

Facility Preparations

The layout and operation of campus buildings and facilities has been assessed one-by-one to ensure proper CDC and County Health Services health and safety requirements are met.

Cleaning and Disinfection Protocols

Colleges and District Office have thoroughly cleaned and disinfected all facilities in preparation for the scaled services that began back in August of 2020.

Areas on campus that are regularly used have been stocked with additional disinfection wipes for use by students, faculty, and staff.

Instructions on proper use of disinfection supplies are provided in each location. Disinfection of personal areas such as office desks continues to be the responsibility of the occupant. Disinfection of shared equipment, such as keyboards or copier controls is the responsibility of the user of the equipment. The supply of disinfection wipes continues to be inconsistent, and we ask that they are used only as instructed and not removed from the room they have been placed. As a part of pandemic planning, Chief Business Officers (CBOs) with their respective Maintenance and Operations teams conducted detailed building use assessments and have limited the use of certain spaces. Custodial capacity will be redirected to buildings that are in active use in order to provide for some daytime high traffic disinfecting in addition to regular cleaning during the night shift.

In addition, each campus Custodial department has completed the following steps to combat COVID-19 within campus facilities:

- Surveyed of all direct and indirect high- touch surface areas throughout campus buildings. This includes tables, doorknobs, light switches, elevator buttons, countertops, handles, desks, toilets, faucets, sinks, etc.



- All custodial staff have been given additional training and instruction on proper disinfection protocols specifically related to Coronavirus.
- Stockpiled additional cleaning and disinfection supplies that are certified by the EPA to be effective against the COVID-19 virus.

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

Department staff should not attempt any disinfection of potentially contaminated spaces. All disinfection will be done by trained custodial staff. The work area access and any common areas (such as restrooms, break rooms, copy rooms, etc.) accessed by the symptomatic individual should be immediately closed off for a period of 24 hours to allow any respiratory droplets to settle. After 24 hours, the area(s) are to be cleaned and disinfected. Tools and equipment handled by the symptomatic employee should be immediately taken out of service and cleaned, sanitized, and disinfected in a manner consistent with CDC guidelines. Only after disinfection has occurred will spaces be opened for use.

Engineering Controls

In preparation for our gradual return to in-person instruction for Fall 2021, the District is in the process of completing a facilities HVAC readiness and assessment effort.

Our goal is to determine the most effective engineering measures and controls in order to move towards an increased in-person presence.

Building HVAC Systems

CCampus maintenance staff have returned to work in order to keep our buildings operating and safe for the activities that are occurring on campus. Where possible, adjustments have been made to bring in additional fresh air to buildings. A variety of air handling systems are in use across each campus and will be cleaned and filters changed to meet current ASHRAE guidelines. Physical spaces determined to not meet recommended standards will not be used during COVID-19.

Physical Barriers

Physical barriers, such as clear plastic, are placed in student and public facing locations including the following locations:

- Bookstore transaction counters
- Student services transaction windows
- Library transaction counters
- All other transaction counters
- Other site-specific locations based on college user needs

Room Capacity

Room capacity and seating layouts have been evaluated for social distancing requirements and current State and County requirements for maximum number of occupants in indoor spaces. This has significantly reduced room capacity in some cases. To assist occupants with maintaining social distancing, seats in rooms have been restricted using tape or signs. Note that in most rooms, storage limitations prevented furniture from being removed.

Please do not remove or relocate furniture from rooms and adhere to the markings that have been installed. As State and County guidelines continue to evolve, room occupancy requirements will need to be adjusted. Where possible, restroom use will be limited to single use restroom with additional signage. If not possible, signage will direct users to alternative single use restrooms.

Signs and Floor Markings

Floor markings to assist with social distancing and traffic flow will be placed in the following locations, as appropriate and necessary:

- Transaction window/counter where lines may form
- Directional “lanes” through interior narrow walkways and high traffic areas
- Additional locations as determined with individual departments and approved by CBOs

Signs have been placed at numerous locations on campus:

- Hand washing tips/reminders in restrooms

- Social distancing reminders
- Elevator capacity restrictions. Elevators are restricted to one occupant.
- Traditional drinking fountains have been shut off. Signs have been placed to direct people to the nearest bottle filling station
- COVID-19 awareness signs and any County required signage
- Stairwells signage indicating appropriate directional flow of traffic

Additional Facility Modifications

Additional modifications, such as cubicle modifications, will be evaluated only when requested by a department manager.

Requests must be approved by the campus CBO. Prior to requesting modifications to a space, we ask that the following questions are considered: