



REOPENING TASKFORCE STEERING COMMITTEE (RTFSC)

Summary Notes - DRAFT

November 18, 2021

Meeting

ATTENDANCE : Information can be found in shared drive

***Meeting held via ConferZoom**

1. Welcome (VP, Marlene Drinkwine)

- VP Drinkwine

2. Spring 2022 Vaccination Process

VP Drinkwine shared the BOT document (insert link)

a) Timeline to submit proof of vaccination or exemption

- Vaccination records or Exemption to be submitted by dates below to allow for verification process:
 - 12/17 is employee deadline
 - 1/24 is student deadline
 - These dates allow time for HR to review and process before the January 3rd implementation deadline.
 - Winter 2022 faculty: provisional deadline February 1st
- As part of New Employee process onboarding vaccination records will need to be uploaded
- Processes for new employees and student workers need to be reevaluated in order to ensure that records are ready to go before their first day.
- Vaccination or weekly testing will continue to be the process for the Winter session
- Boosters will be required as required by public health agencies. Currently boosters are “recommended” and not “required.”
- The City of Long Beach (COLB) is providing booster shots for those who are interested.

b) District Update

- VP Drinkwine advised the committee to review the 11/17 Board of Trustees Presentation, [Campus Reopening Update: Spring 2022](#).

c) Systems Update

- “Cleared 4” (<https://www.cleared4.org/>) will be the vendor we will use to handle clearance of visitors to our campus (sporting events, indoor events, general visitors.) Working to get system in place by January.
- Drops for non-vaccinated students enrolled in on-campus courses will begin on January 24th and be processed nightly.
- Brent Gilmore will assist Rob with adding language to the online class schedule to alert students of vaccination requirement.
- System update will allow for uploading to both the student and HR systems
- Students will log into Qualtrix system for confirmation (green checkmark)
- IITS will work with HR to work on pre onloading for new employees and student workers

d) *Student Process*

- Continued support of students to ensure that they are cleared for their classes.
- Incentives (book store voucher) will be provided again to encourage them to get vaccinated.

e) *Employee Process*–

- HR continues to work with union leadership to develop MOUs around compliance deadline. Information will be released soon.
- Email for assistance: covidHRHelp@lbcc.edu (for employees)
- Outside agencies (possibly The Shaw Group) will review exemption requests for both employees and students.

f) *Communications*

- *Messaging will be more aggressive as we approach the townhalls*
 - 12/1, 4pm - Students
 - 12/8, 1pm - Employees
 - A lot of time for Q&A will be provided

3. Spring 2022 Process

a) Health Protocols and Screening Process

- Screening tables to be eliminated (move to door monitors to check for Qualtrix approval)
- Health Questionnaire (Qualtrix) will be modified to indicate that vaccination record has been uploaded or, if approved exemption received, testing is up to date (green checkmark.)
- Signage will be in all areas of campus alerting everyone
- Inventory currently being taken of all non-classroom spaces. Key entry points to be reviewed.
- Scripts will be provided for door monitors to address various scenarios they may encounter.
- Rob Carman reviewed the Student On-site agreement (students do this before start of every term) with the group to for input.

b) Face Masks and Physical Distancing

- In the Spring we will follow the Health order (but will not be stricter than the health order.)
- Information page will be created stating why we believe LBCC's campus is safe with vaccine mandate despite physical distancing.

c) On-Campus Students and Employees

- Student Extracurricular Activities and Events
 - In-person club meetings and activities may resume in the Spring for those students who have submitted proof of vaccination or approved exemption.

- Employees
 - In-person meetings may resume in the Spring though virtual meetings should still be considered when possible, for convenience sake (especially when involving persons from both campuses.)
 - IITS will explore the possibility of technology to support hybrid (remote/in-person) meetings in some of the larger conference rooms on campus.
 - 25Live may be used to reserve spaces (please be thoughtful and allow for reasonable use.)

- d) On-Campus Visitors
 - VP Drinkwine shared the [Vaccination Testing Requirements for Groups](#) document.
 - The Essential Personnel list will not be continued.
 - Cleared4 App (allows vaccination record or recent test result to be uploaded and then clears individual to attend a particular event.) This will become part of the ticketing process for athletics, performing arts, etc.
 - Cleared4 QR codes may be generated for specific events.
 - Various types of visitors:
 - Prospective Students
 - ❖ For groups visiting from a particular school or district, we will work closely with that organization to share information or we may collect the information directly from the student using the Cleared4 App, depending on the event.
 - ❖ For individual students visiting the campus, the Cleared4 App will be used.
 - ❖ For those students who do not have a smart phone, we are considering a central location, such as a kiosk, with a scanner to upload their paper documents or tablets for door monitors.
 - Vendors
 - ❖ No vaccination/testing requirements for those who do not provide in-person services. (i.e. delivery persons)
 - ❖ Vaccination or testing required for those who perform infrequent in-person services (to be defined.) (i.e. guest lecturer, consultants, etc.)
 - ❖ Vaccinations will be required for those who provide in-person services on-campus (i.e. BMT, S&B, Barnes & Noble.) We are entering into agreements which state that all of their employees must be vaccinated (these vendors will be responsible for keeping their own employee vaccination records.) Construction workers are exempt due to their workplace safety requirements which already separate them from the campus community.
 - Students
 - ❖ Enrolled in on-campus or in-person off-campus courses – vaccination required
 - ❖ Enrolled entirely on-line - no vaccination requirement
 - ❖ Prospective Students – classified as visitors (see above)
 - ❖ Not LBCC enrolled – all required to be vaccinated, will just create different, department driven, tracking systems:
 - Lifetime Learning

- Economic Development
- Recreation
- Other Programs

- e) On-Campus Event Planning Process and Protocols
 - Outdoor Events
 - Vaccination or testing required
 - Indoor Events
 - Vaccination required
- f) Communications Plan and Messaging
 - No updates

4. Q&A

N/A

5. Future Meetings

- Doodle Poll to be sent for scheduling of Jan & February meetings

The meeting adjourned at 11:00am

Next Meeting: December 1st, 2021

Note Taker: Shonda Jones