

Spring 2021 Culinary Plan

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 (LAC: x4141 / PCC: x3902)

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 (directions below).

AOD Directions and Responsibilities:

1. Forward the office phone to your cell or land line when on duty (directions are included below). The land line at LAC is in the V lobby. The land line at PCC is in AA Help Center desk (lobby).
2. PCC only—Check in with the Trades Department head Damon Skinner and let him know you are the AOD for the day or night.
3. PCC only—Check in with Executive Assistant Vicki Lerch (Bldg. AA) regarding the operation of the essential labs and ensure she does not need any administrator support.
4. Step in when there are student behavior issues, issues in which the LBCC Police need to be brought in, or if there are any safety or health issues on campus. If there are any issues, please send an email to the appropriate Vice President summarizing what happened and identifying any future action that is needed.
5. Do a periodic walkthrough of campus to check on health screening table staff and other operations.
6. Complete spot checks of classrooms to ensure students are following COVID protocols – wearing masks, wearing badges, physical distancing.
7. Leave notes or send an email to the next administrator on duty, as needed (morning shift to afternoon shift and afternoon shift to the next morning administrator).

Directions for forwarding the Administrator on duty campus phone to your cell phone

LAC x4141 / PCC x3902

On the phone push the “**forward**” button

Then push 2 for “**forward to contact**” and then press **select**

Type in the number you wish to forward the phone to—either your extension or cell number

Then press the button for **OK**

To cancel the call forwarding:

Press **forward**

Then press 1 to disable call forwarding, then press **select**

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Daily Health Screening

- **Online Health Screening:**
 - **STUDENTS:** 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 (562-938-4210).
 - **EMPLOYEES:** Each morning before coming to campus, employees working on site will complete a daily symptom check online. Employees who pass the symptom survey will receive a date-stamped certification, and their supervisors will be responsible to ensuring that employees complete it daily. Employees who do not pass the symptom survey will be directed to support and resources, coordinated by Human Resources (562-938-5250).
- **Health Screening Stations for Students**
 - 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.
 - Provide a dated sticker to students indicating that they have been cleared by the health screening station.
 - 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.
- **Staffing at Health Screening Stations**
 - Executive Assistant Vicki Lerch and Senior Administrative Assistant (LTE) Jodi Hagen oversee the staffing and operations of the health screening stations for CTE essential labs. See Appendix D: LBCCD Health Screening Booth Protocol for more information.

Badges

The District will provide badges for each term (e.g., Winter 2021, Spring 2021). Faculty, staff, and students must wear badges when they are on campus to identify who is authorized to be on site.

Deans will distribute **staff badges** to instructors and classroom aides before the first day of class. Faculty will distribute **student badges** on the first day of class to registered students, who will keep them for the duration of the term. Faculty/staff will be responsible for collecting student badges at the conclusion of the term and returning the badge holders to the PCC Administrative office or the LAC mailroom to be sanitized and reused.

Parking

All essential labs at PCC are directed to park in the PCC Parking Structure. Essential labs at LAC should park as designated below. Everyone is encouraged to allow one space between vehicles. Employees with 2019-20 passes should continue to display 2019-20 parking passes if parking in Staff spaces. Employees who do not have 2019-20 passes should e-mail Parking Services (liglesia@lbcc.edu) and

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jpena@lbcc.edu). Parking Services and Campus Safety officers will be monitoring parking areas and will still enforce the ADA and Staff stalls during the Spring semester. Students parking in general stalls will not need passes.

Physical Distancing Protocols

- **All individuals will wear a face covering at all times.**
- Students will be in full uniforms and suited and booted before entering the building.
- **Timed entry: All Culinary Classes** will enter the main entry double doors of Building V (south entrance) near the Culinary offices after clearance from a health screening staff maintaining six feet apart. Six-foot markers are placed on the ground outside for students to wait for their designated time to enter the building to ensure distancing.
- **Breaks and Lunches:** Students will be directed to take their breaks and lunches outside building V. They will be required to maintain six-foot physical distancing and wear a face mask at all times during that time. Students also have the option to leave the campus for their lunch period.
- **Prior to leaving the lab/classroom, all areas the student had contact with** will be wiped down with a disinfectant by the instructional assistant.
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- **Exit: Cular 222, 219, and 217** will exit through the Bistro Patio Double Doors. **Cular 90, 211, 218** will exit the main double doors. **Cular 230, 243, 246, 253, 259** will exit through the Garden door. **Cular 241, 242** will exit kitchen and walk left down the hallway towards the Reprographics office and through the double doors. Instructors and hallway monitors will remind students to continue physical distancing.
- **Facilities and IITS will not be able to enter class while in session to respond to service calls.**
- **Kitchen Protocol:**

Note: The kitchen guidelines below are for general use. Each kitchen may have additional or slightly modified protocol and will be provided by the instructor on record on the first week of class.

 - Students will be allowed to bring only knife kits and specialty tools. No backpacks, rolling tool boxes, or personal items will be allowed into the building. Lockers will be unavailable.
 - Students will be assigned one workstation for the entirety of the semester, with a maximum of two students per rectangular table, keeping the maximum distance between them lengthwise. Plexiglass barriers also will be erected in some classrooms.
 - Upon entering the classroom, students will go directly to their designated workstation, place their knife kit under the table, and sanitize the workstation with soap and water.
 - **Hand washing:** Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes.
 - Dry storage and walk-in refrigerator and freezer will remain locked and off-limits with the exception to baking students who will need extra reach-in space. Instructors will monitor and remind students to practice physical distancing.

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- Each student will have their own sheet pan of containers filled with salt, pepper, and dry spices. The sheet pans will be on rolling racks and discarded at the end of the week. They will be stored in the dry storage rooms on sheet pans on speed racks.
- Students will be allowed to pick up pre-sorted fresh ingredients at the demo table and cooking equipment such as whisks in 10-minute intervals. Cular 241 & 242 students will have their ingredients pre-weighed and pre-set for them on their workstation speed racks by the Lab Helpers to prevent each student from touching the common tools and dry ingredient storage containers and to keep the flow and rhythm of the class moving.
- Students also will be assigned one stove to use throughout the semester and cooking time will be scheduled. Cular 241 & 242 students will have their own induction burners at their workstations, and the Chef Instructor and/or Lab Helpers will place and remove all items from the proof box and ovens.
- Instructors will have their own microphones.
- Students will not share food. Instructors who wish to taste food will follow physical distancing guidelines.
- After cooking, students need to make sure all cooking equipment and ingredients are at their workstation. Students will keep their used cooking equipment and dishes at their workstation until their assigned dish-washing time at their assigned area.
- Breaks are to be given one student at a time so that restrooms are not overcrowded.
- Phone calls are to be conducted outside the building with physical distancing guidelines. Students who re-enter the building must follow the designated routes and health screening process.
- Students will be released from class in timed intervals through designated doors to ensure distancing in the hallway, which are otherwise to remain empty.
- Seating areas in the building and on the patio will be closed.
- **Additional class-specific protocol will be provided by each instructor.**

Instructional Assistants/Lab Techs

Faculty should contact Executive Assistant Vicki Lerch or Senior Administrative Assistant (LTE) Jodi Hagen for assistance with staffing for CTE essential labs.

Employee Break Areas

If feasible, employees are encouraged to take scheduled breaks in their offices alone with the door shut or in their personal vehicle. If an employee needs to use a staff lounge or break room, please access designated spaces at individually scheduled times to minimize possible contact with others. Employees must comply with the posted maximum capacity for lounges and communal areas. Cleaning supplies are available for appliances such as microwaves and refrigerator doors, and employees must sanitize them after each use. Each break room has six-foot distancing markers to prevent close contact.

Exposure Management

Illness During Class

If a student becomes ill during class, ask the student to return home immediately and contact the Student Health Center and/or complete the online health screening [here](#). 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.

Report of COVID-19 STUDENTS

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If a student reports to an instructor that they have tested positive for COVID-19, are likely to have COVID-19, or have been in close contact with someone who has tested positive or is likely to have COVID-19, the instructor should direct them to leave campus immediately and not return to campus, to contact the Student Health Center at 562-938-4210, and to complete the online health screening [here](#) as soon as possible.

The instructor also should e-mail their Dean (CTE—Gene Carbonaro and Anthony Pagán, Health Sciences—Dr. Paul Creason). The Dean will inform the Director of Business Support Services (Bob Rapoza), the Director of Student Health (Deborah Miller-Calvert), the Risk Services Coordinator (Cindy Smith). The Dean will also coordinate with the department head and faculty as needed. The District will perform contact tracing and inform anyone who must quarantine of the protocols.

If all safety protocols as outlined in this plan are followed at all times, there will be no “close contact” with anyone who may test positive or be likely to have COVID-19, and no additional individuals will need to quarantine. *However, if safety protocols are not followed (masks are not always worn properly or six-foot distance is not maintained), an entire class—including instructors and support staff—may need to quarantine for 14 days.*

Please also remember to safeguard students’ privacy as much as possible. Do not e-mail individuals not listed above or share students’ health information with classmates or others.

EMPLOYEES

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. Contact Mei Shih in Human Resources as soon as possible via phone (562) 938-5250 or e-mail at Covid-HRhelp@lbcc.edu.

Essential labs faculty and staff are also advised to notify their supervisor as soon as possible if they are unable to report to work on campus as scheduled to ensure class coverage, as with any other absence. They should also complete the online health screening. More information is available in Appendix B: COVID-19 Protocols for Employees.

In compliance with recently enacted legislation, the District sends notification e-mails to employees if/when a COVID-19 case is reported on campus. The notification includes the number of individuals, the building(s) they accessed, and the date. Anyone who may have come into close contact (as defined by the health orders) with the individual will be notified directly by the District with more specific information, and Facilities will thoroughly sanitize the area.

Contingency Plan

If students are unable to complete a class due to COVID-19, either if LBCC closes or due to personal circumstances, additional time could possibly be scheduled at a later time to allow completion.

Faculty members are encouraged to consult with students about completion options, such as an Incomplete, IP, or EW. The grading symbol of ‘IP’ will be used for students who are enrolled in **suspended courses only** AND are choosing to stay in the course to meet any unmet requirements during Winter or Spring 2021 or the next academic year. Some students will want to opt to withdraw and reenroll at another time, which is also an option for them. Students may submit an appeal for an excused withdraw ‘EW’ to Admissions and Records but should see a counselor for how this impacts their

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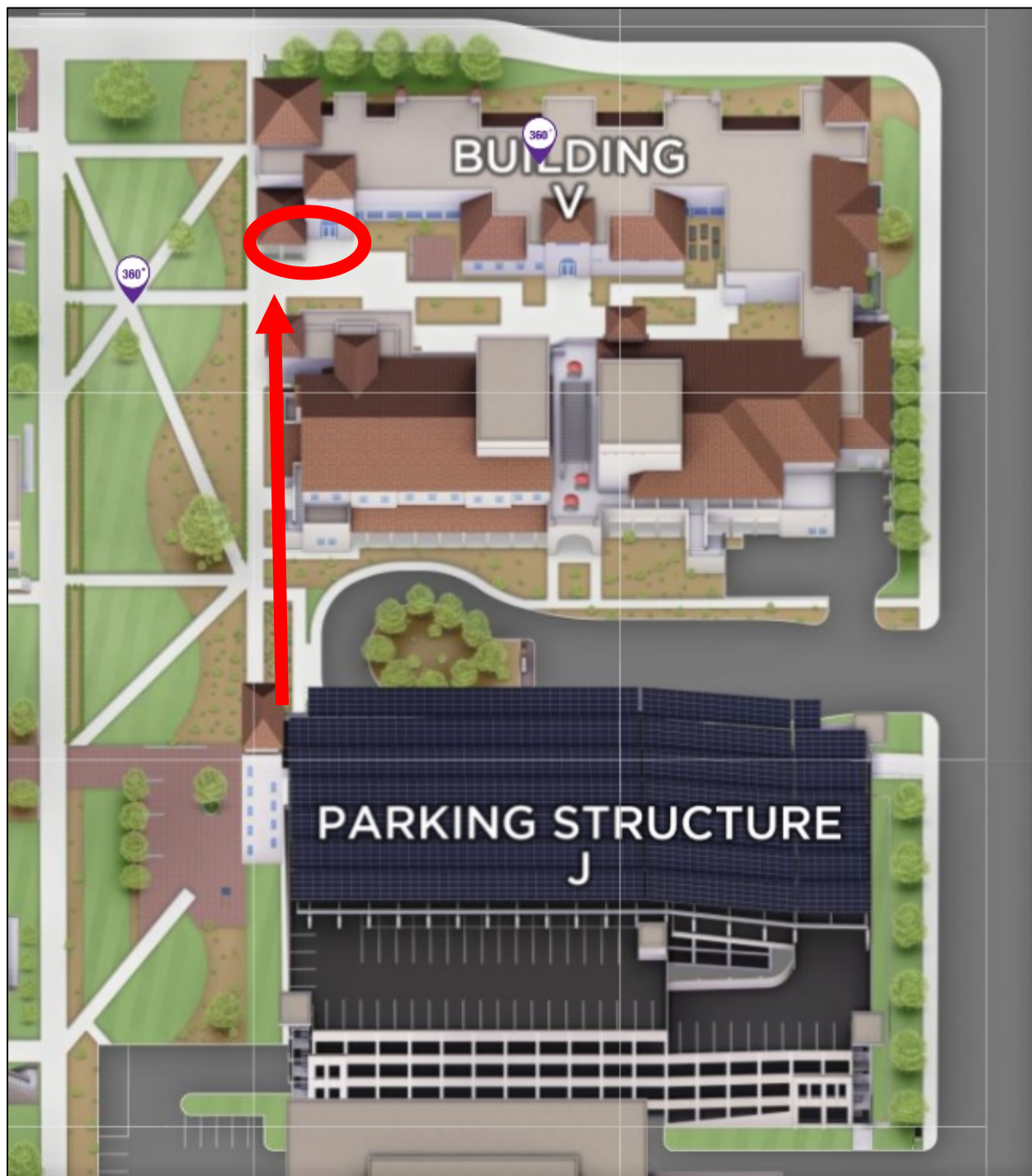
time to graduation. Students who do earn an 'IP' in their suspended course will not need to "reenroll" into another class for Spring 2021 or Fall 2021.

