable federal, state, or local laws, including, but not limited to, COVID-19 related leave, company sick leave, state-mandated leave, supplemental sick leave, negotiated leave provisions and workers compensation:

- Family Medical Leave Act/California Family Rights Act Leave.
- Local Sick Leave or Local Supplemental Sick Leave.
- Pasadena Area Community College District California Sick Leave Policy
- Pasadena Area Community College District - Vacation Policy (Use the vacation policy if company policy or practice allows for the use of vacation time off for sick leave purposes).
- Leave Pursuant to the Collective Bargaining Agreement.

It is also recommended that the college determine and publicize workers' compensation and earnings continuation policies in line with current practice at PCC. See page A-13 for more information.

Reporting, Recordkeeping, and Access

It is recommended that the college establish and publicize guidelines related to local and state laws requiring reporting, recordkeeping, and access to records, adopting as necessary those guidelines in the COVID-19 Prevention Program (page A-13).

Employee Training

It is recommended that PCC provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent the spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, in-person presentation, online video training and/or acknowledgment of receipt of the Pasadena City College's COVID-19 Prevention Program. Human Resources will notify employees of this training and expectations for participation for all employees.

Entry Screening

Upon arrival to campus and before going to their workspace, each employee will need to drive through Lot 5, where they will:

- Provide a daily "green check" confirmation from the mobile app that they are free of COVID-symptoms. Go to:
https://pasadena.sjc1.qualtrics.com/jfe/form/SV_8jg7cfMTFjqewst
- Receive a temperature check.
- Receive a colored and dated wristband or sticker which allows access to campus buildings. The daily wristband or sticker must be worn while on campus for clearance into buildings and offices.

If temperature reads above 100.1° F, the employee will be asked to pull into a parking spot so their temperature can be rechecked. If the reading does not go down, they will have the option to receive a rapid COVID test to ensure their presence on campus is safe. If they prefer not to be tested, they will need to contact HR for further instructions: 626-585-7388.

Exceptions: Facilities Services and Campus Police employees are exempt from this check-in process as they have alternate work schedules and will go through this process separately. Similarly, children at the Child Development Center will have a separate check-in process, but staff and faculty at the Child Development Center must complete the Lot 5 process.

Any employee who sees someone arrive without a wristband should send that person to Lot 5 for the check-in process before allowing them to continue their business on campus. Noncompliance will be addressed through existing college systems.

3. STUDENT HEALTH

Health Disclaimer

To ensure open communication regarding expectations while on campus, we recommend the students be presented with a Pandemic Mask & Physical Distancing Disclaimer as a pre-requisite to register for in-person classes. To register for in-person classes, the student must agree to wear an appropriate face covering and adhere to physical distancing guidelines provided by the college. This could be done using a check box disclaimer: “By selecting this box, the student agrees to”

If the student does not agree, they will be permitted to take online classes, subject to class availability. In all cases, obstacles to participation in classes should be reduced to the extent possible, with ample notification to students and clear statements of the processes and consequences of compliance.

Before entering the classroom each day, students must complete the daily screening process identified in Section 2.

Reporting of COVID cases

Students will be evaluated as suspected or confirmed COVID cases if they have:

- either symptoms related to COVID (see p. 9) or a positive diagnostic viral test for COVID, and
- have been on campus at any time within the 14 days prior to being ill, or the date of the diagnostic test if never symptomatic.

This evaluation will be conducted by Student Health Services. The [Pasadena Public Health Department \(PPHD\) Institute of Higher Education \(IHE\) Exposure Management Plan](#) (updated 8/19/2020) and the LAC DPH [Isolation Instructions](#) will be followed in handling these students.

Reporting of Covid Exposure

Students will be evaluated for COVID exposure if they are suspected of having close contact with a lab confirmed case of COVID while the case is in their infectious phase. Close contact is;

- being within 6 feet for 15 minutes or more in a 24 hour period
- unprotected contact with infectious body fluids

This evaluation will be conducted by Student Health Services. The [Pasadena Public Health Department \(PPHD\) Institute of Higher Education \(IHE\) Exposure Management Plan](#) (updated

8/19/2020) and the LAC DPH [Quarantine Instructions](#) will be followed in handling these students.

Requests for evaluations of students as cases or as close contacts of cases should be emailed to both Dr. Ann Walker, chief clinician of Student Health Services, at agwalker@pasadena.edu and medicalSHS@pasadena.edu.

If you are not certain you are using encrypted email for these contacts about a student's private health information, please request an encrypted email to you to which you can securely reply or call Dr. Ann Walker at 909-717-4834.

After Student Health Services has evaluated the student(s) the appropriate dean, instructors and Human Resources will be notified by encrypted email regarding the disposition of the student(s) including an estimated return to in-person activities if the student(s) is(are) on isolation or quarantine. Student Health Services will instruct students on isolation and quarantine as indicated in addition to testing resources when indicated and re-evaluate those students as needed during their isolation or quarantine.

When a student has completed isolation or quarantine the dean, instructor and Human Resources will be notified of the date on which the student may return to in-person instruction.

Contact Tracing

Contact tracing is the process by which the college and public health officials identify the spread of a case of a disease so they may create an effective quarantine and alert others of possible exposure. The recommended procedure for contact tracing at PCC is:

1. Case identified
2. Notify City or County health officials, depending on relevant jurisdiction
3. Patient interviewed, patient identifies contacts or indicates areas of possible contact
4. College and public health officials create contact list
5. Contacts triaged for assignment
6. Contacts assigned (If college personnel, should be HR staff conducting tracing)
7. HR staff notifies potentially affected parties to come in for test
8. Potentially affected parties test, quarantine for five days, then retest
9. HR staff follows up daily with potentially affected parties to monitor or have them complete daily assessment
10. After one week and negative retest: Contacts return to regular business
11. After 21 days and negative retest: Case student returns to regular business

Masks & Personal Protective Equipment (PPE)

It is recommended that college leadership closely monitor directives from public health authorities so that mask practice at the college aligns with mask practice at other relevant venues.

For the current time period, wearing a face mask on campus is mandatory for all students, faculty, staff, and visitors, with limited exceptions outlined below. Consistently wearing a face covering has been proven to be one of the most effective ways of preventing the spread of COVID-19 (along with physical distancing and hand washing).

Face coverings must be worn in all PCC locations, both indoors and out, with the following exceptions only:

- If you are outdoors walking, sitting, or exercising by yourself in low-traffic areas where the risk of being near people is low.
- In a private office when working alone.
- When eating while practicing physical distancing
- For PCC facilities workers only: When working on campus grounds away from buildings and all other people. The College will coordinate with public health authorities to consider exceptional circumstances.

Masks are required, regardless of vaccination status:

- At all times indoors (aside from exceptions above)
- On all PCC shuttles
- In any outdoor settings involving group activities or where others may break physical distancing requirements, including walking or socializing

Students are expected to have a mask immediately available in case they find themselves close to others while outdoors.

How to Wear a Face Covering

Wearing a face mask properly is a simple and extremely effective protective behavior that also shows you respect the health and well-being of all members of our community.

- Keep the mask on your face the entire time you're in public.
- Don't wear the mask around your neck or up on your forehead.
- Wash your hands before putting on your face mask.
- Avoid touching the exterior of the face mask, wash your hands if you do.
- Make sure the mask **covers your nose and mouth and fits securely under your chin**. Try to fit it snugly against the sides of your face.
- Change or launder face masks when they become soiled, wet, or after one day of use.
- Disposable masks must not be used for more than one day and should be placed in the trash after use.
- Don't be complacent with other protective measures like physical distancing.

If you see someone not wearing a mask, please **remind** them that masks are mandatory. Then **remove** yourself from any situation that is unsafe or not in compliance with the required policies. The student disciplinary process is available for circumstances where noncompliance is an issue.

Communication and Training on Protocols

To help increase awareness of PCC's COVID-19 response and the responsibilities of our students, the following actions are recommended:

- **Posting signs:** Consistent, simple, signage will reinforce rules and regulations to improve public health.
- **Student training videos with registration:** All students will receive a link to an informational video prior to the start of each semester.
- **Standard information included in syllabi and canvas shells:** Faculty will be advised of required protocols or standard procedures to be included in the classroom environment.
- **Videos shared through club and organization social platforms:** Student clubs and the Office of Student Life will be a source of video information for students.
- **Participation waivers:** Student signatures will be required for participation in events. Such waivers should include details of safety procedures and acknowledgement of masking/distancing requirements. Failure to complete necessary paperwork will result in the student's removal from the event.

4. STUDENT POLICIES

Grading Policies

During the pandemic, PCC had extended deadlines for opting for pass/no pass grading, encouraged faculty to consider Incomplete grades when appropriate, and lessened the evidentiary requirements for the Emergency Withdrawal options, in accordance with Chancellor's Office Guidelines. Leadership should continue to evaluate the need for these arrangements, being flexible while upholding national, state, regional, and local regulations.

It is recommended that the college maintain the usual deadlines and processes that existed prior to the pandemic. This will include deadlines for opting for the Pass/No Pass options, processes for assigning and completing Incomplete Grades, and the evidentiary requirements for Emergency Withdrawals.

For the pandemic, a form that allowed students to opt for a special circumstance grading option was created to help identify circumstances specifically related to the pandemic. It is recommended that this form be used until the end of Summer 2021, when the college should revert to previously existing forms.

Student Conduct

Most California Community Colleges are relying on their current policies and administrative procedures related to health and safety and failure to comply. PCC does not currently have a section related to health and safety. It is recommended that an addendum be made until full changes to the board policy and administrative procedure can be made official. This step will be beneficial even beyond the pandemic because faculty, staff, and administrators will have latitude to exercise the same rights they have now to remove a student for failure to comply while addressing the rights of the student.

