

Academic Senate Submitted Concerns and Requests (As of 10/08)

Health & Safety Protocols

1. What is the time gap between when a person tests positive and when others are notified, and the person stops going to class?

When a person reports a positive test or COVID-19 symptoms they will be directed to leave campus and stay home from when they took the positive test or began symptoms (whichever comes first). COVID-19 safety officers will perform tracing as quickly as possible to identify exposures (see decision tree <https://smccd.edu/return-to-campus/employees.php#cases>). Only those who are identified as an exposure will be notified as soon as possible to quarantine (unvaccinated) or symptom monitor for 14 days (fully vaccinated).

2. What is the time gap between when a person misses a test or hasn't uploaded a test result before someone confirms that they are no longer going to class? How would the District ensure the student isn't attending class until a recent test result is uploaded?

Students and employees who are required to get COVID-19 testing will be case managed by the COVID-19 Vaccine Program Specialist. The VPSS will receive daily reports for any missed required student tests and the student will be flagged and prohibited from accessing campus. Supervisors will be notified of any missed required reporting employee tests for further action.

3. Regarding the contact tracing protocol, they only mention faculty teaching a class. Can they also make sure to look to see if the student has met with a counselor? Not only notify their in-person teaching faculty but also check if they met with a counselor. If the counselor could be at risk as well as the teaching faculty.

During the tracing procedures, qualitative information will be gathered to identify where else the individual has been on campus. COVID-19 safety officers will perform tracing as quickly as possible to identify exposures (see decision tree <https://smccd.edu/return-to-campus/employees.php#cases>). Only those who are identified as an exposure will be notified as soon as possible to quarantine (unvaccinated) or symptom monitor for 14 days (fully vaccinated).

4. Can the District even see the DRC SARS schedule if we have met with the student? Since DRC is not using SSL, can we safely make in-person appointments during Spring 2022? My concern is that if the District learns of a student having COVID on campus, how will they know they met with a DRC counselor?

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5. Can there be a student health screening process before meeting with counselors in person - Foothill is doing a survey for anyone before they come to their campus - "[As we return to campus, if you plan to come to campus this fall for any reason, you will need to have proof on vaccination on file with Foothill College and first take a health self-assessment on the you plan to be on campus.](#)"

Health self-screening attestation is done upon entering buildings. The signage states "Do not enter campus if you have signs or symptoms of COVID-19."

6. How can counselors safely social distance in their offices, while at the same time most offices lack of windows that open for counselors has not been discussed.

San Mateo County Health Department has lifted the requirements for social distancing and occupancy limits as it relates to COVID. All counselor offices meet code-required ventilation conditions. Space occupancy aligns with normal operations.

7. Increase the number of N95 masks available to employees to one per day. If the District does not want to increase from the current two masks per week allotment, would it be possible for some employees to donate their two-mask allotment to other employees. This would help address employees who are at higher risk and/or living with family members who are at higher risk and make it easier for these employees to use a clean N95 mask.

N95s can be reused in a nonhealthcare environment as long as they maintain a seal and are not soiled. PPE, including respirators, should not be shared or transferred. Two masks per employee is sufficient for non-healthcare environment operations. If your mask becomes damaged or soiled you can request a replacement.

8. Are there specific messages and guidance on how to communicate to students to not to come to class if they are feeling sick? For example, standard messages/blurbs that can be placed on course syllabi.

Messaging is on every COVID sign on every building entrance. Messaging is also on the website. Faculty and staff can also emphasize messaging during class and when scheduling for appointments.

9. How to handle a sick or apparently sick student who shows up to a class, counseling session, or other campus service? What if a student tells an employee they are not feeling well, but the student doesn't want to go home? Does the District employee have the right to tell the student to go home?

Sick students and employees are not to come to campus. If an employee or student confirms they have COVID signs and symptoms, or state they are ill, they shall be

instructed to leave. Per procedure, notify the immediate supervisor and COVID-19 Health Officer.

10. Does a faculty person have the right to require the student to leave their class or counseling session?

Sick students and employees are not to come to campus. If an employee or student confirms they have COVID signs and symptoms, or state they are ill, they shall be instructed to leave. Per procedure, notify the immediate supervisor and COVID-19 Health Officer.