COVID-19 RESOURCES

- **Appendix B: COVID-19 Protocols for Employees**
- **Appendix C: COVID-19 Resource Guide for Students**
- **Appendix D: LBCCD Health Screening Booth Protocol**
- **Appendix E: Vaccination Information**

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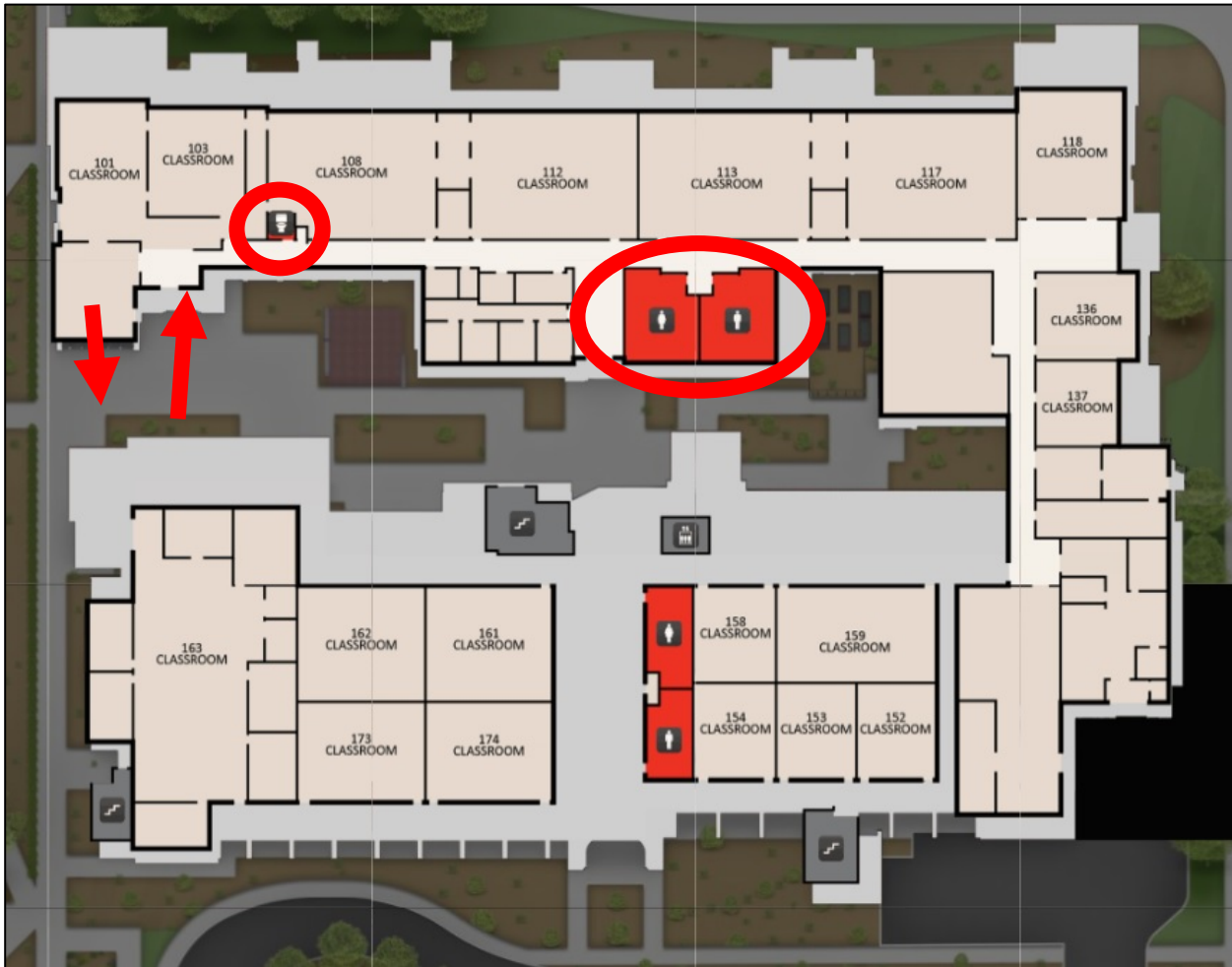
Building V Access Plan



- Park in Parking Garage (Fourth and Fifth Floors)
- Follow designated route to Building V

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Building V Access Plan (Bakery Students)



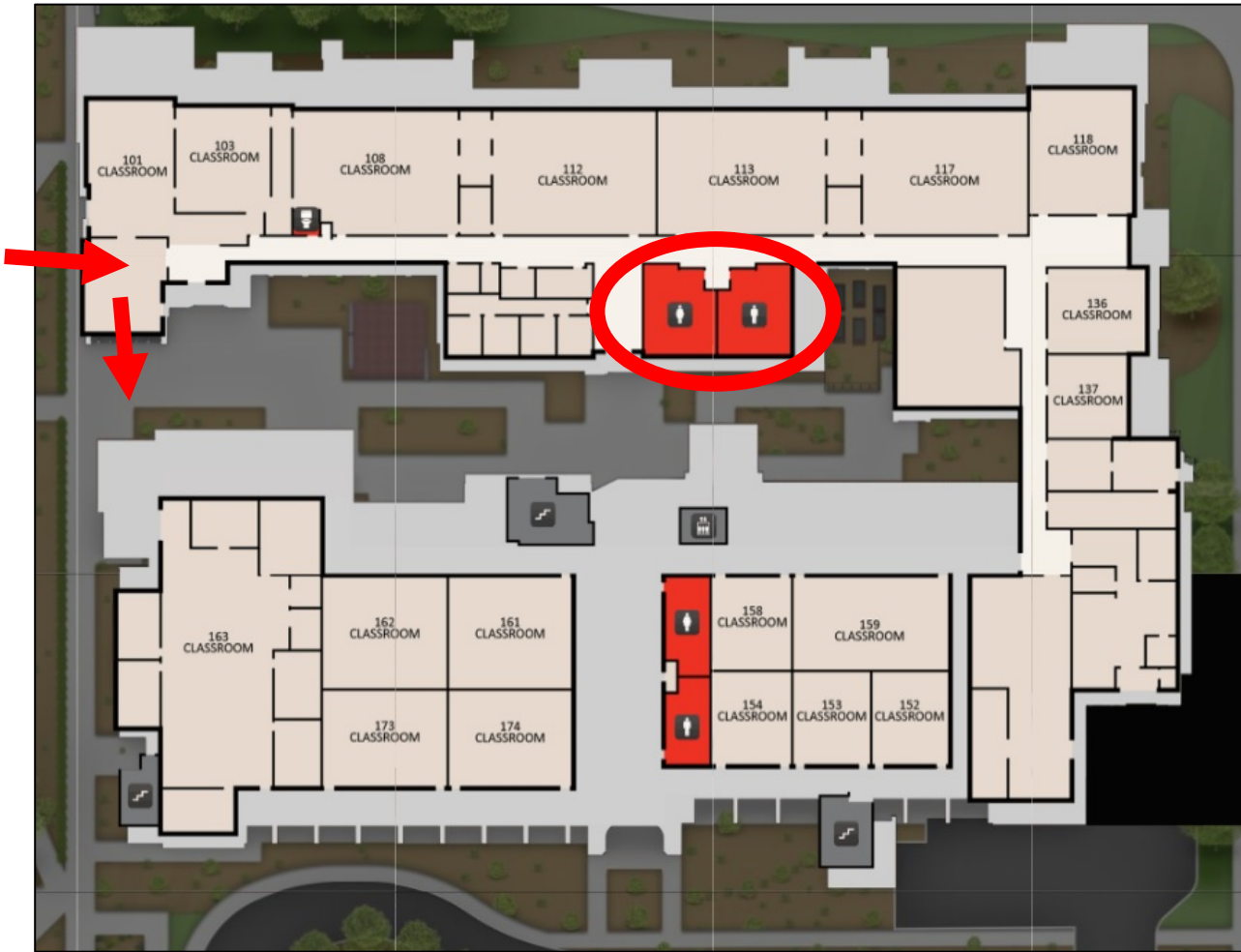
Restroom and Building Ingress/Egress noted above.

