

CAMPUS ACCESS PLAN



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ACKNOWLEDGEMENT

The Long Beach Community College District is deeply grateful to the faculty, staff, students, and community who have exhibited an extraordinary level of collaboration and commitment to ensuring that District activities are conducted in the safest manner possible during the COVID-19 pandemic.

Throughout this challenging time, LBCC Vikings have been focused on doing what is best for students and employees above all. Instructional and Information Technology Services (IITS) provided training and support when LBCC made the rapid transition to working and teaching remotely. Faculty members adapted to online teaching by completing training so they could use technology tools more effectively even as they were called upon to provide extra support to

students. Student Services staff in Counseling, Financial Aid, Admissions & Records, Student Affairs, and Student Health Services implemented new solutions to ensure students had the resources to be successful. Facilities staff sanitized all areas on both campuses and continue to provide a high level of service to support essential labs. Public Affairs & Marketing sent countless text messages and e-mails to keep us all informed in the midst of changing circumstances. Participatory governance leaders met frequently to share information and discuss next steps.

It is not an exaggeration to say that every LBCC employee has contributed in some way to student success and achievement in these unprecedented times.

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MISSION

Long Beach City College is committed to providing equitable student learning and achievement, academic excellence, and workforce development by delivering high-quality educational programs and support services to our diverse communities.

VALUES

Purposeful, Nurturing, Respectful, Focused, Connected



INTRODUCTION

In order to fulfill our mission and embody our values, we must provide a safe learning and working environment for our students and employees.

On March 14, 2020, in response to the outbreak and spread of a novel coronavirus (COVID-19), the Long Beach Community College District approved a resolution declaring an emergency and authorizing the Superintendent-President and/or their designee(s) to take any and all actions necessary to ensure continuation of public education and the health and safety of the students and staff at District sites, in accordance with local, state, and federal law.

On March 17, 2020, LBCC campuses were closed to the public, and on March 23, 2020, LBCC campuses were closed to all but essential personnel. Instruction was delivered remotely for the remainder of the spring 2020 semester, as well as student services and the majority of business operations.

On May 11, 2020, in accordance with local health orders, LBCC began allowing a limited number of students on campus to complete spring essential labs requiring hands-on experience, starting with Diagnostic Medical Imaging (DMI). Additional essential labs in Health Sciences and Career Technical Education were completed over the summer.

With the exception of essential labs, LBCC has provided—and will continue to provide—remote instruction through the spring 2021 semester, pending updated directives from local health agencies. As directed by local health orders, all but essential employees will continue working remotely.

The plans and protocols in this document have been developed to protect employees' and students' safety to the fullest extent possible in this environment. We will continue to be responsive to health orders as they are updated and will revise this document as needed.

OVERVIEW OF HEALTH ORDERS

The Liberal Arts Campus and the Pacific Coast Campus of Long Beach Community College District are both located in the City of Long Beach, which has its own Department of Public Health. The City of Long Beach has issued health orders restricting activities of the community as a means of slowing the spread of COVID-19. The City of Long Beach "Safer at Home" orders are updated frequently and the most current versions are posted online at the following City of Long Beach website:

<http://longbeach.gov/health/diseases-and-condition/information-on-coronavirus/covid-19-orders/>.

Over the past several months, the District has developed, implemented, and updated COVID-19 protocols in accordance with City of Long Beach health orders, which were first issued in March 2020 and continue to be updated. A repository of prior health orders is available for reference and may be accessed online at www.lbcc.edu/coronavirus.

According to the most recent "Safer at Home" order Appendix Y1 – Protocols for Institutes of Higher Education dated November 20, 2020:

The City of Long Beach Department of Health and Human Services is adhering to guidance from the California Department of Public Health, which recommends that counties with high levels of community transmission of COVID-19 limit the reopening of colleges and universities.

Colleges and universities in Los Angeles County and in the City of Long Beach will not be able to resume all in-person academic instruction, at this time. Institutions may continue to offer in-person training and instruction only for essential workforce whose required activities cannot be accomplished through virtual learning. All other academic instruction must continue to be done via distance-learning.

Faculty and other staff may come to campus for the purpose of providing distance learning, and other activities related to the purposes above, as well as maintaining minimum basic operations. The institution must comply with all relevant portions of this protocol to maximize safety for all employees.

The orders carry the force of law and are in alignment with efforts in the region, including Los Angeles County Public Health, the City of Los Angeles, and Pasadena Public Health, as well as statewide orders.