Suggested Health and Safety Addendum to BP 5500 and AP 5520

(Source:

<https://go.boarddocs.com/ca/pasadena/Board.nsf/goto?open&id=AM2Q546341AC#>)

- All students are required to adhere to any and all health and safety protocol(s) set forth by the Pasadena Area Community College District deemed appropriate and necessary to protect the general safety, health, and well-being of the overall college community and its members.
- Failure to comply with any direction by a College employee that is related to a health and safety protocol or directive may be considered a violation of the Pasadena City College Standards of Student Conduct (BP 5500 & AP 5520).

- Failure to comply with directions of college personnel acting in the performance of their duties, including failure to present a valid Pasadena City College ID card or current class schedule upon request.
 - Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
 - Other misconduct that disrupts the college, its mission, or campus life.
 - Violation of other college policies, procedures, or regulations.
- **Possible Sanctions**
 - Students may face possible sanctions including verbal warning or removal from classroom or campus space in which alleged violation occurred for up to two (2) days (California Ed Code 66300,71222 and 76030).
 - Additional sanctions, up to and including expulsion, may be applied through the college's formal student conduct process.
 - **Student Due Process**
 - As with any alleged student conduct violation, a student has a right to due process prior to the imposition of any sanction that has the impact of removing a student from a classroom, campus space, or service that may have a negative impact on the student's overall educational progress. These rights include:
 - The right to be notified that the student's expressed behavior may be a violation of college policy;
 - The right to be notified that sanctions for such behavior may be applied and what those sanctions will be;
 - The right to respond to such allegations; and
 - The right to appeal a decision that results in the suspension, long-term, or permanent removal from a class or campus space that has a negative impact on their overall educational progress.

Special Services – Lancer Pantry

Lancer Pantry, Remote Pantry, and the Mobile Food Bank from LA Regional Food Bank will continue to provide students with basic food needs, distributing five days a week. Schedules and times of distribution will be posted on the website as well as in the designated space where distribution is to be held. Drop-off donations of food are not accepted, so donors are asked to use online donations of money rather than food.

Students visiting Lancer Pantry

Food will be distributed in preselected bunches, discouraging browsing and reducing choice of products. This step is necessary to minimize the likelihood of disease transmission. Students will pre-order their items online and will be required to schedule a pick-up time.

When food is ready for pick-up, students will receive a text message. They will inform Pantry staff upon arrival, and then wait outside in indicated areas while staff delivers the bagged groceries. Reusable bags will not be permitted.

For outdoor distributions, including the LA Regional Food Bank Mobile Truck, students will wait in line to pick up their pre-bagged groceries. Drive-up students will stay in their car while groceries are placed in their trunk. At all times, Pantry workers and students must maintain physical distancing to avoid disease transmission.

5. OCCUPANCY – OFFICES AND COMMON AREAS

General Recommendations

| Area of interest | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|---------------------------------------|--|--|---|
| Lobbies, Hallways, Traffic flow | <ul style="list-style-type: none"> Area capacity limited to 25% permissible by building code. Masks required. Stickers/markings on floor indicating physical distancing in queueing areas Common furniture taped off and signs posted to ensure physical distancing Common area doors propped open where feasible or automatic doors set to minimize need for touching surfaces OR sanitizer inside any closed common area door Hand sanitizer dispensers by all entry doors Communicate frequently with guests regarding wait times Monitors in certain areas recommended to show queue | <ul style="list-style-type: none"> Area capacity limited to 50% permissible by building code. Masks required. Stickers/markings on floor indicating physical distancing in queueing areas Common furniture taped off and signs posted to ensure physical distancing Common area doors propped open where feasible or automatic doors set to minimize need for touching surfaces OR sanitizer inside any closed common area door Hand sanitizer dispensers by all entry doors Communicate frequently with guests regarding wait times Monitors in certain areas recommended to show queue | <ul style="list-style-type: none"> Area capacity restrictions lifted. Masks required. Stickers/markings on floor indicating physical distancing in queueing areas Common furniture taped off and signs posted to ensure physical distancing Common area doors propped open where feasible or automatic doors set to minimize need for touching surfaces OR sanitizer inside any closed common area door Hand sanitizer dispensers by all entry doors Communicate frequently with guests regarding wait times Monitors in certain areas recommended to show queue |
| Offices | <ul style="list-style-type: none"> Adjust maximum occupancy to 25% of standard Where possible, designate entry and exit doors to minimize crowding and maximize one-way traffic flow Install Plexiglas dividers where necessary to separate individuals when schedules must overlap Where possible, schedule staff in consistent teams to minimize possibility of cross-infection. As a last resort, move employees to classrooms or other spaces not in use. <ul style="list-style-type: none"> Expedite the process by finding spaces with existing electrical and data connections College will provide air purifiers for workspaces | <ul style="list-style-type: none"> Adjust maximum occupancy to 50% of standard Where possible, designate entry and exit doors to minimize crowding and maximize one-way traffic flow Install Plexiglas dividers where necessary to separate individuals when schedules must overlap Where possible, schedule staff in consistent teams to minimize possibility of cross-infection. As a last resort, move employees to classrooms or other spaces not in use. <ul style="list-style-type: none"> Expedite the process by finding spaces with existing electrical and data connections College will provide air purifiers for workspaces | <ul style="list-style-type: none"> Area capacity restrictions lifted. Where possible, designate entry and exit doors to minimize crowding and maximize one-way traffic flow Install Plexiglas dividers where necessary to separate individuals when schedules must overlap Where possible, schedule staff in consistent teams to minimize possibility of cross-infection. As a last resort, move employees to classrooms or other spaces not in use. <ul style="list-style-type: none"> Expedite the process by finding spaces with existing electrical and data connections College will provide air purifiers for workspaces |
| Conference Rooms | <ul style="list-style-type: none"> Establish “Drop-in meeting room” system whereby conference rooms and other designated spaces are | <ul style="list-style-type: none"> Establish “Drop-in meeting room” system whereby conference rooms and other designated spaces are | <ul style="list-style-type: none"> Establish “Drop-in meeting room” system whereby conference rooms and other designated spaces are |

| Area of interest | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|------------------|---|---|--|
| | <ul style="list-style-type: none"> available for reservation for small- and medium-sized group meetings. ○ Rooms will have furniture removed or disabled to ensure occupancy of 25% of standard ○ Recommend 20 rooms distributed in various areas of campus ○ System should accommodate advance reservations and last-minute needs ○ Reservation priority given to services directly related to student needs ○ Priority for rooms that have audio/video capabilities ● Large gatherings should be conducted using Zoom | <ul style="list-style-type: none"> available for reservation for small- and medium-sized group meetings. ○ Rooms will have furniture removed or disabled to ensure occupancy of 50% of standard ○ Recommend 20 rooms distributed in various areas of campus ○ System should accommodate advance reservations and last-minute needs ○ Reservation priority given to services directly related to student needs ○ Priority for rooms that have audio/video capabilities ● Large gatherings should be conducted using Zoom | <ul style="list-style-type: none"> available for reservation for small- and medium-sized group meetings. ○ Occupancy restrictions lifted ○ Recommend 20 rooms distributed in various areas of campus ○ System should accommodate advance reservations and last-minute needs ○ Reservation priority given to services directly related to student needs ○ Priority for rooms that have audio/video capabilities ● Large gatherings should be conducted using Zoom , with limited exception |
| Elevators | <ul style="list-style-type: none"> ● Limit capacity to max amount that can fit with physical distancing between people ● Inventory elevators on campus and post signage indicating the number maximum of occupants allowed. | <ul style="list-style-type: none"> ● Limit capacity to max amount that can fit with physical distancing separation between people ● Inventory elevators on campus and post signage indicating the number maximum of occupants allowed. | <ul style="list-style-type: none"> ● Continue to limit capacity to max amount that can fit with physical distancing between people ● Inventory elevators on campus and post signage indicating the number maximum of occupants allowed. |
| Dining Halls | <ul style="list-style-type: none"> ● Indoor occupancy limited to 25% of standard ● Rearrange furniture and disable/remove chairs to ensure physical distancing between seats | <ul style="list-style-type: none"> ● Indoor occupancy limited to 50% of standard ● Rearrange furniture and disable/remove chairs to ensure physical distancing between seats | <ul style="list-style-type: none"> ● Occupancy restrictions lifted ● Rearrange furniture and disable/remove chairs to ensure physical distancing between seats |
| Wait lines | <ul style="list-style-type: none"> ● Indoor occupancy limited to 25% of standard ● Encourage virtual appointments wherever possible ● Emphasize phone services ● Identify and establish a unified reservation system for services <ul style="list-style-type: none"> ○ Accessible on mobile ○ SMS capability for appointment updates ○ Ideal: Multiple appointments available in one system ● Install Plexiglas barriers at all service stations/windows | <ul style="list-style-type: none"> ● Indoor occupancy limited to 50% of standard ● Encourage virtual appointments wherever possible ● Emphasize phone services ● Identify and establish a unified reservation system for services <ul style="list-style-type: none"> ○ Accessible on mobile ○ SMS capability for appointment updates ○ Ideal: Multiple appointments available in one system ● Install Plexiglas barriers at all service stations/windows | <ul style="list-style-type: none"> ● Occupancy restrictions lifted ● Encourage virtual appointments wherever possible ● Identify and establish a unified reservation system for services <ul style="list-style-type: none"> ○ Accessible on mobile ○ SMS capability for appointment updates ○ Ideal: Multiple appointments available in one system ● Install Plexiglas barriers at all service stations/windows ● Separate windows so that attendees and visitors are physically distanced |