Bakery and Bistro students will use the All Gender restroom by the bakery.

All other students will use the men's and women's restrooms in the main hallway.

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Building V Access Plan (Bistro Students)



Restroom and Ingress/Egress noted above.

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)
 1. Team 1—1 employee will cover cleaning the door handles, teaching stations, other flat surfaces. 2nd employee will cover cleaning tables and chairs.
 2. 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)
 1. Team 1—clean fixtures, disinfect sink and toilets
 2. 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**.

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SCHEDULE (as of 1/11/2021)

Class Number	Class Name	Course Name	Caps	Days	Scheduled Time	Dates	Room	Instructor
33743	CULAR90	Intro to Culinary Skills & Principles Course Plan	16	MW	8:15am-12:05pm	2/8/21-6/9/21	V112	Amanda Aiton
33746	CULAR90	Intro to Culinary Skills & Principles Course Plan	16	TR	8:15am-12:05pm	2/8/21-6/9/21	V112	Erick Simmons
33720	CULAR211	Intermediate Culinary Skills & Principles	16	M	1:30pm-5:30pm	2/8/21-6/9/21	V112	Eugene Kwon
33738	CULAR217	Vegetarian & Specialty Cuisine	16	F	8:30am-11:40am	2/8/21-6/9/21	V108	Jessica Christensen
33723	CULAR218	World Cuisine: Asian	16	F	8:00am-12:15pm	2/8/21-6/9/21	V112	Eugene Kwon
33728	CULAR219	World Cuisine: Mediterranean	16	R	8:30am-12:45pm	2/8/21-6/9/21	V108	Janine Ruozzi
33730	CULAR222B	Advanced Restaurant Practicum	16	MTW	9:00am-1:15pm	2/8/21-6/9/21	V108	Ha Nguyen
34255	CULAR230	Baking & Pastry Skills for CUL Students	16	W	2:00pm-6:15pm	2/8/21-6/9/21	V113	
33718	CULAR241	Intro to Baking & Pastry Skills	16	TR	8:00am-12:50pm	2/8/21-6/9/21	V117	Pierre Jues
33740	CULAR242	Intermediate Baking & Pastry	16	MW	8:00am-12:50pm	2/8/21-6/9/21	V117	Pierre Jues
33736	CULAR243B	Advanced Bakery Practicum	16	MTW	8:30am-12:45pm	2/8/21-6/9/21	V113	Chris Young
34159	CULAR246	Specialty Cakes & French Pastries	16	F	8:15am-12:30pm	2/8/21-6/9/21	V113	Jane Kang
34234	CULAR253	Chocolate Confections, Deco & Showpieces	16	R	9:00am-1:55pm	4/12/21-6/6/21	V113	Jane Kang
34238	CULAR259	Viennese Pastries	16	R	9:00am-1:15pm	2/8/21-4/4/21	V113	Chris Young

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CULAR 90: INTRO TO CULINARY SKILLS & PRINCIPLES COURSE PLAN

1. Course	CULAR 90
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
3. Entry/Exit Strategy:	<p>Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening.</p> <p>Classroom: V-112, Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers.</p> <p>Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.</p>
4. PPE/Physical distancing strategy:	<p>Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram.</p> <p>Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes.</p> <p>Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders.</p> <p>Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.</p>
5. Days requested to meet on campus:	Mondays and Wednesdays (2/8/21-6/9/21) and Tuesdays and Thursdays (2/8/21-6/9/21)
6. Meeting time:	8:15am-12:05pm
7. Justification	<p>1. Students need to complete the skills portion of the CULAR 90 for a certificate or degree.</p> <p>2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."</p>

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CULAR 211: INTERMEDIATE CULINARY SKILLS

1. Course	CULAR 211
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
3. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-112, Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
4. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
5. Days requested to meet on campus:	Mondays (2/8/21-6/9/21)
6. Meeting time:	1:30PM-5:30pm
7. Justification	1. Students need to complete the skills portion of the CULAR 211 for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

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CULAR 217: VEGETARIAN AND SPECIALTY CUISINE

1. Course	CULAR 217
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
3. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-108, Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
4. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
5. Days requested to meet on campus:	Fridays (2/8/21-6/9/21)
6. Meeting time:	8:30am-11:40am
7. Justification	1. Students need to complete the skills portion of the CULAR 217 for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

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CULAR 218: WORLD CUISINE: ASIAN

1. Course	CULAR 218
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
3. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-112, Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
4. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
5. Days requested to meet on campus:	Fridays (2/8/21-6/9/21)
6. Meeting time:	8:00am-12:15pm
7. Justification	1. Students need to complete the skills portion of the CULAR 218 for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

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CULAR 219: WORLD CUISINE: MEDITERRANEAN

1. Course	CULAR 219
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
3. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-108, Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
4. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
5. Days requested to meet on campus:	Thursdays (2/8/21-6/9/21)
6. Meeting time:	8:30am-12:45pm
7. Justification	1. Students need to complete the skills portion of the CULAR 219 for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

Spring 2021 Culinary Plan

CULAR 222B: ADVANCED RESTAURANT PRACTICUM

1. Course	CULAR 222B
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The service model for Spring 2021 is to-go only. The dining room is closed and therefore will be used for students who are working in Front of House (FOH).
3. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-108 , Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
4. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
5. Days requested to meet on campus:	Mondays, Tuesdays, and Wednesdays (2/8/21-6/9/21)
6. Meeting time:	9:00am-1:15pm
7. Justification	1. Students need to complete the skills portion of the CULAR 222B for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

Spring 2021 Culinary Plan

CULAR 230: BAKING AND PASTRY SKILLS FOR CUL STUDENTS

1. Course	CULAR 230
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
3. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-113, Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
4. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
5. Days requested to meet on campus:	Wednesdays (2/8/21-6/9/21)
6. Meeting time:	2:00pm-6:15pm
7. Justification	1. Students need to complete the skills portion of the CULAR 230 for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