11. Does the faculty person have the right to require the student to leave a class meeting only if this policy was stated in the course syllabus?

Sick students and employees are not to come to campus. If an employee or student confirms they have COVID signs and symptoms, or state they are ill, they shall be instructed to leave. Per procedure, notify the immediate supervisor and COVID-19 Health Officer.

12. What if a student is repeatedly coughing and/or sneezing during a class meeting or counseling appointment? Does the faculty person have the right to require the student to leave? Does the faculty person have the right to require the student to leave but only if this policy is stated in the course syllabus?

Employees can inquire if the student is sick, or needs medical attention. If symptoms are consistent with COVID-19, the individual can be asked to leave campus. Per procedure, notify the immediate supervisor and COVID-19 Health Officer.

A reminder that coughing and sneezing could be due to non-COVID related symptoms. If unsure, a referral to the Health Center may be warranted.

13. If for some reason a student refuses to leave in either situation, should an employee contact campus security?

If an employee is unable to address the situation, then they may reach out for appropriate guidance and support (supervisor, public safety, etc.)

Ben'Zara Minkin is the COVID Safety Officer, and can halt, suspend, or cancel any operation on campus for COVID-19 that is not safe, or that does not align with the COVID Prevention Plan.

14. Eliminate religious vaccine exemption. [San Diego Unified School District](#), for example, doesn't grant religious exemptions for any vaccines. Religious exemptions are not required by California law. Given the high likelihood that COVID-19 cases will increase in California during the winter months, why would we not close a legally unnecessary and ambiguous vaccine loophole?

Based on discussions with legal counsel, there are no state or federal requirements to allow a religious exemption from the COVID-19 vaccination for college students. Therefore, we will only be allowing a documented medical exemption for students for the Spring 2022 semester.

Student Services

15. They did not explain in the vaccine presentation how they will monitor the "services" (counseling) if students are not vaccinated for programs using SARS. If a student does not provide the weekly negative COVID test or proof of vaccination, how will the DRC know we are not using SSL?

Students who are not vaccinated, and have received a documented medical exemption, will have a regular requirement for weekly testing, and will be able to access all campus services and in-person instruction. The District is hiring staff specifically to monitor student compliance with the vaccination mandate of the District, including weekly testing requirements where applicable. Students who have not been vaccinated AND have NOT received an exemption, will only be allowed to access online instruction and schedule appointments for remote services (e.g., remote counseling appointments).

During the tracing procedures, qualitative information will be gathered to identify where the individual has been on campus. COVID-19 safety officers will perform tracing as quickly as possible to identify exposures (see decision tree). Only those who are identified as an exposure will be notified as soon as possible to quarantine (unvaccinated) or symptom monitor for 14 days (fully vaccinated).

Facilities and Supplies

16. Most counselors work in Building 9 on the first floor. There is a main public (faculty, staff, and students) bathroom with several stalls near the elevators outside that is heavily used and only cleaned once a day. "They are often gross," says a counselor. There is also a single bathroom by the elevator inside on the opposite side of the building. It would be great to make the single bathroom faculty/staff only, and make sure both bathrooms are cleaned multiple times a day.

Sanitation strategies are defined in the District's Written COVID Prevention Plan. <https://smccd.edu/return-to-campus/docs/COVID-19%20Prevention%20Program%20Update%20August%202021.pdf>

Heavily Used Restroom: Thank you very much for bringing this to our attention. Facilities will ensure that this restroom is serviced more frequently throughout the day, including spot cleaning/disinfection and restocking of supplies. Thorough cleaning and disinfection will continue to occur at night because the surfaces are sprayed with disinfectant and need 15-30 minutes to dry.

Single Restroom: Former single occupancy dedicated Faculty/Staff restrooms have been converted to gender neutral restrooms as required by law.