Following are some of the additional agencies that have informed LBCC's plans and protocols:

- Los Angeles County Public Health's orders, guidance on re-opening safely, and protocols for institutes of higher education:
<http://publichealth.lacounty.gov/media/Coronavirus/index.htm>
- Chancellor's Office of the California Community Colleges:
<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus>
- State of California:
<https://covid19.ca.gov/>
- The Centers for Disease Control and Prevention:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

LBCC COMMUNICATIONS

LBCC has also provided timely and frequent communications via multiple methods throughout the duration of the campus closure. The primary source of updated information is www.lbcc.edu/coronavirus. The Public Affairs & Marketing office also regularly distributes information via texts, calls, e-mails, social media, press releases to the local media, posters, and flyers to ensure that LBCC Vikings and the community at large remain updated.

Additionally, LBCC convened a COVID-19 Response Team that initially included senior leadership to focus on immediate operational

issues and later expanded to include sharing updates with participatory governance representatives. The operational group began by meeting daily in March 2020, and the group including participatory governance leaders had frequent virtual meetings over Summer 2020 to share information and gather input from campus constituents. In Fall 2020, COVID-19 updates and discussions occurred primarily in regularly scheduled meetings, such as the President's Leadership Council. Additional meetings of the COVID-19 Response Team are scheduled on an as-needed basis.

COVID-19 PREVENTION MEASURES

The following information was compiled by Student Health Services in the COVID-19 Resource Guide for Students.

Per the Center for Disease Control and Prevention:

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone Should:

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - » Before eating or preparing food
 - » Before touching your face
 - » After using the restroom
 - » After leaving a public place
 - » After blowing your nose, coughing, or sneezing
 - » After handling your mask
 - » After changing a diaper
 - » After caring for someone sick
 - » After touching animals or pets

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Maintain 6 feet of distance between yourself and anyone who is sick and people who don't live in your household.
 - » Remember that some people without symptoms may be able to spread virus.
 - » Stay at least 6 feet (about 2 arms' length) from other people.
 - » Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a mask when around others

- » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- The mask is not a substitute for social distancing.

Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.

- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

Monitor Your Health Daily

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - » Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
 - » Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Create a schedule and routine.
- Exercise regularly.
- Reduce stress.
- Get plenty of sleep.
- Maintain a healthy diet.

ESSENTIAL EMPLOYEES

Essential employees are defined as those employees who must perform job functions on campus in order to sustain LBCC's basic operations, in alignment with the City of Long Beach health order's definition of essential businesses and in compliance with protocols for essential businesses. Each area has identified a select number of essential personnel who must continue to report to campus to support critical ongoing operations. These employees are scheduled to be on campus for the least amount of time as possible, and they must comply with safety measures including wearing a face covering and maintaining physical distancing. The District provides PPE to all employees working on campus, and essential employees are scheduled in groups to minimize exposure.

LBCC maintains a comprehensive list of essential employees, including dates, times, and areas accessed on campus. This list is shared weekly with the operational COVID-19 Response Team, and updates are provided

throughout the week to the Vice President of Business Services, Facilities, Parking Services, LBCC campus safety officers, and Risk Services. This document also serves as a record that may be used in the event contact tracing is necessary.

In the event that someone has an urgent need to access campus and has not been authorized via the weekly Essential Personnel List, they must clearly explain the emergency in an e-mail to their immediate supervisor, who will coordinate with the area vice president's office to request access. If the request is approved, the area vice president's office will e-mail the Director, Special Projects, who will update the essential personnel list and inform the Vice President of Business Services, Facilities, Parking Services, LBCC campus safety officers, and Risk Services.

The approval process may take 48 hours or more, especially if coordination with Facilities to grant access to the location is required.

MEMORANDA OF UNDERSTANDING WITH BARGAINING UNITS

The District also collaborated with bargaining units to establish memoranda of understanding in response to COVID-19.

These documents can be found on the Human Resources web page at <https://www.lbcc.edu/contracts-salaries>.

WORKING REMOTELY

To support working remotely, employees may order office supplies for home delivery and schedule a time to pick up their office chairs or computers. More information about modifications to Administrative and Business Services processes while working remotely is in the ABS FAQ, which is posted online at <https://www.lbcc.edu/pod/covid-19-faqs-faculty-staff> (Administrative & Business Services tab).

Resources for Instructors are available online at <https://www.lbcc.edu/covid-19-info-faculty>.

All faculty teaching remotely in fall 2020 completed LBCC's Online Teaching Certification or submitted a waiver if they completed Online Teaching Certification and/or Canvas LMS Certification at another institution. More information about LBCC's Online Teaching Certification is online at <https://www.lbcc.edu/post/online-teaching-certification-coronavirus>.



COVID-19 SCREENING – EMPLOYEES

As of October 2020, all employees who are authorized to access campus must complete the online health screening before coming to campus. Employees who pass the symptom survey will receive a date-stamped certification. Those who do not pass the symptom survey will be directed to support and resources, coordinated by Human Resources.