Spring 2021 Culinary Plan

CULAR 241: INTRO TO BAKING & PASTRY SKILLS

7. Course	CULAR 241
8. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
9. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-117, Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
10. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
11. Days requested to meet on campus:	Tuesdays and Thursdays (2/8/21-6/9/21)
12. Meeting time:	8:00am-12:50pm
7. Justification	1. Students need to complete the skills portion of the CULAR 241 for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

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CULAR 242: INTERMEDIATE BAKING & PASTRY

1. Course	CULAR 242
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
3. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-117, Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
4. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
5. Days requested to meet on campus:	Mondays and Wednesdays (2/8/21-6/9/21)
6. Meeting time:	8:00am-12:50pm
7. Justification	1. Students need to complete the skills portion of the CULAR 242 for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

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CULAR 243B: ADVANCED BAKERY PRACTICUM

1. Course	CULAR 243B
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
3. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-113 Bakery , Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
4. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
5. Days requested to meet on campus:	Mondays, Tuesdays, and Wednesdays (2/8/21-6/9/21)
6. Meeting time:	8:00am-12:45pm
7. Justification	1. Students need to complete the skills portion of the CULAR 243B for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

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CULAR 246: SPECIALITY CAKES AND FRENCH PASTRIES

1. Course	CULAR 246
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
3. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-113 Bakery , Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
4. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
5. Days requested to meet on campus:	Fridays (2/8/21-6/9/21)
6. Meeting time:	8:15am-12:30pm
7. Justification	1. Students need to complete the skills portion of the CULAR 246 for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

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CULAR 253: CHOCOLATE CONFECTIONS, DECO, & SHOWPIECES

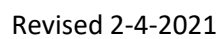
1. Course	CULAR 253
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
3. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-113 Bakery , Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
4. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
5. Days requested to meet on campus:	Thursdays (4/12/21-6/6/21)
6. Meeting time:	9:00am-1:55pm
7. Justification	1. Students need to complete the skills portion of the CULAR 253 for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

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CULAR 259: VIENNESE PASTRIES

1. Course	CULAR 259
2. How many students:	16 students total per session, 1 instructor, and 1 instructional assistant. The kitchen has 8 prep tables with 2 students each. Chef Haley and Facility personnel met and measured the distance between each table, and there is enough space that every student has a 6 feet separation in all directions. Each prep table will have plexiglass barrier between 2 students.
3. Entry/Exit Strategy:	Entry: Ingress will be through the main doors of Building V (south entrance). Timed entry – Each student will enter the classroom separately and maintain physical distancing. Students will complete the daily health screening. Classroom: V-113 Bakery, Maximum capacity with physical distancing protocol: 16 students with plexiglass barriers. Exit: Once completed with lab skill, students will leave classroom/campus (minding physical distancing procedure) as described above.
4. PPE/Physical distancing strategy:	Physical Distancing: Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram. Hand washing: Students will be divided into designated handwashing sinks and follow physical distancing to wash hands prior to instruction. A timer will be set for hand-washing every 30 minutes. Face Coverings: All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders. Disinfection: Student will minimize sharing equipment or tools during each lab session. The instructional assistant will use disinfection spray and wipes to clean the equipment after each student finishes. All hard-surfaced equipment used will be wiped down using campus-supplied disinfectant spray, allowing a minimum of 2-minute wet time as directed. Sinks and countertops will be cleaned with soap & water after use. Facilities will provide cleaning supplies and towels.
5. Days requested to meet on campus:	Thursdays (2/8/21-4/4/21)
6. Meeting time:	9:00am-1:55pm
7. Justification	1. Students need to complete the skills portion of the CULAR 259 for a certificate or degree. 2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/21, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.t (page 12): "Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may provide sit-down, dine-in bona fide meals outdoors only and in accordance with the Restaurant Protocols, as amended from time to time."