| Area of interest | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|-------------------------|--|--|---|
| | <ul style="list-style-type: none"> • Separate windows so that attendees and visitors are physically distanced • Hand sanitizer dispensers near all queueing areas • Plan ahead for periods of overcrowding and devise crowd control plans <ul style="list-style-type: none"> ○ Encourage outdoor waiting areas where feasible (Quad) ○ Designate staff to circulate and assist students prior to approaching service windows • Consider dedicated hours for marginalized populations • Station staff at entry and exit to maintain capacity restrictions | <ul style="list-style-type: none"> • Separate windows so that attendees and visitors are physically distanced • Hand sanitizer dispensers near all queueing areas • Plan ahead for periods of overcrowding and devise crowd control plans <ul style="list-style-type: none"> ○ Encourage outdoor waiting areas where feasible (Quad) ○ Designate staff to circulate and assist students prior to approaching service windows • Consider dedicated hours for marginalized populations • Station staff at entry and exit to maintain capacity restrictions | <ul style="list-style-type: none"> • Hand sanitizer dispensers near all queueing areas • Plan ahead for periods of supercrowding and devise crowd control plans <ul style="list-style-type: none"> ○ Encourage outdoor waiting areas where feasible (Quad) ○ Designate staff to circulate and assist students prior to approaching service windows • Consider dedicated hours for marginalized populations |
| Traffic flow, Hallways | <ul style="list-style-type: none"> • Wherever possible, designate separate entry and exit doors/portals to maximize one-way traffic flow through the space. • Stickers/markings to indicate preferred path of travel • Minimize areas where crowds can form by removing or disabling furniture • Disable or cover electrical outlets to discourage casual use | <ul style="list-style-type: none"> • Wherever possible, designate separate entry and exit doors/portals to maximize one-way traffic flow through the space. • Stickers/markings to indicate preferred path of travel • Minimize areas where crowds can form by removing or disabling furniture • Disable or cover electrical outlets to discourage casual use | <ul style="list-style-type: none"> • Wherever possible, designate separate entry and exit doors/portals to maximize one-way traffic flow through the space. • Stickers/markings to indicate preferred path of travel • Minimize areas where crowds can form by removing or disabling furniture • Disable or cover electrical outlets to discourage casual use |
| Restrooms (Multi-stall) | <ul style="list-style-type: none"> • Occupancy limited to 30-40% of standard | <ul style="list-style-type: none"> • Occupancy limited to 30-40% of standard | <ul style="list-style-type: none"> • Occupancy restrictions lifted |
| Outdoor space: | <p><u>Vendors & Fairs</u></p> <ul style="list-style-type: none"> • Not permitted at this time <p><u>Sitting & Waiting</u></p> <ul style="list-style-type: none"> • Encourage frequent hand washing or sanitization • Organize outdoor waiting areas to reduce crowding by entrance/exits and other areas • Provide signage as necessary to reinforce physical distancing • Remove or disable seating to ensure physical distancing between seats <p><u>Drive Thru Events</u></p> <ul style="list-style-type: none"> • Staff working the event must be supplied with proper PPE • Ensure proper signage on drive thru events (drive up, stall expectations). | <p><u>Vendors & Fairs</u></p> <ul style="list-style-type: none"> • Not permitted at this time <p><u>Sitting & Waiting</u></p> <ul style="list-style-type: none"> • Encourage frequent hand washing or sanitization • Organize outdoor waiting areas to reduce crowding by entrance/exits and other areas • Provide signage as necessary to reinforce physical distancing • Remove or disable seating to ensure physical distancing between seats <p><u>Drive Thru Events</u></p> <ul style="list-style-type: none"> • Staff working the event must be supplied with proper PPE • Ensure proper signage on drive thru events (drive up, stall expectations). | <p><u>Vendors & Fairs</u></p> <ul style="list-style-type: none"> • All requests must be directed through Campus Use • Vendors must use cashless transactions as much as possible • Vendors must follow City of Pasadena Public Health Department guidelines, "Public Health Reopening Protocol: Private Venues and Events" (https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Private-Venues-and-Events.pdf) <p><u>Sitting & Waiting</u></p> <ul style="list-style-type: none"> • Encourage frequent hand washing or sanitization |

| Area of interest | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|------------------------|--|--|---|
| | <ul style="list-style-type: none"> Coordinate access with Campus Use and Campus Police Design procedures to minimize person-to-person contact as much as possible | <ul style="list-style-type: none"> Coordinate access with Campus Use and Campus Police Design procedures to minimize person-to-person contact as much as possible | <ul style="list-style-type: none"> Organize outdoor waiting areas to reduce crowding by entrance/exits and other areas Provide signage as necessary to reinforce physical distancing Remove or disable seating to ensure physical distancing between seats <p><u>Drive Thru Events</u></p> <ul style="list-style-type: none"> Staff working the event must be supplied with proper PPE Ensure proper signage on drive thru events (drive up, stall expectations). Coordinate access with Campus Use and Campus Police Design procedures to minimize person-to-person contact as much as possible |
| Kitchenettes / Lounges | <ul style="list-style-type: none"> Area capacity limited to 25% permissible by building code. Masks required. Signage encouraging frequent hand-washing Disposable dishes/utensils only | <ul style="list-style-type: none"> Area capacity limited to 50% permissible by building code. Masks required. Signage encouraging frequent hand-washing Disposable dishes/utensils only | <ul style="list-style-type: none"> Area capacity restrictions lifted. Masks required. Signage encouraging frequent hand-washing Disposable dishes/utensils only |
| Courtesy Computers | <ul style="list-style-type: none"> Rearrange furniture and disable/remove chairs to ensure physical distancing between seats Masks required. | <ul style="list-style-type: none"> Rearrange furniture and disable/remove chairs to ensure physical distancing between seats Masks required. | <ul style="list-style-type: none"> Rearrange furniture and disable/remove chairs to ensure physical distancing between seats Masks required. |
| Computer Labs | <ul style="list-style-type: none"> Indoor capacity limited to 25% of standard Rearrange furniture and disable/remove chairs to ensure physical distancing between seats Masks required. Identify and establish a unified reservation system for services Accessible on mobile Install Plexiglas barriers at all service stations Wherever possible, designate separate entry and exit doors/portals to maximize one-way traffic flow through the space. Stickers/markings to indicate preferred seating | <ul style="list-style-type: none"> Indoor capacity limited to 50% of standard Rearrange furniture and disable/remove chairs to ensure physical distancing between seats Masks required. Identify and establish a unified reservation system for services Accessible on mobile Install Plexiglas barriers at all service stations Wherever possible, designate separate entry and exit doors/portals to maximize one-way traffic flow through the space. Stickers/markings to indicate preferred seating | <ul style="list-style-type: none"> Capacity restrictions lifted Rearrange furniture and disable/remove chairs to ensure physical distancing between seats Masks required. Identify and establish a unified reservation system for services Accessible on mobile Install Plexiglas barriers at all service stations Wherever possible, designate separate entry and exit doors/portals to maximize one-way traffic flow through the space. Stickers/markings to indicate preferred seating |

| Area of interest | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|------------------|---|---|---|
| | <ul style="list-style-type: none"> Consider dedicated hours for marginalized populations Station staff at entry and exit to maintain capacity restriction | <ul style="list-style-type: none"> Hand sanitizer dispensers near all queueing areas Plan ahead for periods of overcrowding and devise crowd control plans Consider dedicated hours for marginalized populations Station staff at entry and exit to maintain capacity restriction | <ul style="list-style-type: none"> Hand sanitizer dispensers near all queueing areas Plan ahead for periods of overcrowding and devise crowd control plans Consider dedicated hours for marginalized populations Station staff at entry and exit to maintain capacity restriction |

6. OCCUPANCY – INSTRUCTION AND TRANSPORTATION

Classroom & Lab Capacity

Instructional staff must refer to 25Live for the most up-to-date maximum room capacity. No more than 25%, 50%, or 100% of the stated capacity can be in the room subject to limitations derived from current directives from public health authorities.

Lecture halls and classrooms can be utilized during the following phases as shown below:

| | |
|---------|--|
| Phase B | 25% occupancy or 100 individuals , whichever is lower |
| Phase C | 50% occupancy or 200 individuals , whichever is lower |
| Phase D | 100% occupancy/full capacity |

“Maximum class size is dependent on the available instructional space and the ability to maintain the appropriate physical distancing between students and staff at all times.”⁷ The current County guidelines require all individuals to maintain physical distance at all times.

It is recommended that actual scheduling maximums be determined by deans in partnership with division chairs and instructors as appropriate and applicable. This may involve visiting physical spaces to reduce course capacities accordingly. Evaluation of a given classroom/lecture hall/lab/studio is based on, but not limited to, flow of traffic, square-foot capacity, furniture and/or equipment necessary for the course, and type of instruction in a given space.

Using 25Live Pro to determine room capacity:

1. To determine capacity for a lab/classroom, refer to the space information in 25Live.
2. The link to 25Live Pro can be found on the Campus Use webpage:
<https://pasadena.edu/business-administrative-services/campus-use>
3. For step-by-step directions please refer to this “25Live Pro Tutorial- How to View Space Capacity,” <https://www.youtube.com/watch?v=1klET8jd9lo>.
4. For additional questions regarding how to use 25Live Pro please contact campus Use at campususe@pasadena.edu or call 626-585-7233.
5. 25live Pro will specify the maximum capacity based on square footage and provides capacity reductions (layouts) based on various percentages of occupancy.
6. It is important to note that that 25Live max capacities are a starting point for determining appropriate social distancing capacities. Actual course scheduling may require further capacity reductions.”

Additional Considerations:

- The college has invested in upgraded heating, ventilation, and air conditioning systems in all instructional spaces, and is deploying air purifier units to all office spaces and

⁷ L.A. County Dept of Public Health, Protocols for Institutes of Higher Education (4/5/2021).

classrooms. Filtration systems have been upgraded to MERV-13 standards, and HEPA-filter air purifier units will be provided to classrooms and offices to supplement building systems. ([More information about filtration specifications](#))

- DSPS assistance may require two (2) additional persons to be included in the max capacity. In other words, 2 fewer students would be allowed in the space.
- Existing furniture can be moved within the space in a manner consistent with physical distancing requirements and facilities guidelines.
- Any furniture that has been moved should be returned to original position at the conclusion of class.
- Furniture should never be removed from or added to spaces as this may adversely affect the capacity.
- Each indoor classroom used for in-person instruction must have a posted occupancy limit.
- In the event PCC is able to utilize outdoor classroom space, “the occupancy is not limited to a maximum occupancy, but physical distance must be maintained between students at all times,” per Pasadena Health Department guidelines.