COVID-19 EXPOSURE PROTOCOL – EMPLOYEES

Following is a District communication to all employees about COVID-19 exposure protocol:

Long Beach City College remains closed in response to the COVID-19 global pandemic. However, the City of Long Beach and Los Angeles County Departments of Public Health permit certain on-campus activities, as long as the District complies with health orders.

We are taking many precautions to support the health and safety of our employees, students, and community, and we ask you to do your part.

If you test positive for COVID-19, have symptoms consistent with COVID-19, have been in close contact with someone who has or is likely to have COVID-19, or suspect you may have been exposed to COVID-19, stay home and do not come onto campus. If you need assistance with appropriate leave related to COVID-19 exposure, contact Mei Shih in Human Resources:

- (562) 938-5250
- Covid-HRhelp@LBCC.edu

This notification applies to all employees, and includes essential personnel and those employees who are working remotely. The City of Long Beach defines close contact as a person who meets any of the following conditions:

- Lives with or frequents the household where someone with or likely to have COVID-19 resides
- Is an intimate partner of someone with or likely to have COVID-19
- Is a caregiver for someone with or likely to have COVID-19
- Has had any contact with someone with or likely to have COVID-19 while they were symptomatic, including anyone who:
 - » Was within 6 feet of someone with or likely to have COVID-19 for more than 10 minutes OR
 - » Had unprotected direct contact to secretions or excretions (sneeze or cough) of someone with or likely to have COVID-19

If you are approved to access campus and are included on the weekly Essential Personnel list, below are the directives to follow:

- Stay home if you are sick, have symptoms consistent with COVID-19, or have been in close contact with someone who has or is likely to have COVID-19. Symptoms include a fever of 100.4 or higher, coughing, shortness of breath, and fatigue.
- Wear a face covering over your nose and mouth.
- Maintain at least a six-foot distance from others.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth when coughing or sneezing. Wash your hands immediately afterward.
- Park with one space between each vehicle.
- Do not access any area that is blocked off or any area that has not been pre-approved.
- Do not linger or loiter once your business on campus has been completed.

The District is also hosting the City of Long Beach Rapid Assessment Clinics at both campuses. If you need to be tested, please visit <http://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/covid-19-testing/> to make an appointment. LBCC employees may use the “Employee” line. They will be asked to show an LBCC ID, or other evidence of LBCC employment (i.e. a pay stub with a photo ID).

We know that this is a very difficult time. In addition to employee health insurance, employees can access confidential assistance through the MHN Employee Assistance Program, which offers a wide variety of services to help balance work with life and address other life challenges, such as marriage, relationship, and family issues; domestic violence; traumatic events; workplace issues; alcohol and drug dependency; stress and anxiety; depression; grief and loss.

For the latest LBCC information on COVID-19, please visit www.lbcc.edu/coronavirus-updates

COVID-19 MANAGER FAQ

The following FAQ was provided to LBCC's Management Team.

What should I do if an employee reports testing positive for COVID-19, having symptoms consistent with COVID-19, or having been in close contact with someone who has or is likely to have COVID-19?

The employee's supervisor should immediately do the following:

- Explain to employee that they cannot be on campus due to LA County Health Guidance
- For academic employees—notify Associate Vice President of Human Resources
- For classified employees—notify Interim Executive Director, Classified Human Resources
- For all employees, also notify Director of Business Support Services and the Risk Coordinator

What happens next?

- The Director of Business Support Services or designee, notifies the Director of Special Projects or designee, who will review the Essential Personnel list to confirm areas accessed and individuals contacted, as reported by employee's supervisor.



- Risk Services will work with HR and Director of Special Projects for contact tracing by contacting the employee identified by supervisor to gather the date and time of access to all areas within the District and a list of all areas accessed by the employee including:
 - » Area where she/he/they parked
 - » All buildings and rooms accessed
 - » All restrooms and shared areas accessed
 - » All known individuals whom the employee in question contacted or interacted with while at the District
- If an employee reports testing positive or a healthcare provider felt the employee could have COVID-19 based on their symptoms, HR notifies the employee about self-isolation directives.
 - » Self-isolation directives: Do not report to work at LBCCD property. Required to self-isolate for at least 10 days after your first symptoms appeared and at least three days (72 hours) after your fever is gone without the use of fever-reducing medications, and your other symptoms have improved.
- For employees who report being in close contact with someone who has or is likely to have COVID-19, HR notifies employees about self-quarantine directives.
 - » Self-quarantine directives: Do not report to work at LBCCD property. Required to self-quarantine for 14 days from exposure and have remained symptom free for 14 days
- Director, Business Support Services or designee, notifies Sr. Director, Facilities Planning, Construction, and Operations or designee, to initiate sanitizing protocols for all areas that the employee accessed.

How is "close contact" defined?