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB1732

17. Are their cleaning supplies for counselors to clean their offices between appointments?

Cleaning supplies are supplied to Division and Department offices by Facilities. Department heads may obtain additional supplies by submitting a work order through the Facilities Help Center on the District's portal page: <https://smccd.edu/portal/>. Individual counselors, faculty, and staff may obtain cleaning supplies from their department and division offices. Cleaning supplies may include disinfecting wipes, disinfectants, paper towels, and hand sanitizers.

18. Plexiglas options for counselors in their offices has not been discussed

District plexiglas distribution criteria is to install plexiglas in high-volume public-facing transactional spaces.

CalOSHA FAQs say:

- No physical distancing or barrier requirements regardless of employee vaccination status with the following exceptions:
 - Employers must evaluate whether it is necessary to implement physical distancing and barriers during an outbreak (3 or more cases in an exposed group of employees)
 - Employers must implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of employees)
- CalOSHA FAQs link <https://www.dir.ca.gov/dosh/coronavirus/Revisions-FAQ.html>
- CalOSHA §3205. COVID-19 Prevention <https://www.dir.ca.gov/title8/3205.html>

19. Are air filters available for counseling offices? This has not been discussed.

The District is meeting OSHA requirements for ventilation and filtration. The current District criteria for the installation of portable air cleaners (HEPA Filtration) includes areas where

- there is insufficient ventilation (ventilation = bringing in outside air)
- people with probable illness will go, i.e., health centers

- people cannot be vaccinated, i.e., the child development centers

If after going through the HR accommodation request process, a person demonstrates a need for an air cleaner, one would be deployed.

20. Plexiglas around class lectern

District Plexiglas distribution criteria is to install Plexiglas in high-volume public-facing transactional spaces.

CalOSHA FAQs say:

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 - Employers must evaluate whether it is necessary to implement physical distancing and barriers during an outbreak (3 or more cases in an exposed group of employees)
 - Employers must implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of employees)
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21. Allow doors to be open to help increase room ventilation during class instruction.

Room occupants have discretion to allow for doors and operable windows to be opened to facilitate additional ventilation and air movement.

Instruction

22. Reduce in-person class size caps. For example, reducing current caps by 20% could give faculty the option to opt out, such as if their class is in a very large classroom. This would help with better social distancing, even if it's not currently legally required. This would reduce the chances of the class meetings having to be cancelled/interrupted due to a COVID-19 outbreak within the class. This would temporarily support the joint AFT/DAS taskforce that has requested reductions in class size

For the Spring semester, all students and employees will be required to be vaccinated for in-person instruction. Only medical exemptions will be allowed for students, and these will be very few in number, with most classes having no students who have a

medical exemption. Therefore, if there is any confirmed exposure, no students or employees have to quarantine unless they too develop symptoms.

Class size reductions were proposed primarily for faculty teaching online for the first time, recognizing the impact of the pandemic on students trying to engage in remote learning, and finally for the small handful of in-person classes to comply with mandatory social distancing requirements. This was all before vaccinations were widely available. We are in a completely different environment in the Spring 2021 semester.

23. Is it possible to temporarily hold a class meeting over Zoom if in-person meetings are not possible due to contact tracing/COVID-19 outbreak?

Yes, but we don't anticipate that it will be needed, unless it is the faculty member who tests positive and needs to be quarantined. We can convert to Zoom but refer to the new guidance from the CCCCCO (attached) as you may have to change the apportionment method for those two weeks. We have done this several times this semester. The best way is to keep the students in the class and have the instructor join via Zoom (if the instructor is the one out). If you move to Zoom, you will need to ensure accessibility for all students.

For the Spring semester, all students and employees will be required to be vaccinated for in-person instruction. Only medical exemptions will be allowed for students, and these will be very few in number, with most classes having no students who have a medical exemption. Therefore, if there is any confirmed exposure (i.e., a student tests positive for COVID-19), no students or employees have to quarantine unless they too develop symptoms.

24. Are there specific messages and guidance on how to communicate to students about the possibility of class meetings potentially being cancelled due to a COVID-19 outbreak? Can such a message note the possibility of temporarily shifting modality to Zoom if an in-person class meeting has to be canceled?

The District COVID-19 Safety Officer is the point of contact for confirmed COVID-19 positive cases and communicates directly with the individual who tested positive, and any other person or group identified in the contact tracing process that is required to be informed.