Protective Barriers in Instructional Spaces

It is recommended that classroom spaces not be fitted with Plexiglass barriers between designated seating areas; rather, it is recommended that the college require students and faculty to use PPE in most classroom spaces. Plexiglass installations are costly and difficult to use effectively in spaces with shifting user bases. Classroom settings in particular would result in excessive wear and tear on Plexiglass surfaces. More importantly, using PPE instead of semi-permanent barriers allows greater flexibility for instructors in their classrooms. Some specialized spaces, such as labs, may be more suited for Plexiglass barriers. In all cases, it is recommended that the Business Services Office have final authority regarding appropriate distancing methods for each space.

Art Studios, Rehearsal Spaces and Other Specialized Areas

| PHASE A Limited Access | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|--|--|--|--|
| <ul style="list-style-type: none"> • Distance education classes for Art, Design, and Theatre courses where feasible. • Support of lab technicians, staff, and faculty to check-out/check-in specialized tools, equipment, and materials Exchange of goods to take place at | <ul style="list-style-type: none"> • 25% capacity or 100 students, whichever is less. • Specialized classrooms at posted occupancy limit. • Encourage max ventilation, ensure proper masking, and enforce physical distancing. | <ul style="list-style-type: none"> • 50% capacity or 200 students, whichever is less. • Specialized classrooms at posted occupancy limit. • Encourage max ventilation, ensure proper masking, and enforce physical distancing. | <ul style="list-style-type: none"> • 100% capacity • Specialized classrooms at posted occupancy limit. • Encourage max ventilation, ensure proper masking, and enforce reduced physical distancing if appropriate. |

| PHASE A Limited Access | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|---|--|--|---|
| <p>exterior building doors for ventilation and minimize students indoors.</p> <ul style="list-style-type: none"> • Ensure access to bathrooms. | <ul style="list-style-type: none"> • Continue to offer distance learning to reduce the size of in-person classes and on-campus footprint. • In-person instruction should utilize outdoor spaces where feasible. • Use of indoor rooms permitted for individual or small groups where feasible. • Frequent hand washing highly encouraged. • Any activity that requires participants to remove their face masks (e.g. playing brass or wind instruments) must not be done in a group but individuals can practice such activities alone in a studio or practice room. • Practice rooms must be reserved ahead of time and must schedule time between reservations for airing and cleaning. • Ensure access to bathrooms. • Support of lab technicians, staff, and faculty to check-out/check-in specialized tools, equipment, and materials Exchange of goods to take place at exterior building doors for ventilation and minimize students indoors. | <ul style="list-style-type: none"> • Continue to offer distance learning to reduce the size of in-person classes and on-campus footprint. • In-person instruction should utilize outdoor spaces where feasible. • Use of indoor rooms permitted for individual or small groups where feasible. • Frequent hand washing highly encouraged. • Any activity that requires participants to remove their face masks (e.g. playing brass or wind instruments) must not be done in a group but individuals can practice such activities alone in a studio or practice room. • Practice rooms must be reserved ahead of time and must schedule time between reservations for airing and cleaning. • Ensure access to bathrooms. • Support of lab technicians, staff, and faculty to check-out/check-in specialized tools, equipment, and materials Exchange of goods to take place at exterior building doors for ventilation and minimize students indoors. | <ul style="list-style-type: none"> • Continue to offer distance learning to reduce the size of in-person classes and on-campus footprint. • In-person instruction should utilize outdoor spaces where feasible. • Use of indoor rooms permitted for individual or small groups where feasible. • Frequent hand washing highly encouraged. • Encourage masks at all times with physical distancing if participants are speaking loudly or projecting and reduced distancing in all other cases. • Practice rooms must be reserved ahead of time and must schedule time between reservations for airing and cleaning. |

Success Centers

| PHASE A Limited Access | PHASE B 25% Open | PHASE C 50% Open | PHASE C-2 75% Open | PHASE D 100% Open |
|---------------------------|---------------------|---|---|---|
| Closed | Closed | <p>LIMITED SERVICES OPEN</p> <p>50% capacity or 200 people, whichever is less.</p> <ul style="list-style-type: none"> Face-to-face tutoring only allowed with proper face masks and physical distancing. <ul style="list-style-type: none"> For small areas where physical distancing is difficult, the above is required with plexiglass barriers. Sharing of materials, objects is eliminated to greatest extent feasible. If items must be shared, they must be cleaned between uses. Tutors provided own items. Staff and tutors provided time to clean areas, items between uses. Online services continue to be offered where feasible. Tutors will use white board (wall-mounted or a small, designated, portable whiteboard) or large notepads to help illustrate concepts or demonstrate techniques from a proper distance. Some tutors may continue to Zoom to provide tutoring in the interim (students can use or borrow their own laptop). Consider making tutoring available during nonstandard hours. Prioritize access for minoritized populations. | <p>LIMITED SERVICES OPEN</p> <p>75% capacity or 300 people, whichever is less.</p> <ul style="list-style-type: none"> Face-to-face tutoring only allowed with proper face masks and physical distancing. <ul style="list-style-type: none"> For small areas where physical distancing is difficult, the above is required with plexiglass barriers. Sharing of materials, objects is eliminated to greatest extent feasible. If items must be shared, they must be cleaned between uses. Tutors provided own items. Staff and tutors provided time to clean areas, items between uses. Online services continue to be offered where feasible. Tutors will use white board (wall-mounted or a small, designated, portable whiteboard) or large notepads to help illustrate concepts or demonstrate techniques from a proper distance. Some tutors may continue to Zoom to provide tutoring in the interim (students can use or borrow their own laptop). Consider making tutoring available during nonstandard hours. Prioritize access for minoritized populations. | <p>ALL SERVICES OPEN</p> <p>Capacity restrictions lifted</p> <ul style="list-style-type: none"> Face masks, hand sanitizer, and social distancing may still be required. Online services continue to be offered where feasible |

Library

| PHASE A Limited Access | PHASE B 25% Open | PHASE C 50% Open | PHASE C-2 75% Open | PHASE D 100% Open |
|---------------------------|--|---|---|---|
| Library Closed | <p>Current students, faculty & staff only</p> <p>LIMITED SERVICES OPEN:</p> <ul style="list-style-type: none"> • Circulation Desk • Reference Desk • Computer Lab (appt. only) w/ printers • Staff Workspaces • Study Areas (carrels & tables): main floor <p>CLOSED</p> <p>Study Rooms</p> <p>Conference Rooms</p> | <p>Current students, faculty & staff only</p> <p>LIMITED SERVICES OPEN:</p> <ul style="list-style-type: none"> • Circulation Desk • Reference Desk • Computer Lab (by appt.) w/ printers • Staff Workspaces • Study Areas (carrels & tables): main floor and top floor • Stacks • Faculty Offices <p>CLOSED</p> <p>Study Rooms</p> <p>Conference Rooms</p> | <p>Current students, faculty & staff only</p> <p>LIMITED SERVICES OPEN:</p> <ul style="list-style-type: none"> • Circulation Desk • Reference Desk • Computer Lab (by appt.) w/ printers • Staff Workspaces • Study Areas (carrels & tables)– all floors • Stacks • Faculty Offices <p>CLOSED</p> <p>Study Rooms</p> <p>Conference Rooms</p> | <p>All patrons</p> <p>FULLY OPEN:</p> <ul style="list-style-type: none"> • Circulation Desk • Reference Desk • Computer Lab w/ printers • Staff Workspaces • Study areas (carrels & tables)– all floors • Stacks • Faculty Offices • Student Study Rooms • Group Library Instruction • Lending Services (laptops, textbooks, calculators, etc.) |

Recommended protocol for Phases B, C, C-2:

- Library will only have one entrance in order to track occupancy.
- Certain areas of the library will require an appointment (i.e., computer labs).
- The library will assure access to goods and services for students who have mobility limitations and/or are at high risk in public spaces.
- Through Phase C, pick-up of library materials is on an individual reservation basis. Pick-up of materials occur at the South entrance at the scheduled day/time. Items are returned to books drops outside the library south entrance.

Considerations: A curbside book return would reduce need to enter the campus and library for this purpose.

Transportation

| PHASE A Limited Access | PHASE B 25% Open | PHASE C 50% Open | PHASE C-2 75% Open | PHASE D 100% Open |
|-----------------------------------|-----------------------------|-----------------------------|-------------------------------|------------------------------|
| No Services | No Services | Limited Service | Limited Service | Full Service |

Recommended protocol for Phases C, C-2:

- Where feasible, impermeable barriers have been installed to protect the driver from passengers that are boarding and exiting the vehicle.
- A passenger entry and exit plan has been developed to minimize physical contact and crowding with other passengers during the queuing, entry and exit of the transport vehicle.
- All riders are required to wear face masks.
- When feasible, vehicle windows are opened and the onboard HVAC system will be activated to increase outdoor air flow.
- All riders will maintain physical distance from one another. This will be done by spacing seats to support physical distancing and marking the seats accordingly that riders are allowed to use. When possible, additional transport vehicles will be available to support excess capacity.
- Where feasible, barriers will be placed in between seats.
- Each on-campus transport vehicle will have appropriate signage to remind students and staff to wear their face coverings and to ensure physical distancing.