The City of Long Beach defines close contact as a person who meets any of the following conditions:

- Lives with or frequents the household where someone with or likely to have COVID-19 resides
- Is an intimate partner of someone with or likely to have COVID-19
- Is a caregiver for someone with or likely to have COVID-19
- Has had any contact with someone with or likely to have COVID-19 while they were symptomatic, including anyone who:
 - » Was within 6 feet of someone with or likely to have COVID-19 for more than 15 minutes OR
 - » Had unprotected direct contact to secretions or excretions (sneeze or cough) of someone with or likely to have COVID-19

What kinds of leave are available to employees who must self-quarantine or self-isolate?

Employees should work with HR to determine the most appropriate leave, such as sick leave or vacation.

How is the District handling contact tracing?

The District will notify individuals who have come into close contact with someone who has or is likely to have COVID-19 while on District property. The health agency where an employee lives may conduct additional personal contact tracing in accordance with the local health agency directives in that area.

What health agency is directing the District's protocols?

LBCC's Liberal Arts and Pacific Coast campuses are both located in the City of Long Beach. LBCC therefore must comply with the City of Long Beach Health Department directives. The District also confers with Los Angeles County, the state of California, the Centers for Disease Control and Prevention, and other agencies for guidance on best practices.

What if an employee lives outside of Long Beach?

Employees must comply with the District's directives, which are in alignment with the City of Long Beach. Those employees who do not reside in Long Beach also should be familiar with their local health agency directives.

How can employees get tested?

The City of Long Beach offers free tests. Please visit <http://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/covid-19-testing/> to make an appointment. LBCC employees may use the "Employee" line. They will be asked to show an LBCC ID, parking permit, or other evidence of LBCC employment.

Does an employee need a negative COVID-19 test to return to work?

No. They need only to follow the self-isolation or self-quarantine protocols described above.

COVID-19 MANAGER FAQ (CONT.)

What other resources are available for employees?

In addition to employee health insurance, employees can access confidential assistance through the Employee Assistance Program, which offers a wide variety of services to help balance work with life and address other life challenges, such as marriage, relationship, and family issues; domestic violence; traumatic events; workplace issues; alcohol and drug dependency; stress and anxiety; depression; grief and loss.

What if there are three or more laboratory-confirmed COVID-19 cases identified at a workplace?

If there are three or more laboratory confirmed COVID-19 cases identified at a workplace, the Director, Business Support Services or designee, must report the cluster to the Los Angeles County Department of Public Health.

How is the District informing employees about COVID-19 prevention?

- LBCC.edu website updates
- E-mail communications
- Signage posted on site in accordance with City of Long Beach directives for essential businesses
- Additional flyers posted in work areas
- Periodic meetings with managers to inform them of current health orders and answer questions
- Periodic meetings with essential workers to inform them of current health orders and answer questions
- Periodic meetings with collective bargaining representatives to inform them of current health orders and answer questions

What if an employee violates the COVID-19 prevention protocol?

Managers are tasked with ensuring that employees comply with all protocols. Managers should consult with HR regarding appropriate responses if employees violate these protocols.

How is the District notifying vendors who access campus during the closure?

Vendors must also follow all of the City of Long Beach COVID-19 prevention protocols and District directives. The District has sent letters to all current vendors, and Purchasing will include this letter when issuing new Purchase Orders to vendors.

What other measures is the District taking to help keep employees and the public safe?

- Cleaning and sanitizing of District property frequently
- Tracking campus access through the weekly Essential Personnel list
- Maintaining HVAC systems
- Limiting access to all break rooms
- Limiting outside seating in break areas to one person per table
- Limiting employee parking to every other space
- Scheduling employees in regular work groups to minimize interaction with other employees
- Allowing employees to work remotely as much as possible
- Creating detailed plans for essential labs that are permitted under City of Long Beach health orders to provide in-person instruction
- Exploring additional screening for employees and students

What if an employee working remotely reports testing positive for COVID-19?

- Demonstrate compassion and kindness
- Do not schedule that employee to access campus until self-isolation or self-quarantine is complete
- Recommend that the employee contact HR regarding available leave options
- Share additional resources to support the employee, such as the MHN Employee Assistance Program
- Preserve the employee's privacy by not sharing their medical information with other employees

What should I do to prepare for the possibility that members of my team are unable to work due to COVID-19?

Following are some recommendations:

- Develop contingency plans to work remotely should the campus become completely inaccessible
- Identify critical functions and processes (e.g., issuing payroll checks)
- Establish a succession plan to continue working if employees must self-isolate or self-quarantine
- Cross-train employees on various job functions
- Familiarize yourself with HR protocols regarding hiring LTEs to backfill critical functions
- Recommend that employees do not come into close contact with each other outside of work



ESSENTIAL LABS

The City of Long Beach Safer-at-Home Health Order allows LBCC to hold on-campus classes only to provide training in fields designated as “Essential Businesses.” Essential labs are in the Career Technical Education (CTE), Trades, and Health Science areas only. The program areas that have essential labs are:

- Automotive
- Construction
- Computer and Office Studies
- Culinary Arts
- Diagnostic Medical Imaging
- Electrical
- EMT
- Horticulture
- Medical Assist and Integration of Patient Care
- Metal Fab/Welding
- Nutrition
- Vocational Nursing
- Registered Nursing

Detailed plans for each program area have been developed. All of the plans include the following:

All District employees must follow City of Long Beach health orders and LBCC rules for accessing campus at all times. In addition to the health risk, not following these rules could jeopardize LBCC’s ability to offer on-site instruction.

Student Acknowledgment and Communications

Students who are registered for classes meeting on campus will receive an e-mail notification to agree to the Student Acknowledgment in Peoplesoft, which includes directives about accessing campus during the closure. (See Appendix A: Student Acknowledgment.)

Administrative Campus Coverage

LBCC will provide an administrator on duty (AOD) at PCC and LAC during hours of scheduled classes to assist with support. To contact the AOD, dial 562-938-4141 at LAC or 562-938-3902 at PCC.

It is critical that the AODs, regardless of campus, walk around and do spot checks in classes to be sure that students are wearing masks and physical distancing appropriately. There have been some reports of issues within some classes, and it is essential that this not happen. Any violations should be addressed at that time by the AOD and also reported to the appropriate dean.

At both locations, there is a phone that should be forwarded to the AOD so that they receive any calls. Safety escorts are also available by calling the Campus Police at 562-938-4910. Dial 911 for any emergencies, crimes in progress, medical aid, or to request police response.

Badges

Faculty will distribute student badges on the first day. Faculty, staff, and students must wear a badge when they are on campus to identify who is authorized to be on site. Faculty/staff will be responsible for collecting student badges at the conclusion of the semester.

Illness During Class

If a student becomes ill during class, ask the student to return home immediately and contact the Student Health Center. If the student is unable to return home, isolate the student and contact the Student Health Center. Thoroughly sanitize the work area and any tools or equipment handled by the student once he/she/they have left.

Contingency Plan

Should students be unable to complete the class in the due to COVID-19, either if LBCC closes or due to personal circumstances, additional time could possibly be scheduled in at a later time to allow completion. Students are encouraged to consult with their faculty member about completion options.

General Physical Distancing Protocols

- Ventilation: All doors and windows will be opened prior to class start to ensure ventilation.
- Timed entry: Each student will be given a specific/staggered time to enter the lab/classroom (as much as possible, students will enter and exit different doors).
- Limit the sharing of tools and maintain physical distancing of six feet. All individuals will wear a face covering at all times. Students will wash hands in designated sink with soap and hot water.
- Prior to leaving the lab/classroom, all areas the student had contact with will be wiped down with a disinfectant by the instructional assistant.
- Signs and messages: put signs in highly visible locations such as entrance, exit, restroom, hallway (creating one-way routes in hallway)
- Exit: Students will exit the building using the designated main entrance door which will be marked. Hand sanitizer will be available to students as they exit the building.
- Facilities and IITS will not be able to enter class while in session to respond to service calls.

Additional protocols specific to each area and their facilities are included in each plan, which are available online at www.lbcc.edu/coronavirus-updates.

Daily Health Screening

- Online Health Screening: Each morning before coming to campus, students in essential labs will complete a daily symptom check online. Students who pass the symptom survey will receive a date-stamped certification. Students who do not pass the symptom survey will be directed to support and resources, coordinated by the Student Health Center.
- Health Screening Stations
 - » Students will be asked to arrive at least 15 minutes before class start time.
 - » Six-foot markers will be placed on the sidewalk to ensure distancing in line.
 - » Copies of the COVID-19 Student Resource Guide will be available.
 - » A staff member will maintain six-foot distancing from students and be provided with appropriate PPE. The staff member will:
 - » Confirm that students have successfully completed the daily symptom check.
 - » Take each student’s temperature using an infrared thermometer and confirm a temperature under 100.4 degrees.
 - » Have hand sanitizer available, provided by Facilities and placed on the table.
 - » Ensure students are wearing proper face covering.
 - » Ensure students do not have unnecessary items and are not accompanied by additional people.
 - » Ensure students access only the designated classroom and restroom when inside the building.

CLEANING PROTOCOLS

Instructional Assistants:

Instructional Assistants will be responsible for cleaning the classroom while class is in session and sanitizing specialized equipment during and after class.