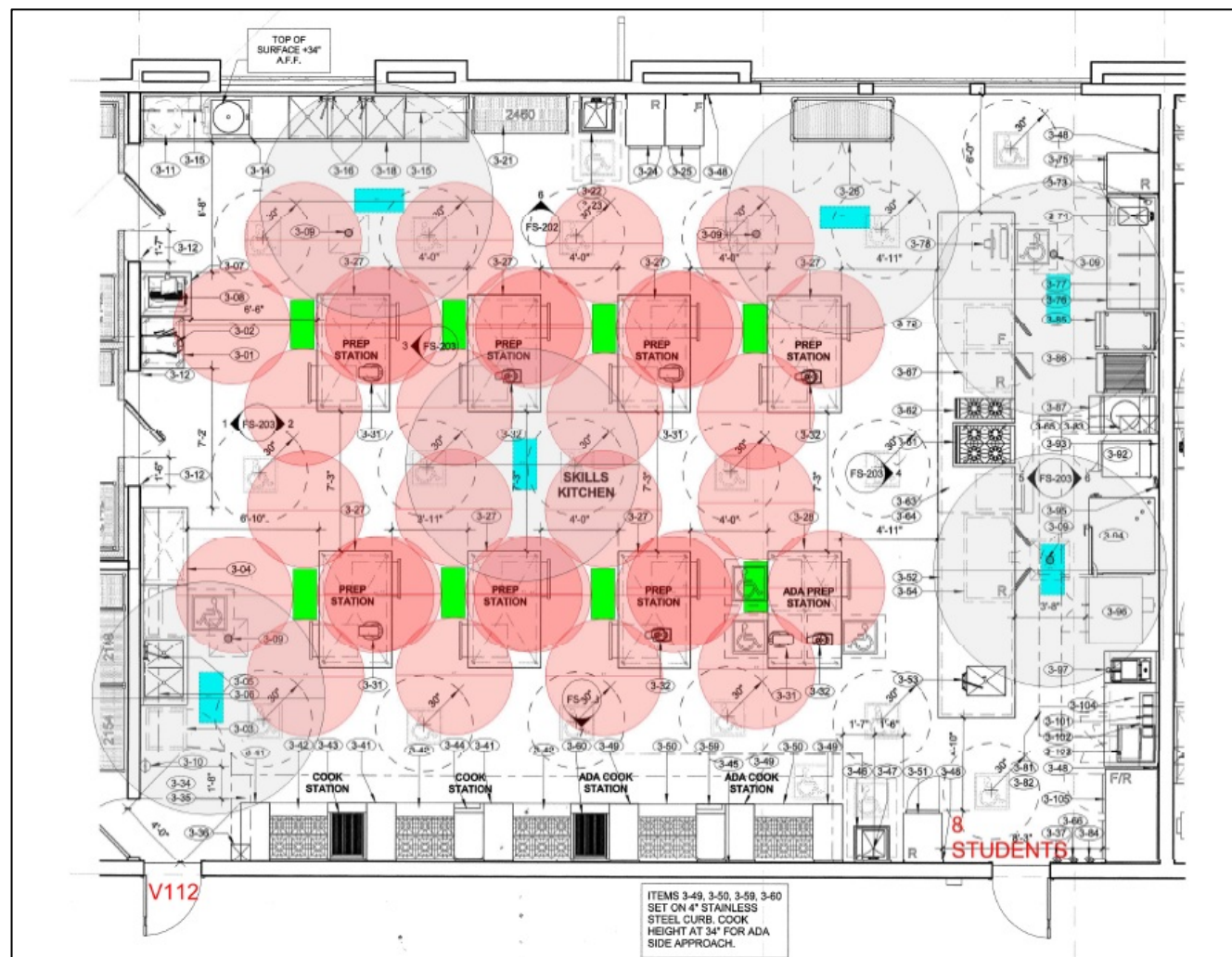
Room V-108
Capacity: 12



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Room V-112

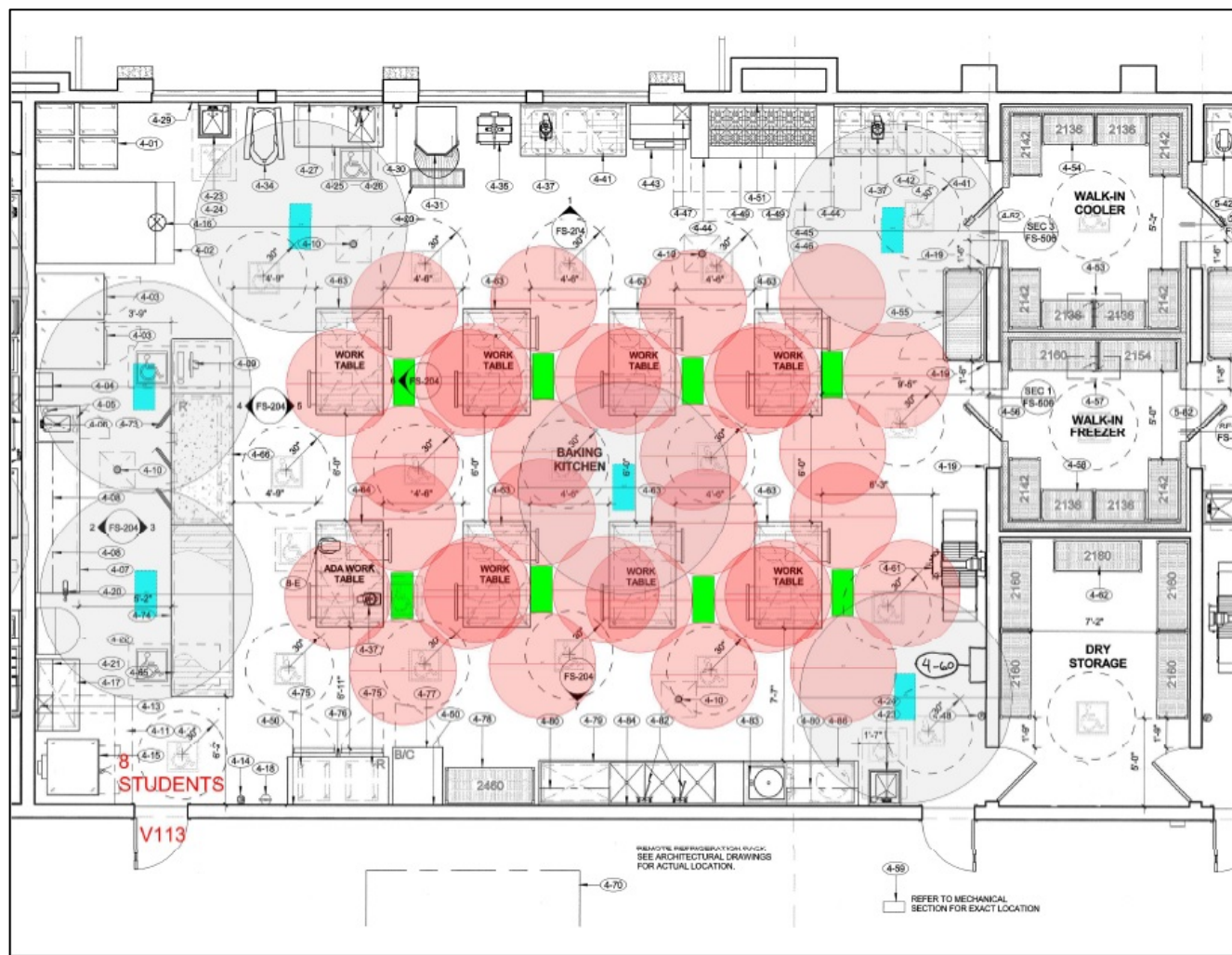
Capacity: 16 (two students per table with plexiglass barriers)



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Room: V-113

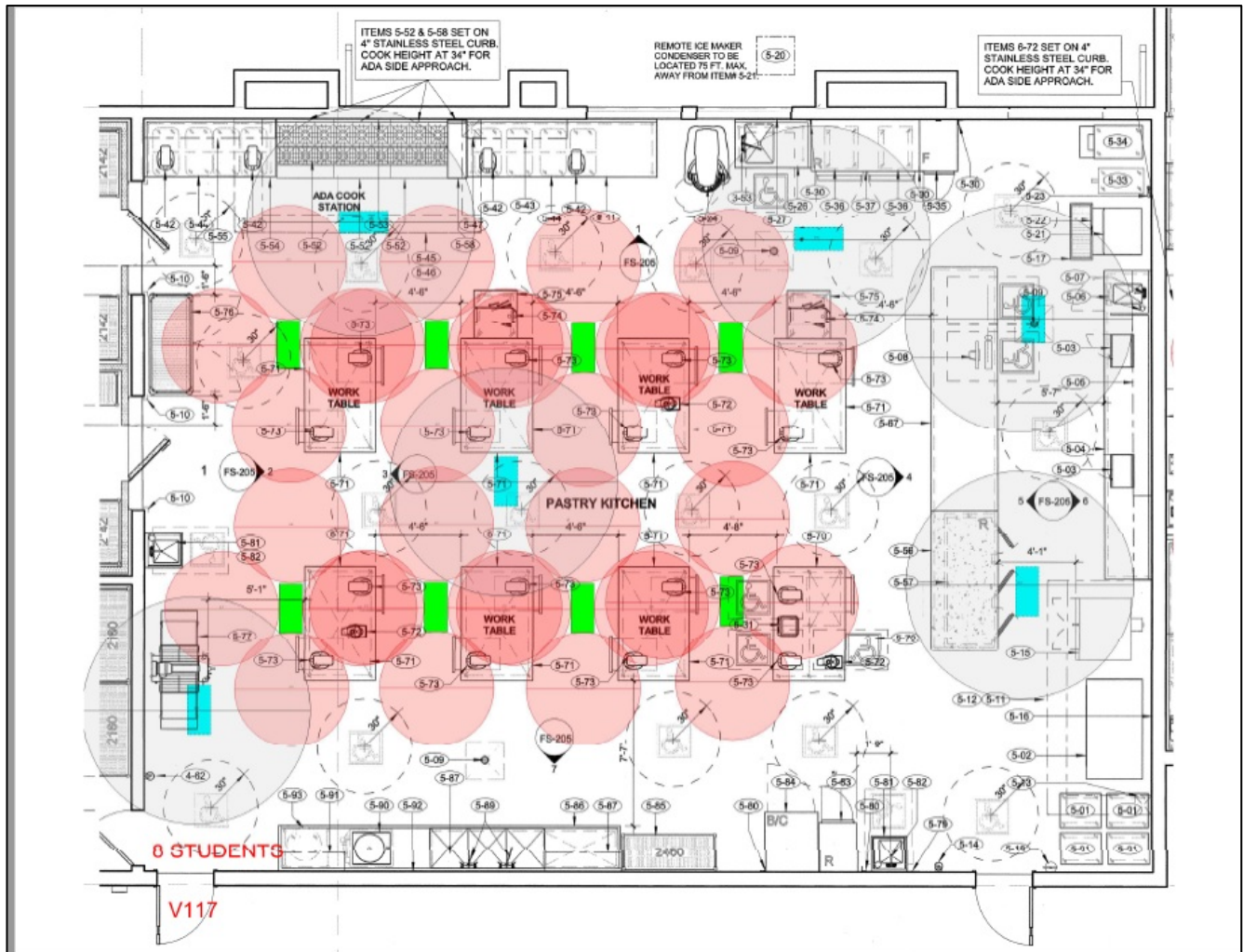
Capacity: 16 (two students per table with plexiglass barriers)