7. CLEANING & SANITIZATION

General Recommendations

| Area of Interest | PHASE A Limited Access | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|--|--|---|---|--|
| Public Circulation (Hallways / Stairwells / Elevators) | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection upon request Emergency requests Evening Cleaning: <ul style="list-style-type: none"> Nightly: Clean or disinfect all high-touch surfaces Emergency requests | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection upon request Emergency requests Evening Cleaning: <ul style="list-style-type: none"> Nightly: Clean or disinfect w/ Virex all high-touch surfaces Weekly: Application of Monofoil D (Antimicrobial Barrier) Emergency requests | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection upon request Emergency requests Evening Cleaning: <ul style="list-style-type: none"> Nightly: Clean or disinfect w/ Virex all high-touch surfaces Weekly: Application of Monofoil D (Antimicrobial Barrier) Emergency requests | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection upon request Emergency requests Evening Cleaning: <ul style="list-style-type: none"> Nightly: Clean or disinfect w/ Virex all high-touch surfaces Weekly: Application of Monofoil D (Antimicrobial Barrier) Emergency requests |
| Classrooms & Classroom Labs | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection upon request Emergency requests Evening Cleaning: <ul style="list-style-type: none"> Areas scheduled in 25Live clean or disinfect per APPA Standards Emergency requests | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection upon request Emergency requests Evening Cleaning: <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean or disinfect w/ Virex Weekly: Application of Monofoil D (Antimicrobial Barrier) Emergency requests | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection upon request Emergency requests Evening Cleaning: <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean or disinfect w/ Virex Weekly: Application of Monofoil D (Antimicrobial Barrier) Emergency requests | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection as needed Emergency requests Evening Cleaning: <ul style="list-style-type: none"> All classrooms will resume routine nightly cleaning and disinfection w/ Virex. Monthly: Application of Monofoil D (Antimicrobial Barrier) |
| Library | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection upon request Emergency requests Evening Cleaning: <ul style="list-style-type: none"> Areas scheduled in 25Live clean or | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection upon request Emergency requests Evening Cleaning: <ul style="list-style-type: none"> Areas scheduled in 25Live | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection upon request Emergency requests Evening Cleaning: <ul style="list-style-type: none"> Areas scheduled in 25Live | Day Cleaning: <ul style="list-style-type: none"> Clean or disinfection as needed Emergency requests Evening Cleaning: <ul style="list-style-type: none"> Library will resume routine nightly cleaning |

| Area of Interest | PHASE A Limited Access | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|-------------------------------------|--|--|--|--|
| | disinfect per APPA Standards <ul style="list-style-type: none"> Emergency requests | <ul style="list-style-type: none"> Nightly: Clean or disinfect w/ Virex Monthly: Application of Monofoil D (Antimicrobial Barrier) Emergency requests | <ul style="list-style-type: none"> Nightly: Clean or disinfect w/ Virex Monthly: Application of Monofoil D (Antimicrobial Barrier) Emergency requests | and disinfection w/ Virex. <ul style="list-style-type: none"> Monthly: Application of Monofoil D (Antimicrobial Barrier) |
| Suites & Offices | Day Cleaning <ul style="list-style-type: none"> Clean or disinfection as needed Emergency requests Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live. Nightly: Clean or disinfect w/ Virex Emergency requests | Day Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live spot cleaned during the day as requested. Emergency requests Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean or disinfect w/ Virex Weekly: Application of Monofoil D (Antimicrobial Barrier) Emergency requests | Day Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live spot cleaned during the day as requested. Emergency requests Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean or disinfect w/ Virex Weekly: Application of Monofoil D (Antimicrobial Barrier) Emergency requests | Day Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live spot cleaned during the day as requested. Emergency requests Evening Cleaning <ul style="list-style-type: none"> All offices will resume routine nightly cleaning & disinfection w/ Virex Monthly: Application of Monofoil D (Antimicrobial Barrier) |
| Restrooms & Locker Rooms | Restroom 30-40% capacity Day Cleaning <ul style="list-style-type: none"> Clean or disinfect upon request Emergency requests Evening Cleaning <ul style="list-style-type: none"> Nightly: Clean or disinfect w/ Virex | Restroom 30-40% capacity Day Cleaning <ul style="list-style-type: none"> Clean or disinfect (2hr rotation) Emergency requests Evening Cleaning <ul style="list-style-type: none"> Nightly: Clean or disinfect w/ Virex Nightly: Disinfect using Clorox 360 Electrostatic | Restroom 30-40% capacity Day Cleaning <ul style="list-style-type: none"> Clean or disinfect (2hr rotation) Emergency requests Evening Cleaning <ul style="list-style-type: none"> Nightly: Clean or disinfect w/ Virex Nightly: Disinfect using Clorox 360 Electrostatic | Restroom 100% capacity Day Cleaning <ul style="list-style-type: none"> Clean or disinfect (2hr rotation) Emergency requests Evening Cleaning <ul style="list-style-type: none"> Nightly: Clean or disinfect w/ Virex Nightly: Disinfect using Clorox 360 Electrostatic |
| HVAC | <ul style="list-style-type: none"> Maintain current level MERV-rated filters and replacement schedules | <ul style="list-style-type: none"> Maintain current level MERV-rated filters and replacement schedules | <ul style="list-style-type: none"> Maintain current level MERV-rated filters and replacement schedules | <ul style="list-style-type: none"> Maintain current level MERV-rated filters and replacement schedules |

| Area of Interest | PHASE A Limited Access | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|---|--|--|---|---|
| | <ul style="list-style-type: none"> HEPA air purifiers provided in group areas during "Tiered" Occupancy. | <ul style="list-style-type: none"> HEPA air purifiers provided in group areas during "Tiered" Occupancy. | <ul style="list-style-type: none"> HEPA air purifiers provided in group areas during "Tiered" Occupancy. | <ul style="list-style-type: none"> HEPA air purifiers provided in group areas for areas less than MERV 13. |
| Water Systems (Water Fountains & Fill stations) | Day Cleaning <ul style="list-style-type: none"> Clean or disinfect hydration stations upon request Emergency requests Evening Cleaning <ul style="list-style-type: none"> Clean or disinfect w/ Virex upon request Emergency requests | Day Cleaning <ul style="list-style-type: none"> Clean or disinfect hydration stations servicing 3x daily Emergency requests Evening Cleaning <ul style="list-style-type: none"> Clean or disinfect w/ Virex 1 time and 1 time detailing Emergency requests | Day Cleaning <ul style="list-style-type: none"> Clean or disinfect hydration stations servicing 3x daily Emergency requests Evening Cleaning <ul style="list-style-type: none"> Clean or disinfect w/ Virex 1 time and 1 time detailing Emergency requests | Day Cleaning <ul style="list-style-type: none"> Clean or disinfect hydration stations servicing 3x daily Emergency requests Evening Cleaning <ul style="list-style-type: none"> Clean or disinfect w/ Virex 1 time and 1 time detailing Emergency requests |
| Equipment Cleaning (ITS) | <ul style="list-style-type: none"> Inside/out wiping with 75% alcohol wipes --- cleaning & disinfection of cables and peripherals Bag (ziploc bag) equipment/peripherals for two weeks or more. After quarantine, disinfect again (75% alcohol wipes) Bags noted with user name, LP #, PCC #, date, and initials | <ul style="list-style-type: none"> Inside/out wiping with 75% alcohol wipes --- cleaning & disinfection of cables and peripherals Bag (ziploc bag) equipment/peripherals for two weeks or more. After quarantine, disinfect again (75% alcohol wipes) Bags noted with user name, LP #, PCC #, date, and initials | <ul style="list-style-type: none"> Inside/out wiping with 75% alcohol wipes --- cleaning & disinfection of cables and peripherals Bag (ziploc bag) equipment/peripherals for one week. After quarantine, disinfect again (75% alcohol wipes) Bags noted with user name, LP #, PCC #, date, and initials | <ul style="list-style-type: none"> Inside/out wiping with 75% alcohol wipes --- cleaning & disinfection of cables and peripherals Bag (ziploc bag) equipment/peripherals for 24 hours. After quarantine, disinfect again (75% alcohol wipes) Bags noted with user name, LP #, PCC #, date, and initials |
| Equipment Cleaning (Performing & Comm. Arts) | PCA staff will clean and disinfect instruments, props, set dressings, and equipment | PCA staff will clean and disinfect instruments, props, set dressings, and equipment | PCA staff will clean and disinfect instruments, props, set dressings, and equipment | PCA staff will clean and disinfect instruments, props, set dressings, and equipment |

Specific Recommendations – Kinesiology Equipment Cleaning

| Area of Interest | PHASE A Limited Access | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|-------------------------------|--|--|--|---|
| Cycling Room | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> Clean or disinfect as needed Emergency requests | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean w/ Virex Nightly: Disinfect using Clorox 360 Electrostatic | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean w/ Virex Nightly: Disinfect using Clorox 360 Electrostatic | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> Cycling room will resume routine cleaning and disinfection Nightly: Clean w/ Virex Weekly: Disinfect using Clorox 360 Electrostatic |
| Weightroom | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> Clean or disinfect as needed Emergency requests | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean w/ Virex Nightly: Disinfect using Clorox 360 Electrostatic | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean w/ Virex Nightly: Disinfect using Clorox 360 Electrostatic | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> All weightrooms will resume routine cleaning and disinfection Nightly: Clean w/ Virex Weekly: Disinfect using Clorox 360 Electrostatic |
| Gym Mats | Athletic Dept. staff will clean and disinfect mats | Athletic Dept. staff will clean and disinfect mats | Athletic Dept. staff will clean and disinfect mats | Athletic Dept. staff will clean and disinfect mats |
| Yoga Room | Athletic Dept. staff will clean and disinfect equipment mats Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live clean or disinfect per APPA standards Emergency requests | Athletic Dept. staff will clean and disinfect equipment mats Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean w/ Virex Nightly: Disinfect using Clorox 360 Electrostatic | Athletic Dept. staff will clean and disinfect equipment mats Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean w/ Virex Nightly: Disinfect using Clorox 360 Electrostatic | Athletic Dept. staff will clean and disinfect equipment mats Evening Cleaning <ul style="list-style-type: none"> Yoga rooms will resume routine cleaning & disinfection Nightly: Clean w/ Virex Monthly: Disinfect using Clorox 360 Electrostatic |
| Athletic Training Room | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live clean or disinfect per APPA standards | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean w/ Virex | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean w/ Virex | Athletic Dept. staff will clean and disinfect equipment Evening Cleaning <ul style="list-style-type: none"> Training rooms will resume routine cleaning & disinfection |