Facilities will deliver cleaning kits for the classrooms with instructions not to remove them. The disinfectant wipe buckets are reusable, and Facilities asks that those not be thrown away. Please call ext. 4040 (after 5:00 p.m. PCC Contact (562) 331-7739) when they need to be refilled. Each kit includes the following:

- 1 bucket of 800 disinfect wipes
- 1 box of gloves
- 1 box of mask
- 1 lg hand sanitizer
- 10 personal sanitizing pens

Each wipe has a 99.9% kill claim. The usage should be as follows:

- Use Gloves
- Remove pretreated wipes from container
- Wipe down dirty surfaces
- Allow to air dry (Leave wet, do not use a towel to dry)
- Discard used wipes in trash cans located in classrooms

Facilities Staff:

- Classrooms: At the end of the day and between classes, 4 employees per classroom cleaning team (35 min. clean time)
 - » Team 1—1 employee will cover cleaning the door handles, teaching stations, other flat surfaces. 2nd employee will cover cleaning tables and chairs.
 - » Team 2—1 employee will cover removing trash and spraying sanitizer on cleaned areas allowing a 5 min. dwell time, 2nd employee will mop floors with disinfectant.
- Restrooms: At the end of the day, 4 employees to cover Men's and Women's restrooms (20 min clean time each including dwell time)
 - » Team 1—clean fixtures, disinfect sink and toilets
 - » Team 2—remove trash, spray sanitizer, clean floors with disinfectant

*After each class ends, Facilities will start COVID - 19 Cleaning. This is in addition to nightly classroom cleaning. We ask that there are no food items allowed into classes. This will allow us to spend more time disinfecting and working more efficiently to cover more square footage.

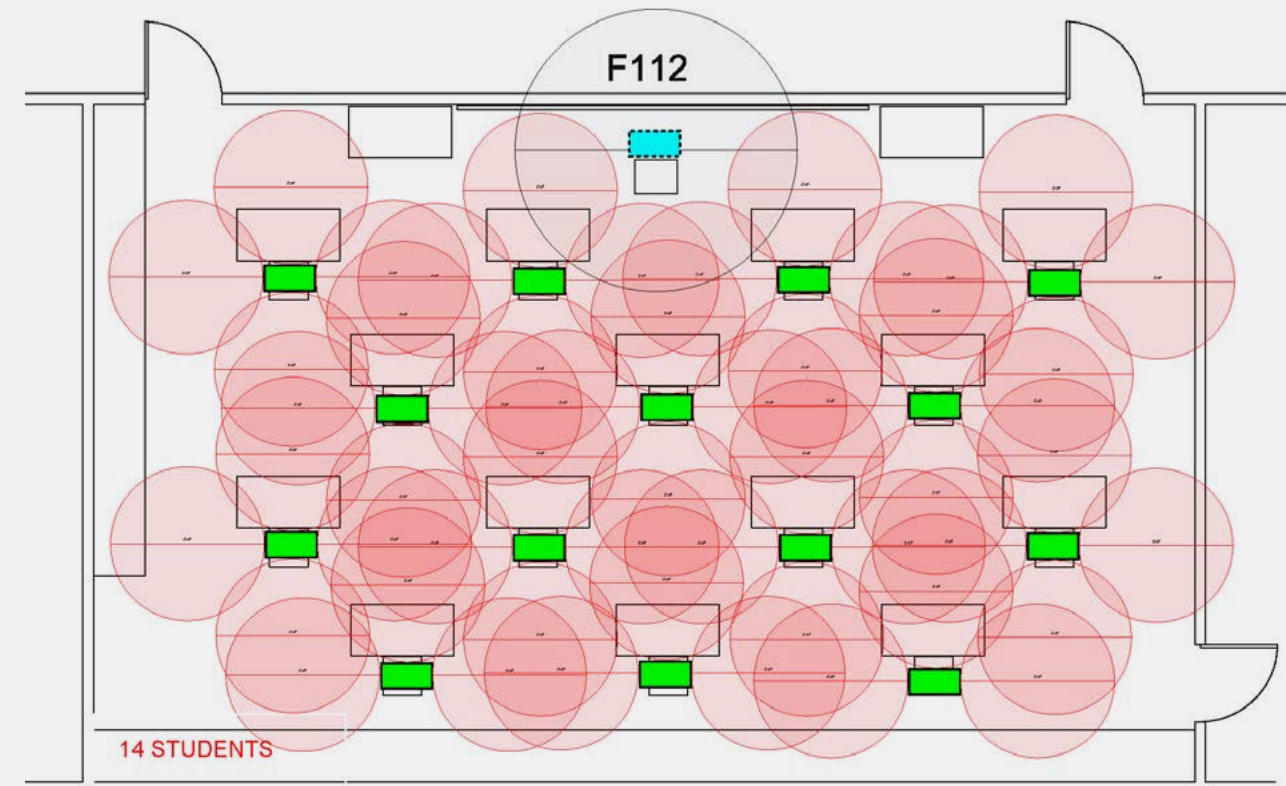
*Restroom cleaning will be increased to hourly instead of every two hours. The same COVID - 19 Cleaning Protocols will be in place (Cleaning, Disinfecting, and Sanitizing). Restrooms being serviced will be closed for 30 minutes for drying and dwell times.

