
Student Safety Checklist

The following checklist incorporates recommendations from the [California Department of Health](#) and the [Centers for Disease Control and Prevention](#) regarding how to stay safe when going to a school campus during COVID-19. The Student Safety Checklist is a companion document to the [CCCCD COVID-19 Operational Plan](#).

Contra Costa College is committed to safeguarding the health and safety of all students, faculty, and staff. Promoting safety in the age of COVID-19 requires that each person actively take steps to mitigate risk and the spread of the disease. For this reason, students should only come to campus if they are enrolled in a hybrid course or have an appointment to receive services in person. When planning to come on campus, please complete the following checklist to do your part in protecting yourself and others.

Prior to Coming to Campus

- Review the following information about COVID-19 symptoms and safety information.
 - [COVID-19 Symptoms](#)
 - [How to Protect Yourself and Others](#)
 - [What to do if you think that you may have COVID-19](#)
 - [Keenan Safe Colleges COVID-19 training](#)
- Check your InSite email address for specific information pertaining to safety protocols for your courses. Depending on your course, your instructor may have sent you information that should be reviewed before your first class session.
- All students and employees will be required to wear a face covering* while on campus. Please make sure that you have a face covering prior to your first day of class. Students not wearing face coverings will not be allowed into the classroom.
 - Please review the [CDPH Guidance for the Use of Face Coverings](#) and CDC's [Use Cloth Face Coverings to Slow the Spread of COVID-19](#).

* Employees who are exempt from wearing a face covering as defined in the [CDPH Guidance](#) should contact HR prior to returning to their worksite to seek an accommodation through the interactive process.

Before Leaving for School

- Conduct a thorough [self-assessment](#) to determine whether you pose a potential risk of exposure to others.
 - **Please do not come to campus if you are experiencing any COVID-19 symptoms.** Your instructor will work with you to make it possible for you to make-up missed work, either during the current semester or during a future semester. You will not be penalized for staying home if you are sick.
 - Follow the CDC’s recommendations for [what to do if you think that you may have COVID-19](#).
- Ensure that you have your face covering* on-hand so that you can apply it upon arriving at school.
- Wash hands with soap and water for at least 20 seconds.

Upon Arriving at School and Throughout the Day

- Apply your face covering immediately upon arriving on campus. Please note that you will not be allowed into your classroom if you do not have a face covering.
- Follow all instructor and staff instructions regarding safety procedures during the on-campus meeting.
- Observe social distancing guidelines by maintaining a distance of six feet from other people.
- Wash hands before entering your class and regularly throughout the day
 - To the extent possible, avoid touching commonly touched surfaces, such as door handles, after washing hands.
- Avoid touching face or face covering throughout the day.

When You Enter Your Classroom

- Hand sanitizer will be provided at the door to your classroom.
- Your instructor will show you your assigned seat/work area. Please use this seat every class session.
- Use a sanitizing wipe to clean your learning space at the beginning and end of each class session.
- Comply with any additional safety protocols that are required by your instructor or staff appropriate for the space and/or equipment being used.

* Hearing impaired students who need to read lips should review [CDPH Guidance](#). Contact Disabled Students Services for assistance.