| Area of Interest | PHASE A Limited Access | PHASE B 25% Open | PHASE C 50% Open | PHASE D 100% Open |
|--------------------------------|---|---|---|--|
| | <ul style="list-style-type: none"> Emergency requests | <ul style="list-style-type: none"> Nightly: Disinfect using Clorox 360 Electrostatic | <ul style="list-style-type: none"> Nightly: Disinfect using Clorox 360 Electrostatic | <ul style="list-style-type: none"> Nightly: Clean w/ Virex Weekly: Disinfect using Clorox 360 Electrostatic |
| Athletic Equipment Room | <p>Day Cleaning</p> <ul style="list-style-type: none"> Clean or disinfect upon request Emergency requests <p>Evening Cleaning</p> <ul style="list-style-type: none"> Areas scheduled in 25Live clean or disinfect per APPA standards Emergency requests | <p>Day Cleaning</p> <ul style="list-style-type: none"> Clean or disinfect upon request Emergency requests <p>Evening Cleaning</p> <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean w/ Virex Nightly: Disinfect using Clorox 360 Electrostatic | <p>Day Cleaning</p> <ul style="list-style-type: none"> Clean or disinfect upon request Emergency requests <p>Evening Cleaning</p> <ul style="list-style-type: none"> Areas scheduled in 25Live Nightly: Clean w/ Virex Nightly: Disinfect using Clorox 360 Electrostatic | <p>Day Cleaning</p> <ul style="list-style-type: none"> Clean or disinfect upon request Emergency requests <p>Evening Cleaning</p> <ul style="list-style-type: none"> Training rooms will resume routine cleaning & disinfection Nightly: Clean w/ Virex Monthly: Disinfect using Clorox 360 Electrostatic |
| Gyms (GM & W) | <p>Evening Cleaning</p> <ul style="list-style-type: none"> Areas scheduled in 25Live clean or disinfect per APPA standards Emergency requests | <p>Evening Cleaning</p> <ul style="list-style-type: none"> Areas scheduled in 25Live W Bldg. Nightly: Clean w/ Virex W Bldg. Monthly: Disinfect using Clorox 360 Electrostatic Gym floor in GM scrubbed w/ robotic scrubber & disinfected w/ UV light | <p>Evening Cleaning</p> <ul style="list-style-type: none"> Areas scheduled in 25Live W Bldg. Nightly: Clean w/ Virex W Bldg. Monthly: Disinfect using Clorox 360 Electrostatic Gym floor in GM scrubbed w/ robotic scrubber & disinfected w/ UV light | <p>Evening Cleaning</p> <ul style="list-style-type: none"> Gyms will resume routine cleaning & disinfection W Bldg. Nightly: Clean w/ Virex W Bldg. as needed: Disinfect using Clorox 360 Electrostatic Gym floor in GM scrubbed w/ robotic scrubber & disinfected w/ UV light |

Standards Reference

PCC uses standards set by the Association of Physical Plant Administrators (APPA) as follows:

APPA specifies five levels of cleanliness that many institutions, including colleges and universities, use to manage their cleaning efforts. What follows is a summary of APPA's five levels. A more detailed rundown is available on the APPA website (www.appa.org).

- **Level 1: Orderly Spotlessness:**
Floors and base moldings are bright and clean; colors are fresh. Vertical and horizontal surfaces look freshly cleaned or polished. No build-up in corners. The lights work and the fixtures are clean. Washroom and shower fixtures and tiles gleam. Adequate cleaning supplies are on hand. Trash containers contain only daily waste.
- **Level 2: Ordinary Tidiness:**
Virtually the same as level one, but there may be up to two days of dust, dirt, stains, or streaks.
- **Level 3: Casual Inattention:**
Floors are swept or vacuumed clean, but close observation may reveal stains and dirt build-up may be apparent in corners and along walls. In addition, there may be dull spots, matted carpet, and streaks on base molding. Vertical and horizontal surfaces have dust, dirt, marks, smudges, and fingerprints. Lamps work and fixtures are clean. Trash containers have daily waste only.
- **Level 4: Moderate Dinginess:**
Floors are swept and vacuumed clean but may be stained. Dirt buildup is evident. Carpets show paths of use. Molding is dirty. Surfaces are obviously dusty and dirty. Trash containers have old trash and may give off a sour smell.
- **Level 5: Unkempt Neglect:**
Dull, dirty scuffed floors and carpets. The corners and base moldings are obviously dirty. Dirt has accumulated on all vertical and horizontal surfaces. Light fixtures are dirty, and some lamps are burned out. Trash containers are overflowing and have begun to smell.

8. SIGNAGE, DATA, AND COMMUNICATIONS

It is recommended that the college establish a communications transition team (CTT) to guide and oversee implementation.

Disseminating Protocols / Policies

Establish and maintain up-to-date protocols, procedures and guidelines related to: Modifying Safe Office Suites/ Workspaces, Enhanced Cleaning and Disinfecting, Physical Distancing, Health Screenings, Face Coverings, Testing, and Training. Archive and store all protocols and policies on the PCC website.

Training

Develop and facilitate mandatory employee and student trainings that cover PCC's protocols and policies in accordance with CDC/LA County Department of Public Health protocols. It is recommended that trainings be completed during the first two weeks of returning to campus.

Signage

The college will utilize existing signage library for appropriate and consistent dissemination of information, protocols, and guidelines related to: Physical Distancing, Face Coverings, Handwashing, Cleaning and Disinfecting, and COVID-19 Symptoms/Screening.

Building entrances will feature signage including QR codes that link to PCC website and include detailed information for each stakeholder group (student, faculty, staff, etc.). Links will also be available for accessing resources such as LA County's "Protocols for Institutes of Higher Education (IHEs)" and this report.

The following table can be presented as a guide to help employees determine the appropriate signage for their office suite/workspaces. Similar sets of guidelines could be produced for other spaces on campus, such as: classrooms and labs, hallways and common spaces, etc.

| Sign # | Description | Suggested Use/Location | Suggested Quantity |
|--------|------------------------|---|---|
| 1 | Welcome back, Lancers! | Post on front of office suite door (so visible when entering) | 1 sign per office suite entrance |
| 3 | Not feeling well? | Post in central/high-traffic area within office suite | 1 sign per 10 persons (e.g., post 2 signs if 20 people in office suite) |
| 4 | Wear your mask | Post in central/high-traffic area within office suite | 1 sign per 5 persons (e.g., post 4 signs if 20 people in office suite) |
| 7 | Do your part, PCC! | Post on back of office suite door (so visible when exiting) | 1 sign per office suite exit |

| Sign # | Description | Suggested Use/Location | Suggested Quantity |
|----------|--|--|--|
| 14 or 26 | Lancers, stay apart, so we can stay together (or) Please stay 6 feet apart | Post in central/high-traffic area within office suite | 1 sign per 5 persons (e.g., post 4 signs if 20 people in office suite) |
| 15-22 | Room maximum is [BLANK] # of Lancers | Post on front of conference room door and inside the room [Note: select appropriate sign based on size of room and current capacity guidelines.] | 2 signs per conference room |
| 32 or 37 | Please wait here (or) X marks the spot | Place on floor in areas where queuing is expected | 1 sign per 6 feet of space |

Website and Community Updates

Stakeholder updates will occur regularly through a specific set of direct messaging platforms to ensure that all community members receive both periodic status updates and occasional urgent communications. Such communications will be disseminated through a pre-set group of media such as email, selected social media outlets, and on a dedicated and prominent space on the PCC Web Site. Communication flowcharts will be devised to outline the appropriate protocol for information sharing based on the urgency of the information being shared. Similar to a “User Terms of Service,” stakeholders will be required to maintain currency with campus health and safety communications by regularly reading or interacting with at least one of the designated communication mediums.

The CTT will develop and monitor all content concerning the phased return-to-campus process for all college stakeholders: Students, Faculty, Classified Staff/Hourly, Administrators/Managers, Board of Trustees, and the External Community.

There will be regular and timely email and social media updates based on the current status of reopening. Frequency of updates will be set by the transition communication team. A system of direct messaging will be implemented for targeted stakeholders on urgent or significant matters. There will be special announcements of significant changes to protocols and guidelines. All communication will be provided in a timely manner and in advance whenever possible.

Detailed accounts of expectations, responsibilities, guidelines, protocols, and contingencies will be included in necessary updates, including publication of current phase and its significance. In addition, citation of higher-level directives will be included in all updates involving shifts in protocols and/or practices.

Information will be centralized and easily accessed on the college’s website. The transition communication team will review web content on a regular basis to ensure that information is accurate, up-to-date, positive, and supportive to promote a feeling of connection and well-

being for the entire college community. The CTT will monitor and audit all communication venues including the website, signage, and social media to ensure accuracy and consistency.

Webpages will include:

- Links to appropriate and reliable sources of public health information, such as the Centers for Disease Control, LA County Department of Public Health, Pasadena Public Health Department, and this document
- PCC's phased reopening guidelines, with revisions and updates as needed
- Up-to-date information concerning the use of all college facilities
- Employee and student health and safety updates
- Links to academic, support, and social services to support all members of the college community
- Access to ordering protective supplies and equipment
- Access to approved college signage with download options for supervisors to be able to generate additional signage
- College facility, staff, and student highlights and achievements
- Guidelines for visitors to all of PCC's campuses and offsite locations
- Routes of communication for constituency groups to raise concerns and ask questions
- Contact information for relevant departments and/or services

Data Dashboard

The Pasadena City College COVID-19 website will include a curated page, or dashboard, of statistics that pertain to the phased reopening of the college. This data will be customized to the interests of the college community and will be maintained on a consistent basis. Data points might include: Infection rates, Positivity rates, Hospitalization Rates, Vaccination rates, etc.