*Cleaning for Lab areas will be extended by 15 mins.

Each plan also includes the following, specific to each program area:

- Maps indicating parking areas, designated routes of travel from parking area to the classroom, restrooms, and ingress/egress.
- Diagram of each classroom, indicating the maximum capacity when allowing a six-foot distance between each desk or work station (example below).
- Schedule of each class

- Detailed plan for each class, including the maximum number of students, location, physical distancing protocol, days/times, and justification in reference to the specific section of the City of Long Beach "Safer at Home" health order.
- Student Acknowledgment
- COVID-19 Protocols for Employees
- COVID-19 Resource Guide for Students



Example of Classroom Maximum Capacity & Physical Distancing Diagram

COVID-19 EXPOSURE PROTOCOL – STUDENTS

Before the First Day of Class

Notification: to all students of the rules for accessing campus (e.g., wearing a face covering and not coming to campus if experiencing COVID-19 symptoms). Also includes information about “close contact,” how to access testing, what to do if they test positive, and other resources.

- Posted on LBCC.edu, e-mailed, texted to all students.
- Instructors teaching on-site classes will also post it in Canvas

Student Acknowledgment: Students who are registered for classes meeting on-site will receive an e-mail notifying them to log into Peoplesoft to accept and agree to a Student Acknowledgment form (Appendix A). This form will provide notice of the rules for accessing campus, such as wearing a face covering and not coming to campus if experiencing COVID-19 symptoms. IITS will e-mail a daily report to deans of programs with essential labs indicating which students have completed the acknowledgment.

Procedure to access campus: Instructors will e-mail students with specific instructions about accessing campus for their class. This e-mail will include the rules for accessing campus, where to park, route of travel to the building, and to expect to complete a health screening before entering the building.

First Day of Class

Health Screening: Each morning before coming to campus, students in essential labs will complete a daily symptom check online. Students who pass the symptom survey will receive a date-stamped certification. Students who do not pass the symptom survey will be directed to support and resources, coordinated by the Student Health Center. Students line up at six-foot intervals outside the building at LAC or in the PCC quad for a health screening. There will be a table, a canopy, a chair, hand sanitizer, an infrared thermometer, and other supplies. Staff working at the health screening will be supplied with appropriate PPE and training. They will confirm that students have completed the online screening, check students’ temperatures with an infrared thermometer, and verify that the student is wearing a face covering. Students who pass the health screening will proceed into the designated classroom on the designated route.

Review of Rules: Instructors review the rules with students, which may also include showing a video produced by the CDC about proper safety and prevention measures. They also review the City of Long Beach definition of “close contact” and how to contact the Student Health Center if they have close contact with someone who tests positive.

During the Semester

Pre-campus Health Screening: Students receive an e-mail or text with a link to a health screening questionnaire. Students who complete the questionnaire successfully will receive a time-specific certification to display on their cell phone upon arrival. Students without smart phones will be able to complete the questionnaire using a home computer and print the certification. Students who do not pass the daily health screening are referred to Student Health Services.

Health Screening: Health screenings occur outside each building where a class will be in session at LAC or at the quad at PCC. Upon arrival, students display their date-stamped certification. All students have their temperature checked before entering the building, and only those with temperatures below 100.4 degrees are allowed to enter.

Positive Test or Close Contact with COVID-19

The Student Health Center is the central resource for students who do not pass the daily health screening, test positive for COVID-19, or have close contact with someone who tests positive or likely has COVID-19. If a student contacts their instructor about testing positive or having close contact with someone who tests positive for or likely has COVID-19, the instructor will direct the student not to come to campus and inform the Student Health Center at (562) 938-4210.

The Student Health Center will ask the student about their activities on campus to determine if the student may have come into close

contact with anyone else while on campus. The Student Health Center may confer with District staff to access class schedules and other information that may assist with on-campus contact tracing.

The Student Health Center will send a letter to students to inform them of self-isolation or self-quarantine protocols, in accordance with the City of Long Beach health order. The letters will include the date that the student may return to campus.

The Student Health Center will notify Risk Services of any cases reported by students. The District has a responsibility to report outbreaks to the Los Angeles County Department of Public Health. An outbreak is defined as three cases within one area. Risk Services will be responsible for notifying the Los Angeles County Department of Health and the City of Long Beach.

