

## Spring 2021 Medical Assistant and Patient Care (AH61) Program 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**

## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

### 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**
  - The Dean of Health and Kinesiology will work with the department to staff the health screening station at Building D. See Appendix D: LBCCD Health Screening Booth Protocol for more information.

### Badges

Faculty will distribute **Medical Assistant/student badges** on the first day. Faculty, staff, and students must wear an ID badge when they are on campus to identify who is authorized to be on site. Faculty/staff will be responsible for bringing and wearing the badge to campus. Students without their ID badge will be issued a temporary one.

### 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](mailto:liglesia@lbcc.edu) and [jpena@lbcc.edu](mailto: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.

## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

**Attire: Medical Assistant** Students will be required to wear their black scrubs with the embroidered LBCC logo.

### General Physical Distancing Protocols

- **PPE – all students and staff will wear masks.** In instances where students are conducting activities in class near other students, appropriate PPE will be worn (mask, gloves, eyewear). And, frequent hand washing will take place. These students will be working in D119 and D101.
- **Timed entry:** Each student will be given a specific/staggered time to enter the lab/classroom (as much as possible, students will enter D119 and exit D101 (north door).
- **Hand washing:** Designated hand washing sink with soap, hot water, and visible sign.
- **Sign and messages:** put signs in highly visible locations such as entrance, exit, restroom, hallway (creating one-way routes in hallway)
- 
- **All individuals will wear a face covering at all times.**
- **Prior to leaving the lab/classroom, all areas the student had contact with** will be wiped down with a disinfectant by the instructors/students.
- **Limit the sharing of equipment** and maintain physical distancing of six feet as much as possible. Equipment will be disinfected between use by faculty/instructional assistant/other staff/student.
- **Breaks:** Students will be directed to take their breaks outside building D. They will be required to maintain 6ft physical distancing and wear a face mask at all times during that time.
- **Prior to leaving the lab/classroom, all areas the student had contact with** will be wiped down with a disinfectant by the designated person – faculty/instructional assistant/other staff/student.
- **Exit:** Students will exit the building using the designated 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.**

### Instructional Assistants/Lab Techs

Faculty should contact the Dean of Health and Kinesiology for assistance with staffing for 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.

## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

### **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. 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**

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 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:

- (562) 938-5250
- [Covid-HRhelp@lbcc.edu](mailto: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.