The dashboard will include data points that celebrate the college's progress and success related to a healthy and safe reopening. An annotated list of links to external data/resources will be included, possibly to include:

COVID Data and Updates

- State of California COVID-19 website:
<https://covid19.ca.gov/>
- Centers for Disease Control and Prevention (CDC). Includes US-level data
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- California Department of Public Health Covid Tracking and Updates
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- California Department of Public Health website:
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspxCalifornia>

- California Department of Public Health – Guidance for the Use of Face Coverings
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

Reopening Guidelines

LOCAL:

- LA County higher Ed protocols
http://www.ph.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_HigherEducation.pdf

STATE:

- CA Dept. Of Public Health Higher Ed Guidelines
<https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>
- California Department of Education’s Coronavirus Response and School Reopening Guidance
<https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

FEDERAL

- CDC guidance on Reopening Colleges and Universities:
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- OSHA Guidance on Preparing Workplaces for COVID-19:
<https://www.osha.gov/Publications/OSHA3990.pdf>
- American College Health Association Guidelines for Reopening Institutions of Higher Education in the COVID-19 Era:
https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_for_Spring_2021.pdf

General

- U.S. Equal Employment Opportunity Commission
<https://www.eeoc.gov/>
- Occupational Safety and Health Administration
<https://www.osha.gov/>
- California Department of Industrial Relations
<https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>
- County Local Health Offices
<https://www.cdph.ca.gov/Programs/CCLHO/Pages/CCLHO-Health-Officer-Directory.aspx>

CONCLUSION

The above recommendations address a range of responses that engage a wide variety of possible scenarios. The group's goal has been to match our imperative to protect the health and safety of our community with our vision of a dynamic learning community that serves our students, faculty, and staff.

Feedback, Input, and Questions

The evolving pandemic response will uncover new approaches to problem-solving in various areas of the campus. So that others may learn from these new ideas, please share any insights, feedback, and questions about PCC's response via email: aboekelheide@pasadena.edu. Submitters should be prepared to include details about the population served and the public health objective being addressed, in addition to implications on delivery of instruction or services and effects on other elements of the pandemic response.

This document will be updated on an ongoing basis so that new information can be processed and disseminated.

Acknowledgements

The authors wish to acknowledge the contributions of the members of the COVID-19 Transition Task Force, whose dedication to solving a difficult puzzle has made our community stronger. The eight Team Leads gave extensive time and attention to provide a cohesive structure for these recommendations. Additional thanks are due to leaders of campus shared governance groups, including the Executive Committee, Academic Senate, Classified Senate, Management Association, Associated Students, and Board of Trustees, for their engagement in this process. Special thanks to Armine Galukyan for invaluable administrative support.

This document is dedicated to those PCC employees who worked on campus for the duration of the COVID-19 pandemic. The essential work done by our Facilities Services and Campus Police personnel kept our college clean, safe, and ready to face any challenge. Thank you for all you do.

APPENDIX A – COVID-19 PREVENTION PROGRAM (JAN. 21, 2021)



COVID-19 PREVENTION PROGRAM



COVID-19 PREVENTION PROGRAM

PURPOSE

In an effort to protect the health and safety of our employees, Pasadena Area Community College District, has prepared a COVID-19 Prevention Program ("Program") intended to provide information related to the prevention of coronavirus, describe Pasadena Community College (PCC) policies, procedures and practices to keep employees safe and to help prevent the spread of coronavirus in the workplace.

This Program is applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Center for Disease Control ("CDC"), state and local public health agencies, and Pasadena City College operations.

The Prevention Program is intended to comply with state and local law regarding employees' safety including Labor Code §6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein.

Bob Blizinski, Assistant Superintendent/Vice President Human Resources, has overall responsibility for handling Pasadena City College's COVID-19 Prevention Program. In addition, PCC expects all managers and supervisors to implement and maintain the Program in their departments and assigned areas.

SCOPE

This policy applies to all Pasadena City College employees and contains general prevention best practices as well as PCC's policies and procedures related to COVID-19 in the workplace.

WHAT IS COVID-19

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms - from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus. People with these symptoms, may have COVID-19:

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

Laboratory testing is necessary to confirm an infection.

COVID-19 TRANSMISSION

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary way the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

INFECTION PREVENTION MEASURES – CONTROL OF COVID-19 HAZARDS

Pasadena Area Community College District, to the extent possible, will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

1. Pasadena City College will provide onsite COVID-19 rapid viral testing on a monthly basis at no cost to the PCC employee. This testing will ensure employees receive their results prior to coming to campus.
2. Where possible encourage and require remote work. The current requirement for PCC employees who are able to work remotely, is to work physically on campus one day/eight hours/week.
3. Use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons, whenever possible.
4. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
5. Encourage sick employees to stay home.
6. If an employee becomes symptomatic with COVID-19 while at work, they will be asked to leave the workplace and seek medical treatment, depending on the symptoms.
7. Pasadena City College will adhere to state guidance and local public health recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing.
8. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
9. Pasadena City College encourages frequent hand washing with soap for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility. Hand sanitizer doesn't work if the hands are soiled so every effort must be made to wash hands before applying hand sanitizer.
10. Provide and require employees to use face coverings. Face coverings must be worn whenever a PCC employee comes within six feet of another employee. If an employee has trouble breathing or has a medical or health condition that prevents the use of a face covering, an alternate form of face covering must be worn such as a face shield.

11. Note: Face coverings combined with physical distancing, help prevent infected persons without symptoms or who are pre-symptomatic from knowingly spreading the coronavirus.
12. Pasadena City College will maximize, to the extent possible, the quantity of outside air into our buildings and workplaces with mechanical or natural ventilation.
13. Pasadena City College will place signs and/or instructions in common areas (for example, reception area, break rooms, public common areas, et cetera) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering the workplace, the work site and buildings.

INVESTIGATION, IDENTIFICATION AND CORRECTION OF COVID-19 HAZARDS

Pasadena Area Community College District takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. The following will be implemented:

1. Evaluate employee workspaces for potential hazards. Employees are encouraged to identify and bring to management's attention potential COVID-19 hazards in their workspace. If a COVID-19 hazard is identified, appropriate measures such as safety glass and protective prevention equipment will be provided as needed.
2. Conduct periodic inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public. If a COVID-19 hazard is identified, appropriate measures such as safety glass and protective prevention equipment will be provided as needed.
3. Evaluate PCC policies and procedures, work practices, and staffing issues to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.
4. PCC will conduct workplace specific evaluations of hazards following any positive COVID-19 case in the workplace. An extensive cleaning and disinfection of the affected workplace/area will immediately follow the evaluation.
5. PCC will investigate to identify and eliminate COVID-19 hazards. In order to protect employees in the workplace the college will also investigate each positive COVID-19

case to help identify those employees who were in close contact with the infected employee and require all those potentially exposed to quarantine as required by law. PCC will provide COVID-19 testing location information to the employee and will cover the cost for the test.

6. PCC will regularly evaluate the workplace for compliance with this program. This may require relocating previously used areas for meal breaks, while also requiring employees to abstain from taking breaks with other employees to ensure social distancing and mitigate risk to the exposure of COVID-19.
7. Unsafe and unhealthy hazards, work conditions, practices, policies or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard.

EMPLOYEE RESPONSIBILITIES

During the COVID-19 public health emergency, Pasadena Area Community College District employees have a collective responsibility to ensure the protection of all people in the workplace to comply with Pasadena Community College policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site. Employees have the following affirmative responsibilities:

1. Each time an employee plans to come to campus, they must self-screen via the daily provided mobile application for COVID-19 symptoms and receive an “Approved” response, which needs to be sent to their immediate supervisor, prior to entering the facility for their shift. An employee should stay home and seek medical treatment if they experience any of the following symptoms in the past 48 hours:
 - fever or chills
 - cough
 - shortness of breath or difficulty breathing
 - fatigue
 - muscle or body aches
 - headache
 - new loss of taste or smell
 - sore throat
 - congestion or runny nose
 - nausea or vomiting
 - diarrhea

2. Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests to Human Resources.
3. An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager. Human Resources will follow-up with the employee for further instructions.
4. Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, must consult with their physician and their manager before physically returning to work.
5. Employees must cooperate with Pasadena City College's Human Resource Department, in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help PCC to identify employees who may have been exposed and quarantine them so there is no further workplace exposure.
6. Employees who test positive for the COVID-19 virus must not return to work until the following occurs:

When Symptomatic

- a. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever and reducing medications;
- b. COVID-19 symptoms have improved;
- c. At least 10 days have passed since COVID-19 symptoms first appeared.

When Asymptomatic

Employees who test positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

7. Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor.

8. Employees shall practice physical distancing and remain at least 6 feet apart when practicable. When it isn't practicable employees must wear face coverings. Ways to maintain physical distancing include working from home when practicable, and by using video or telephonic meetings as much as possible.
9. Employees must avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
10. Employees shall wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
11. Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
12. Employees must avoid sharing personal items with co-workers (for example, dishes, cups, utensils, towels).
13. Employees shall notify their manager or supervisor if any washing facilities do not have an adequate supply of suitable cleaning agents, water, single-use towels, or blowers.
14. No employees shall bring cleaning products and/or disinfectant into the workplace that had not been approved by Pasadena City College Facilities & Services.

PERSONAL PROTECTIVE EQUIPMENT

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, personal protective equipment (PPE) may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During the outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Pasadena City College will supply all necessary and required PPE, including face coverings. If employees wish to use additional PPE, they must make the request of the manager or supervisor who will approve usage. Managers and supervisors will approve all reasonable requests.

CLEANING AND DISINFECTION POLICY AND PRACTICE

The Pasadena Area Community College District recognizes that high traffic and high touch common areas in the workplace need to the extent possible cleaning and disinfecting to limit the spread of the COVID-19 virus.

Pasadena City College will assign personnel and establish routine schedules to clean and disinfect common areas and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, rest room and bathroom surfaces, elevator buttons, and trash cans.