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Room V-117

Capacity: 8



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Appendix A: Student Acknowledgement

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:

1. I will comply with all of the rules established by the City of Long Beach Department of Public Health, including:
 - a. I will stay home if I am sick. Symptoms include a fever of 100.4 or higher, coughing, shortness of breath, and fatigue.
 - b. I will wear a face covering over my nose and mouth at all times while on campus
 - c. I will maintain at least a six-foot distance from others.
 - d. I will avoid touching my eyes, nose, and mouth.
 - e. I will cover my mouth when coughing or sneezing and wash my hands immediately afterward.
2. I will also comply with all of the rules established by Long Beach City College, including:
 - a. I will not access any area that is blocked off or any area that has not been pre-approved.
 - b. I will park in the designated parking lot for my class and leave one space between each vehicle.
 - c. I will not bring any unnecessary personal items (books, purse, food, drinks, etc.) onto campus.
 - d. I will complete a daily health screening before entering the classroom.
 - e. I will wear the LBCC Student Badge that will be issued to me at all times when I am on campus.
 - f. I will not linger or loiter on campus once my class is over.
 - g. I will not bring any additional people with me when I come to class, such as friends or family members.
3. 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"
4. 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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Appendix B: COVID-19 Protocols for Employees

Long Beach City College remains closed in response to the COVID-19 global pandemic. However, the City of Long Beach and LA 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:
 - o Was within 6 feet of someone with or likely to have COVID-19 for more than 15 minutes OR
 - o 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-andcondition/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).

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We know that this is a very difficult time. 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.

For the latest LBCC information on COVID-19, please visit <https://www.lbcc.edu/coronavirus>.

Appendix C: COVID-19 Resource Guide for Students

COVID 19: HELPING TO PREVENT SPREAD OF INFECTION, SELF CARE, AND RESOURCE GUIDE

Students who test positive for COVID-19, are likely to have COVID-19, or have been in close contact with someone who has tested positive or is likely to have COVID-19 should not come to campus and call Student Health Services for assistance with Medical or Mental Health concerns at **562-938-4210**.

If you would like to be tested for COVID-19, the City of Long Beach offers free tests. Please visit:
<http://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/covid-19-testing/>

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](#).

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- 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 physical 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.**

Additional Online COVID-19 Resources

LA County COVID-19 information website: www.covid19.lacounty.gov

Long Beach Health and Human Services COVID-19 website: www.LongBeach.gov/COVID19.

Los Angeles County COVID-19 testing sites: www.covid19.lacounty.gov/testing

Home Quarantine Guidance for COVID 19: [HOME ISOLATION INSTRUCTIONS FOR PEOPLE WITH CORONAVIRUS-2019 \(COVID-19\) INFECTION](#) at www.LongBeach.gov/COVID19

CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov/communication

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Appendix D: LBCCD Health Screening Booth Protocol

Preparation and Supplies

- Ensure physical distancing is maintained at each station in the booth.
- Forms cannot be handled by more than one student/staff.
- 2 Containers for pens, 1 clean, 1 dirty/used (cannot share pens)
- PPE:
 - Gloves
 - Face masks
 - Hand sanitizer
 - Short sleeve shirts
- Stack of student health questionnaires to be provided at table
- Hand sanitizer container set out for students
- Touchless thermometers
- Trash can with liner
- Sanitizer for sanitizing pens
- Paper towels for sanitizing pens and table

Operations

- Staff assigned to handle forms will wear PPE (listed above) and maintain a six-foot distance from others.
- Staff to observe that students are wearing face masks (covering mouth and nose) as directed. A limited number of masks will be available for students who arrive without masks.
- Staff to ensure that students do not have unnecessary items and are not accompanied by additional people (not enrolled in essential labs).
- Employee to direct student to first use hand sanitizer prior to taking any action.
- If student has completed the online health screening before coming to campus as directed, they are to show the date-stamped green checkmark to the staff member.
- If student has not completed the online health screening before coming to campus, the staff member should direct them to scan the QR code and complete the survey on their personal device (e.g., a cell phone).
- If student does not have a personal device, the staff member can offer them a paper form.
 - Student takes a 'clean' pen, completes form, and shows to staff member
 - If properly completed and **no symptoms**, student takes to class
 - If properly completed and **yes symptoms**, provide student with Covid-19 Student Resource Guide and direct student to return home immediately and not to linger on campus due to the health crisis.
 - Staff to turn in completed forms to the administrative office at the end of the shift/day.
- The staff member takes the student's temperature with the touchless thermometer (see "Taking Temperatures" below).
- The staff member then gives students who pass the health screening a sticker (different stickers for each day).
- Before students enter a classroom, instructional staff are to verify that students have daily stickers signifying they have checked in at the health screening booth.

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- At end of shift, employee to:
 - Disinfect all dirty pens
 - Empty trash cans into nearest dumpster; staff member may use regular disposal methods.
 - Take supplies to storage area designated by Campus Administrator.

Taking Temperatures

1. Make sure the thermometer is on body mode
2. Aim at person's forehead
 - 1-2 inches from forehead,
 - forehead clean, dry, no hair/hats in the way
3. **98.6F-100.3F acceptable**
 - Take indoor or in somewhat ambient controlled area for best results
 - If student reads high allow them to sit in shade, drink water, and cool down for 1-2 minutes and retake the temperature.
 - If 2 temperatures of 100.4 or higher – give the student the resource sheet and send them home.
4. Wait at least 3-5 seconds between temperature checks
5. Erase the memory periodically & at the end of the shift (Readings automatically saved).
 - hold the "Mem" button for 5 seconds

Alarm

Device will alarm anything above 100.4F. Press the "sound button" to silence

* Do not touch the glass infrared sensor

* Do not expose to water or liquids (not water resistant)

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Appendix E: Vaccination Information *(Below is the most recent information. Please note it is subject to change.)*

To: LBCC Employees
From: COVID-19 Update
Sent: Tuesday, January 26, 2021 5:29 PM
Subject: Covid-19 Vaccine Information and Resources

Dear Colleagues,

This email is to give you information and resources about the distribution of the COVID-19 vaccine.