## **Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan**

### **Contingency Plan**

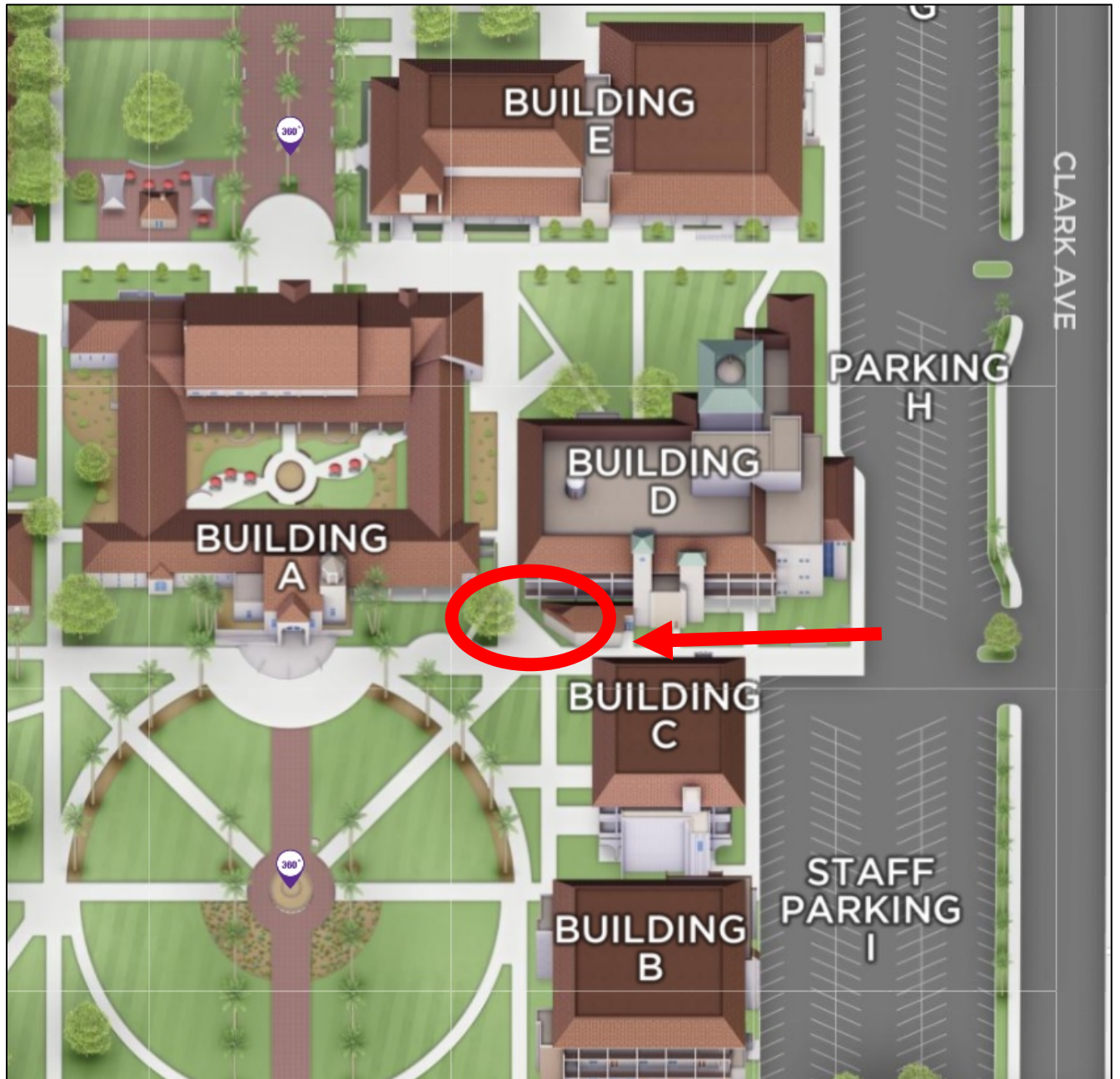
If students are unable to complete a class due to COVID-19, either if LBCC closes or due to personal circumstances, additional time could possibly be scheduled at a later time to allow completion.

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 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**

## Building D Access



- Park in Lot H
- Follow designated route to Building D

## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

### Building D Access Plan



Restroom and Ingress/Egress noted above.  
Students will enter double doors (southeast).

## Cleaning Protocols

### Staff/faculty/students:

**Faculty and students 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. 2<sup>nd</sup> 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, 2<sup>nd</sup> 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**.



# Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

## SCHEDULE (as of 1/28/2021)

Class Number	Course Name	Name of the Course	Caps	Days	Times	Dates	Room	Instructor
34481	AH 61	Integration of Patient Care	20	WR	W: 8:00am-10:05am R: 8:00am-10:05am	2/8/2021-6/9/2021	D-119 and D-101	Patricia Bucho/ Mitzie Garcia
31973	AH 61	Integration of Patient Care Lab	20	TW	T: 8:00am-10:05am W: 8:00am-10:05am	2/8/2021-6/9/2021	D-119 and D-101	Patricia Bucho/ Mitzie Garcia
30892	MA282	Advanced Health Care Clinical Procedures	30	TWR	11:30am-2:35pm	2/8/2021-4/4/2021	D-119 and D-101	Patricia Bucho/ Mitzie Garcia

## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

### ALLIED HEALTH 61 INTEGRATION OF PATIENT CARE (section 34481)

1. Course	<b>AH 61 – Patient Care</b>
2. How many students:	40 students
3. Entry/Exit Strategy:	<p><b>Entry:</b> Ingress for building D will be thru D119 Students will complete the daily health screening and a temperature check.</p> <p><b>Classroom:</b> <b>D119</b>, Maximum capacity with physical distancing is 13, along with D101 an attached laboratory class and with physical distancing protocol 13 students.</p> <p><b>Exit:</b> Once completed with lab skill, students will leave north door of D101 classroom/campus (minding physical distancing procedure) as described above.</p>
4. PPE/Physical distancing strategy:	<p><b>Physical Distancing:</b> Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram unless demonstrating/practicing exam positioning.</p> <p><b>Hand washing:</b> All students will use standard precautions prior to, during, and after using any lab items. All students are required to wash hands upon entering the lab and prior to leaving the lab.</p> <p><b>Face Coverings:</b> All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders.</p> <p><b>Disinfection:</b> Student will not share 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 &amp; water after use. Facilities will provide cleaning supplies and towels.</p>
5. Days requested to meet on campus:	Tuesday, Wednesdays and Thursdays (2/8/2021-6/9/2021)
6. Meeting time:	Tuesday, Wednesdays, and Thursdays: 8:00am-10:05am
7. Justification	<p>1. Lab Skills are a <b>CRITICAL</b> and a fundamental skill for Health Care Professions. It is imperative to demonstrate and have corrective action given while practicing skills.</p> <p>2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/2021, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.a "Critical Infrastructure" (page 6): "Critical Infrastructure, <b>including non-urgent medical services</b> and dental care, may operate in-person where telework is not possible in accordance with any applicable City-issued Industry-Specific Protocol and State Industry Guidance. Office worksites for Critical Infrastructure are strongly encouraged, where possible, to limit the number of employees in the office to allow employees to easily maintain at least a six-foot distance from one another at all practicable times. Office worksites for Critical Infrastructure must operate in accordance with the Office Worksite Protocols, as amended from time to time, attached as Appendix G. For purposes of this order, 'office worksite' include the building, room or other area where an organization's employees perform administrative work to support and realize objects and goals of an organization and does not apply to manufacturing or distribution operations."</p>

### Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

#### ALLIED HEALTH 61 INTEGRATION OF PATIENT CARE (section 31973)

1. Course	<b>AH 61 – Patient Care</b>
2. How many students:	20 students
3. Entry/Exit Strategy:	<p><b>Entry:</b> Ingress for building D will be thru D119. Students will complete the daily health screening and a temperature check.</p> <p><b>Classroom: D119</b>, Maximum capacity with physical distancing is 11, along with D101 an attached laboratory class and with physical distancing protocol 8 students.</p> <p><b>Exit:</b> Once completed with lab skill, students will leave north door of D101 classroom/campus (minding physical distancing procedure) as described above.</p>
4. PPE/Physical distancing strategy:	<p><b>Physical Distancing:</b> Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram unless demonstrating/practicing exam positioning.</p> <p><b>Hand washing:</b> All students will use standard precautions prior to, during, and after using any lab items. All students are required to wash hands upon entering the lab and prior to leaving the lab.</p> <p><b>Face Coverings:</b> All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders.</p> <p><b>Disinfection:</b> Student will not share 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 &amp; water after use. Facilities will provide cleaning supplies and towels.</p>
5. Days requested to meet on campus:	Tuesdays, Wednesdays, and Thursday (2/8/2021-6/9/2021)
6. Meeting time:	Tuesdays, Wednesdays and Thursday: 8:00am-10:05am
7. Justification	<p>1. Lab Skills are a <b>CRITICAL</b> and a fundamental skill for Health Care Professions. It is imperative to demonstrate and have corrective action given while practicing skills.</p> <p>2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/2021, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.a "Critical Infrastructure" (page 6): "Critical Infrastructure, <b>including non-urgent medical services</b> and dental care, may operate in-person where telework is not possible in accordance with any applicable City-issued Industry-Specific Protocol and State Industry Guidance. Office worksites for Critical Infrastructure are strongly encouraged, where possible, to limit the number of employees in the office to allow employees to easily maintain at least a six-foot distance from one another at all practicable times. Office worksites for Critical Infrastructure must operate in accordance with the Office Worksite Protocols, as amended from time to time, attached as Appendix G. For purposes of this order, 'office worksite' include the building, room or other area where an organization's employees perform administrative work to support and realize objects and goals of an organization and does not apply to manufacturing or distribution operations."</p>