The process of disinfecting includes electrostatic sprayers and providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, contact time).

RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES

When required Pasadena Area Community College District will consult with state and local public health agencies for mitigation practices and responsible protocols. PCC will follow the California Health Department strategies, listed below, for returning employees to work. The following are considered minimum criteria for return to work and some variation may occur depending on individual cases, our local public health department and unique circumstances. Negative COVID-19 tests are not required in order to return to work.

Symptomatic Positive: Employees with symptoms who are laboratory confirmed to have COVID-19.

4. At least 24 hours have passed since resolution of fever without use of fever reducing medications; and
5. At least 10 days have passed since symptom onset; and
6. Other symptoms have improved.

Asymptomatic Positive: Employees who have never had symptoms and are laboratory confirmed to have COVID-19. A minimum of 10 days has passed since the date of their first

positive COVID-19 tests. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

Symptomatic Negative: Employees who had symptoms of COVID-19 but test results returned negative. Use the same criteria as Symptomatic Positive cases.

Asymptomatic Negative: Employees who never had symptoms but were tested due to a close contact with a laboratory confirmed case patient and were negative. Employees should quarantine at home for 10 days after the last known contact with the case-patient. Symptoms can develop even after testing negative within 14 days of exposure. The local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety.

Symptomatic Untested: Employees who had symptoms of COVID-19 but were not tested. Testing is encouraged. If an employee cannot be tested or refuses to be tested, use the same criteria for return to work as Symptomatic Positive cases.

Asymptomatic Untested: Employees who had close contact to a laboratory confirmed case at work, home, or in the community and do not have symptoms ~~or~~ employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms. Employees should be quarantined at home for 10 days after the last known contact with the case-patient. Testing is highly recommended; if testing hasn't occurred the local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

If an employee tests positive for COVID-19, Pasadena City College will immediately inform co-workers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). PCC will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

Pasadena City College will provide no cost testing during work hours to all employees who must be quarantined and excluded from the workplace as required by law.

Cleaning and Disinfecting Following a Confirmed COVID-19 Case

1. Temporarily close the general area where the infected employee or guest worked/visited until cleaning has completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employees worked and may have been, including break rooms, restrooms and travel areas with a cleaning agent approved for use by the EPA against the coronavirus.
4. Custodial personnel cleaning the area must be equipped with a proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

SYSTEM FOR COMMUNICATION

Communication between employees and Pasadena Area Community College District on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Therefore, Pasadena City College has a communication system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for managers and supervisors. Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

1. All PCC employees are encouraged to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
2. Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact Danny Alonzo in Human Resources at (626) 585-7956. who will triage the report and notify essential personnel for an appropriate response.

3. If an employee has a disability, medical or other condition that put them at increased risk of severe COVID-19 illness and an accommodation is needed they are encouraged to report it to their supervisor or manager. Pasadena City College's Human Resource Department will evaluate the request and determine, with input from the employee and their health care provider, whether the employee can be accommodated.
4. Pasadena City College will provide COVID-19 testing to potentially exposed employees.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

Pasadena Area Community College District will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak.

A COVID-19 outbreak is defined as three (3) or more cases of COVID-19 in a 14-day period.

A major COVID-19 outbreak is defined as twenty (20) or more cases of COVID-19 in a 30 day period.

1. Pasadena Community College will provide the legally mandated COVID-19 testing to all exposed employees in the workplace except those who were not present during the period of an outbreak. The testing will be provided at no cost to the employees and will occur during working hours.
2. All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.
3. PCC will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in **Responding to Positive or Suspected COVID19 Cases in the Workplace.**
4. PCC will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with **Investigation, Identification, and Correction of COVID-19 Hazards and Responding to Positive or Suspected COVID-19 Cases in the Workplace.**

5. PCC will perform a review of its COVID-19 policies, procedures, and controls and implement changes where needed. The investigation and review will be documented and include review of:
 - Leave policies and practices to ensure employees are encouraged to remain home when sick;
 - COVID-19 testing process;
 - Insufficient outdoor air;
 - Lack of physical distancing, face coverings or use of other PPE.
 - Evaluation of mechanical ventilation, and, if possible, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the system. We will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other cleaning systems would reduce the risk of transmission.
 - Determine the need for additional respiratory protection.
 - Determine whether to halt some or all operations until the COVID-19 hazard has been corrected.
 - Implement any other control measures as required by Cal/OSHA.
6. Notify the local health department as required by law.

POTENTIAL BENEFITS AVAILABLE TO EMPLOYEES WHO MUST QUARANTINE OR ISOLATE

The term quarantine is used when someone is a close contact to a confirmed positive case. The term isolation is used when someone tests positive for COVID-19.

Employees may be entitled to the following COVID-19 benefits under applicable federal, state, or local laws, including, but not limited to, COVID-19 related leave, company sick leave, statemandated leave, supplemental sick leave, negotiated leave provisions and workers compensation:

- Family Medical Leave Act/California Family Rights Act Leave.
- Local Sick Leave [or] Local Supplemental Sick Leave.
- Pasadena Area Community College District California Sick Leave Policy
- Pasadena Area Community College District - Vacation Policy (Use the vacation policy if company policy or practice allows for the use of vacation time off for sick leave purposes).
- Leave Pursuant to the Collective Bargaining Agreement.

Workers' Compensation Benefits. If you believe you contracted COVID-19 as a result of your employment at Pasadena City College, you may be entitled to workers' compensation benefits.

Contact Danny Alonzo in Human Resources at (626) 585-7956 to determine eligibility. If it is determined the COVID-19-related illness arose out of and in the course of employment at PCC, Cha Mancini in Risk Management will contact you to file the DWC 1 workers' compensation claim form, pursuant to Labor Code Section 5401. You may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits.

Earnings Continuation. If the COVID-19 exposure is work related, and the employee is required to quarantine, but is able to work, and can work from home, but temporary work is unavailable, the employee may be entitled to earnings and benefit continuation. Contact Danny Alonzo in Human Resources at (626) 585-7956 for eligibility.

REPORTING, RECORDKEEPING, AND ACCESS

Pasadena Area Community College District is committed to following all local and state law requiring reporting, recordkeeping, and access to records. It is our policy to:

1. Record and track all COVID-19 cases, including the date of a positive test, as required by law. The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.
2. Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.
3. Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the workplace.
4. Keep and maintain records of Pasadena City College's efforts to implement the written COVID-19 Prevention Program.
5. Make the COVID-19 Prevention Program available to employees, authorized employee representatives, and to Cal/OSHA immediately upon request.

EMPLOYEE TRAINING

Pasadena Area Community College District will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent the spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, in-person presentation, online video training and/or acknowledgment of receipt of the Pasadena City College's COVID-19 Prevention Program.

The COVID-19 Training for California Workers program is offered through the State of California, Department of Industrial Relations, Cal OSHA. The link to the training can be found at <https://trainingacademy.dir.ca.gov/covid-19-training-for-california-workers-1>.

Human Resources will notify employees of this training and all employees are required to participate.

APPENDIX B – WORKING CAPACITY EXAMPLES FOR CA BUILDING

In these calculations, “working capacity” is defined as a count of the desks, stations, computers, and the like available to accommodate students working.

- CA109 – Product Design room capable at 50% capacity or less (12 max at 50%)
- CA112 – Illustration room capable at 50% capacity or less (12 max at 50%)
- CA113 – Interiors/Perspective room capable at 50% capacity or less (12 max at 50%)
- CA115 – Jewelry room capable at 50% capacity or less (Built-in ventilation, 12 max at 50%)
- CA114 – Piano room capable at 50% capacity or less (11 max at 50%)
- CA116 – Electric Piano room capable at 50% capacity or less (12 max at 50%)
- CA117 – Rehearsal room capable at 50% capacity or less (12 max at 50%)
- CA134 – Band room capable at 50% capacity or less (50 max at 50%)
- CA140 (Westerbeck) – 218 seats (109 max at 50% but with additional social distancing requirement considerations)
- CA219 – Film-Editing room capable at 50% capacity or less (individual bays)
- CA213 – Film/Sound Stage room capable at 50% capacity or less
- CA216 – Photo lecture room capable at 50% capacity or less
- CA212 – Music Studio A room capable at 50% capacity or less (8 max at 50%)
- CA208 – Music room capable at 50% capacity or less (8 max at 50%)
- CA206 – Music room capable at 50% capacity or less (8 max at 50%)
- CA204 – Recording room capable at 50% capacity or less (8 max at 50%)
- CA211 – Dark Room for Photo capable at 50% capacity or less (Built-in ventilation, 7 max for processing, 12 max at 50%)
- CA210 – Music lecture room capable at 50% capacity or less (12 max for computer lab, 20 max at 50%)
- CA203 – Photo studio room capable at 50% capacity or less
- CA301 – Life Drawing room capable at 50% capacity or less (Patio for ventilation, 14 max at 50%)
- CA304 – Digital Lab capable at 50% capacity or less (11 max at 50%)
- CA305 – Drawing lab capable at 50% capacity or less (Patio for ventilation, 14 max at 50%)
- CA306 – Lab support capable at 50% capacity or less (2 max at 50%)
- CA315 – Drawing studio capable at 50% capacity or less (14 max at 50%)
- CA316 – Lab support capable at 50% capacity or less (2 max at 50%)
- CA308 – Digital lab B capable at 50% capacity or less (11 max at 50%)
- CA314 – Digital lab A capable at 50% capacity or less (11 max at 50%)
- CA320 – Design digital lab capable at 50% capacity or less (14 max at 50%)
- CA321 – Painting studio capable at 50% capacity or less (Patio for ventilation/work area, 14 max at 50%)
- Music Practice Lab (basement)–
 - CA001 – A through Y Practice Rooms (Max capacity at 2 at 50%)
 - CA002 – 24 computer stations and: max capacity 22 at 50%, no more than 12 at computer stations. Work desks limited to physical distancing.