As you may know, the Covid-19 vaccine distribution is prioritized in different phases. Employees of Long Beach Community College District are part of the [Phase 1B group](#), which includes educational institutions as well as food and healthcare workers and seniors 65 and over.

This week, LBCC's essential workers (those with work assignments on campus) had the opportunity to receive the first dose of the vaccine. It appears that all appointments allotted to LBCC for this week have been utilized. LBCC is currently working with the [City of Long Beach Health and Human Services](#) team on the logistics of distributing vaccines to the rest of LBCC's employees and will provide additional information as soon as it is available. Essential workers will continue to be prioritized.

The Phase 1B group includes more than 90,000 people, and the City does not expect to complete this phase for several weeks. There is a statewide and nationwide vaccine shortage, and the City of Long Beach can only vaccinate people based on the supply they are receiving. LBCC will notify employees as soon as additional vaccine is made available to us.

Regardless of vaccination status, please continue following all health and safety directives if you are on Campus, which include completing the [health screening](#) before coming to Campus, wearing a face covering when on Campus, and maintaining six-foot distance from others. Anyone who has [traveled outside the Southern California region](#) must quarantine for 10 days and should not come to Campus. As it has since March 2020, the Campus remains closed to all but essential activities as defined by [local health orders](#). All of LBCC's information on COVID-19 can be found online at www.LBCC.edu/coronavirus.

VaxLB: The City of Long Beach has also launched VaxLB for all residents to sign up to receive notifications about eligibility and future appointment information. More information about VaxLB is online at <http://longbeach.gov/health/diseases-and-condition/information-on/coronavirus/vaxlb/>.

CDC's v-safe app: For those who have been vaccinated, the Centers for Disease Control and Prevention (CDC) has launched v-safe, which is a smartphone-based tool that checks in on you after your COVID-19 vaccination. If you got vaccinated in the last six weeks, you can participate in v-safe. More information about v-safe is online at <https://vsafe.cdc.gov/>.

I recognize that this past year has tested everyone's patience in many ways, myself included. Please know that we are working hard to keep you updated as circumstances evolve. I value each and every one of you and am so grateful for the opportunity to serve you.

Sincerely,
Lou Anne Bynum, Interim Superintendent-President

LBCCD Employee COVID-19 Vaccination FAQs (Revised 1-20-2021)

Please read the General FAQ prepared by the City of Long Beach, which includes the phases, tiers, and vaccine information:

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

1. When will I be able to get a vaccine?

LBCC employees are considered part of Phase 1b, which includes school employees. On January 20, 2021, LBCC was informed by the City of Long Beach Health and Human Services Department that they received enough vaccinations for LBCC on-site Essential Personnel only. LBCC essential employees include LTEs, student workers, full-time and part-time employees who are scheduled to work on Campus during the closure. Elected officials also are considered to be essential on-site due to the need for them to conduct their duties to govern the District. The City of Long Beach will start providing vaccines to LBCC essential employees the week of January 25, 2021.

We will update you with additional information regarding vaccinations for other employees as it becomes available.

2. How will I be notified that I am eligible to get the vaccine?

Eligible employees will receive an e-mail with a link to sign up for an appointment. As there are a limited number of vaccines allotted for LBCC, do not to share this link with LBCC non-essential personnel, your family, or friends as this will take up appointments that are designated for other LBCC essential personnel.

3. How will I confirm that I'm an LBCCD employee at the distribution site?

You will be asked to show your employee ID card or a pay stub, which can be accessed from the LBCC.edu. Click on "Quicklinks" at the top of the home page and select "Employee Self-Service Login." Once you have entered your employee ID number and password, select "Pay" to access your paystubs. You won't need to print it out; you may display the paystub electronically on a personal device (e.g., cell phone, tablet, laptop).

4. How will the vaccine be administered?

The City of Long Beach will administer the vaccines in a drive-thru event. There will be two shots, with the second shot scheduled approximately 30 days after the first. Another drive-thru event will be scheduled for those who received the first shot.

5. Which vaccine will be provided?

The FDA has approved the Emergency Use Authorization (EUA) for both the Pfizer and Moderna vaccines. We don't know which vaccine will be administered to LBCC employees, but will provide that information as soon as the City of Long Beach lets us know.

6. Will I have to sign a waiver? Who will keep records of the waivers?

Yes, the City of Long Beach will provide you with a waiver. They will retain all records.

7. Will LBCC maintain records of who receives the vaccine?

No, the District will not retain any employee COVID-19 vaccination records.

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8. Is it mandatory to get the vaccine?

No.

9. Should I discuss whether I or others receive the vaccine with my co-workers?

Employees are advised to exercise discretion and not to discuss whether or not they or other employees have been vaccinated. Please respect your colleagues' privacy.

10. If I come to campus, do I still need to wear a face covering, physically distance, and follow all COVID-19 protocols, even if I have been vaccinated with both doses?

Yes, all employees who are approved to be on campus during the closure must continue to follow COVID-19 safety protocols, regardless of vaccination status, which include wearing a face covering, maintaining a six-foot distance from others, and completing the [online health screening](#) prior to stepping on campus.

11. Will I be free to get the vaccine during work hours?

LBCC requests that every effort be made to schedule an appointment outside of your normal work hours. If the only time an appointment is available is during work hours, LBCC will grant up to one hour of time during your regular work schedule to complete the appointment. Should the appointment take longer, please work with your supervisor to request the appropriate leave that may be available to you under your contract, management handbook, or PC Rules. If leave options are not available, you may be able to flex your work schedule, if office operations allow this and if approved by your direct supervisor.

12. Will I be expected to work on campus more once I've been vaccinated?

Vaccination status will not affect employees' work schedules.

13. Will there be an opportunity to get vaccinated later if I don't do it now?

This opportunity is dedicated to LBCC. The City of Long Beach will provide information about future opportunities at a later date.

14. Can I still get the vaccine if I work at LBCC but live in another city or county?

Yes, this opportunity is for LBCC employees, regardless of where they reside.

15. Can my family also get vaccinated?

At this time, the opportunity to be vaccinated as part of Phase 1b is only for LBCC essential employees. There will be opportunities for other groups in accordance with local agencies' health departments.

16. When will students have the opportunity to get vaccinated?

Distribution of the vaccine is in accordance with the phased plans administered by local agencies' health departments. LBCC's Nursing students currently working in the field have already had the opportunity to receive the vaccine as part of Phase 1a, which includes health service workers. Students employed in transportation, utilities, education, food & agriculture, corrections, or police sectors are included in phase 1b and will be contacted by their employers. Students older than 16 years with high-risk medical conditions and all students over age 65 are part of phase 1c. Other students will be able to receive the vaccination in phase 2 as part of the general public, which is projected for late spring/early summer.