Here is a sample message that has been used on class schedules and on Banner:

Important Students: Cañada College Spring 2022 semester will be offered with 60% of classes in-person or hybrid and 40% of classes online. If the COVID situation changes, any course could be converted to distance education.

If it is the faculty member of the class who tests positive, then that class will need to be informed and depending on the situation, rescheduled, continued in a remote modality during the quarantine period (if, for example, the faculty member feels fine despite the positive test), or another temporary solution may need to be arranged.

Questions/Comments from Safety Committee Meeting September 30, 2021

23. Develop a better procedure for addressing student/staff who is not wearing a mask. Faculty do not feel that raising the issue with a supervisor who may not be available is a valid solution and want this improved by the spring semester.

Staff/Faculty not wearing a mask are in violation of the Public Health Code and SMCCD Board policy. These types of violations are handled through documentation and reporting the concern to the employee's immediate supervisor, dean or associated VP. This would involve our District's progressive disciplinary process.

For mask violations involving students or members of the public within our building, we would start with information and education first.

- **Student violating mask use in classroom:** If this involves a faculty member and student, it is a classroom management issue and should be handled in the same manner as any classroom management issue. The faculty member should be holding their own conversation with the student about the policy violation. The faculty member should be documenting any mask violation incident in an email to the student identifying the violation and identify corrective behavior for the student to follow. This documentation should be kept and forwarded to their respective dean if any other violations continue. The student discipline process should be adhered to with any student code of conduct and district policy violation that involve students.
- **Members of the public violating mask use in buildings on campus.** Any district employee may instruct any person on campus about the mask policy. It is all of our responsibility to help people keep within our district policy. District employees can also contact Public Safety to report mask violations. Our response will always be to educate first and to assist with a person following a policy. Continued violations by the same person will be documented and addressed in conjunction with District guidance if the need arises.

24. Counselors without the choice to work from home this fall are concerned that there is no campus-wide or district-wide procedure for vetting sick or unvaccinated students. Faculty are concerned about getting sick. Also, non-instructional employees serving students in public spaces are at risk and will be at greater risk in the spring.

Currently all individuals, employees and students are required to wear face coverings through the end of Fall 2021 even if the mandate is rescinded by the county. Everyone is required to follow district procedures and not come to campus if they are feeling sick AND report to the appropriate personnel and/or supervisor. The procedures for tracing can be found here for:

Students: <https://smccd.edu/return-to-campus/students.php#cases>

Employees: <https://smccd.edu/return-to-campus/recovery.php#cases>

The vaccination rate for San Mateo County has surpassed 94% for at least one dose for those over 12 years old and 85% full vaccinated. We expect our student population will have similar rates. As of October 6, community transmission of COVID-19 in San Mateo County was less than five cases per 100,000 individuals over the seven-day average. If employees are vaccinated themselves, they should feel completely safe meeting with students, whether in their classroom, office, or at a service desk. If employees are interested, they can even be provided with an N95 mask and a face shield.

Beginning November 1, students will be required to complete the vaccination attestation process to be completed for Spring 2022 instruction.

- Students who are vaccinated will be able to register for in-person classes and face-to-face services
- Students who are not vaccinated, and have received a documented medical exemption, will have a regular requirement for weekly testing, and will be able to access all campus services and in-person instruction. COVID-19 Vaccine Program Specialists will monitor student compliance with the vaccination mandate of the District, including weekly testing requirements where applicable.
- Students who have not been vaccinated AND have NOT received an exemption, will only be allowed to access online instruction and schedule appointments for remote services (e.g., remote counseling appointments).

All counselors have the choice to set up in-person, hybrid, and/or virtual schedules for Fall 2021. If counselors are currently confirmed for any Fall 2021 in-person counseling and they would like to request an alternative meeting space in which to counsel students, they should connect with their Dean of Counseling immediately to discuss an alternate setup and/or schedule.

25. Counselors are concerned about staying safe while working in small rooms without ventilation when there is no way to socially distance from students. Faculty would like a

plan for how relocations would work for those that request an alternative area in which to meet students.