Risk Services will notify Facilities to sanitize any locations that the student reports accessing. Risk Services also will be responsible for complying with the City of Long Beach Department of Public Health Protocol for COVID-19 Exposure Management in Institutes of Higher Education, which was last updated on 12/29/20 and is online at <http://longbeach.gov/globalassets/health/media-library/documents/diseases-and-condition/information-on/novel-coronavirus/health-orders/appendix-y2---covid-19-exposure-management-plan-in-institutes-of-higher-education>.

Faculty may wish to discontinue on-campus class(es) for a period of time, out of an abundance of caution, which will depend on the student’s particular situation and be decided on a case-by-case basis.

SUPPORTING REMOTE LEARNING

In accordance with the City of Long Beach health order, institutes of higher education may continue to provide limited services to support learning remotely. LBCC has determined that providing Basic Needs services and distributing supplies for students learning remotely are necessary to student success. All activities are conducted in accordance with safety protocols, such as wearing face coverings, maintaining physical distance, sanitizing areas and surfaces, and eliminating opportunities for gatherings.

The preferred method of distribution is drive-thru events, although there is an option for students without vehicles to walk up. Each event is planned with input from Facilities and Parking Services. Following are examples of activities to support remote learning:

- Viking Vault food distributions
- Chromebook and hot spot loans
- Textbook distributions by the bookstore and special programs such as EOPS and Athletics

- Distributions of supplies, including calculators, sewing machines, and art supplies
- Library curbside lending (Library plan available at www.lbcc.edu/coronavirus-updates.)
- Quest for Success free and ungraded self-paced modules to help students be successful in online courses
- Free, live online tutoring for currently enrolled students from the LBCC Success Centers
- No-cost after-hours tutoring through NetTutor
- Online student services such as Admissions & Records, Counseling, and Financial Aid, Student Health Services

CHILD DEVELOPMENT CENTERS

The City of Long Beach health order has designated childcare businesses as essential. The LBCC Child Development Centers at the Liberal Arts Campus and Pacific Coast Campus re-opened in a limited capacity on October 5, 2020, to support student parents/guardians.

The plan is available online at www.lbcc.edu/coronavirus-updates.

ATHLETICS

Athletics programs are not currently allowed on campus for conditioning or competition. The California Community College Athletic Association (CCCAA) announced in July 2020 that all sports would be deferred to spring 2021 on a modified schedule, depending on current local health orders. District staff are developing a detailed and phased plan to implement when Athletics activities are permitted on campus again.

LBCC's plan will be available online at www.lbcc.edu/coronavirus-updates when it is finalized.



APPENDIX A: STUDENT ACKNOWLEDGMENT

The Long Beach City College Liberal Arts and Pacific Coast campuses are closed in response to COVID-19. As a Long Beach City College student registered for one or more classes that is permitted to meet on campus during the closure, I agree to the following:

- ***I will comply with all of the rules established by the City of Long Beach Department of Public Health, including:***

- » I will stay home if I am sick. Symptoms include a fever of 100.4 or higher, coughing, shortness of breath, and fatigue.
- » I will wear a face covering over my nose and mouth at all times while on campus
- » I will maintain at least a six-foot distance from others.
- » I will avoid touching my eyes, nose, and mouth.
- » I will cover my mouth when coughing or sneezing and wash my hands immediately afterward.

- ***I will also comply with all of the rules established by Long Beach City College, including:***

- » I will not access any area that is blocked off or any area that has not been pre-approved.
- » I will park in the designated parking lot for my class and leave one space between each vehicle.
- » I will not bring any unnecessary personal items (books, purse, food, drinks, etc.) onto campus.
- » I will complete a daily health screening before entering the classroom.
- » I will wear the LBCC Student Badge that will be issued to me at all times when I am on campus.
- » I will not linger or loiter on campus once my class is over.
- » I will not bring any additional people with me when I come to class, such as friends or family members.

- ***I will notify the Student Health Center at (562) 938-4210 if I test positive for COVID-19, have symptoms consistent with COVID-19, or have been in close contact with someone who has or is likely to have COVID-19. Per the City of Long Beach, close contact is defined as, "Close Contact to someone who has or is likely to have COVID-19 is defined as a person who meets any of the following conditions:***

- » Lives with or frequents the household where someone with or likely to have COVID-19 resides
- » Is an intimate partner of someone with or likely to have COVID-19
- » Is a caregiver for someone with or likely to have COVID-19
- » Has had any contact with someone with or likely to have COVID-19 while they were symptomatic, including anyone who:
 - Was within 6 feet of someone with or likely to have COVID-19 for more than 15 minutes OR
 - Had unprotected direct contact to secretions or excretions (sneeze or cough) of someone with or likely to have COVID-19"

- ***I understand that the Student Health Center strongly recommends that all students get the annual immunization against influenza.***

☐ I have read, acknowledge, understand, and agree to the terms stated above regarding coming onto the Long Beach City College campus during the closure due to COVID-19.





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