San Mateo County Health Department has lifted the requirements for social distancing and occupancy limits as it relates to COVID. All counselor offices meet code required ventilation conditions. Space occupancy aligns with normal operations.

26. Since new adjunct faculty and other staff may not have adequate sick leave, faculty want a campus-wide policy that would allow employees to teach and work virtually when their children are sick or if they have been ordered to quarantine.

The funds granted by the government for this purpose are no longer available and we are not aware of any resources to cover this type of absence other than those provided under the sick leave and leave of absence provisions in the AFT contractual agreement.

27. Faculty request an online dashboard that would anonymously share statistics of COVID positive test rates on a weekly basis beginning in the spring semester.

SMCCCD uses this website to report COVID-related cases in the following two categories:

- Confirmed positive cases of COVID-19 in individuals who were on SMCCCD property
- Cases where an individual was on campus within the last work week and was required to isolate or quarantine due to possible COVID-19 exposure

The District investigates ALL reports of possible COVID cases or exposures on District property. If anyone has been exposed, the District COVID-19 Health Officer notifies them immediately of what steps they should take.

<https://covid-19.smccd.edu/exposures-report/>

28. Employees would like confirmation on the cleaning protocols in the spring semester. They have heard that staff will be charged for any extra sanitation work done for the safety of themselves and their students.

Sanitation strategies are defined in the District's Recovery plans.

- a. Sanitization protocols may be found in the following links:
 - i. <https://smccd.edu/return-to-campus/docs/SOP%20-%20Sanitization%20and%20Hygiene.pdf>
 - ii. <https://smccd.edu/return-to-campus/recovery.php>
 - iii. <https://smccd.edu/return-to-campus/employees.php#ppe>
- b. The expectation is that office occupants sanitize their own work surfaces and equipment as Custodians respectfully do not touch the equipment, work, or personal property of office occupants.

- c. Sanitization supplies will be provided by the District.
- d. Facilities does not intend to "charge" people or departments to perform cleaning work. Facilities must manage expectations for performance as they do not have the bandwidth to clean in between every class and it has been determined that this is not necessary since COVID is spread via aerosolization. Custodians sanitize once daily using electrostatic sprayers in classrooms, lobbies, community spaces, etc. Custodians clean high-touch surfaces as often as practical and at least once daily. Facilities staff do not touch work, program equipment, or personal property of office occupants, but rather clean around them as best as possible.

For the "charging" piece, they may be referring to this section of the plan:

- *"At their own expense and for convenience or preference, individual employees or departments may elect to procure and/or provide their own personal containers of hand sanitizer and sanitizing wipes. If electing to provide their own hand sanitizer or disinfectant wipes, departments and individuals must use products designated as effective against COVID-19 as defined by the Center for Disease Control".*

Some people may not like the products that Facilities provides and would prefer to use their own supplies. The District will provide sanitization supplies, but if employees prefer to use their own, it was important to establish guidelines for doing so.

29. If a student is not vaccinated and schedules an appointment to meet with a counselor using the SARS system, faculty would like to know how the system would determine if this meeting should be in-person or online, particularly if a student does not provide a weekly COVID test.

Students who are not vaccinated, and have received a documented medical exemption, will have a regular requirement for weekly testing and will be able to access all campus services and in-person instruction. The District is hiring staff specifically to monitor student compliance with the vaccination mandate of the District, including weekly testing requirements where applicable. Students who have not been vaccinated AND have NOT received an exemption, will only be allowed to access online instruction and schedule appointments for remote services (e.g., remote counseling appointments).

The vaccination rate for San Mateo County has surpassed 94% for at least one dose for those over 12 years old and 85% full vaccinated. We expect our student population will have similar rates. As of October 6, community transmission of COVID-19 in San Mateo County was less than five cases per 100,000 individuals over the seven -day average. All individuals on our campuses are required to wear a facemask indoors, at least until the end of the Fall 2021 semester. If employees are vaccinated themselves, they should feel completely safe meeting with students, whether in their classroom, office, or at a service desk. If employees are interested, they can even be provided with an N95 mask and a face shield.