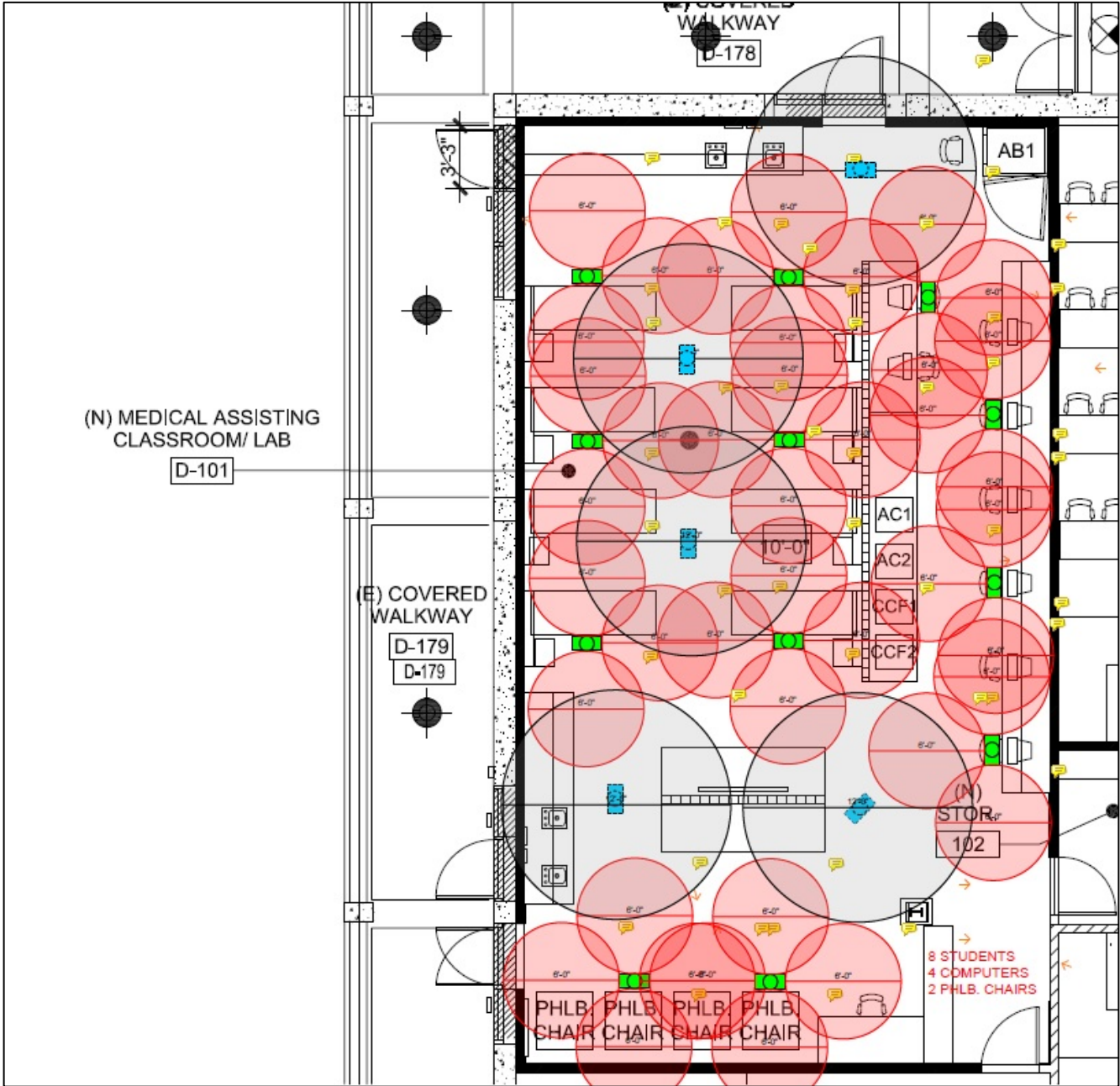
### Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

#### MA 282 ADVANCED HEALTH CARE CLINICAL PROCEDURES (section 30892)

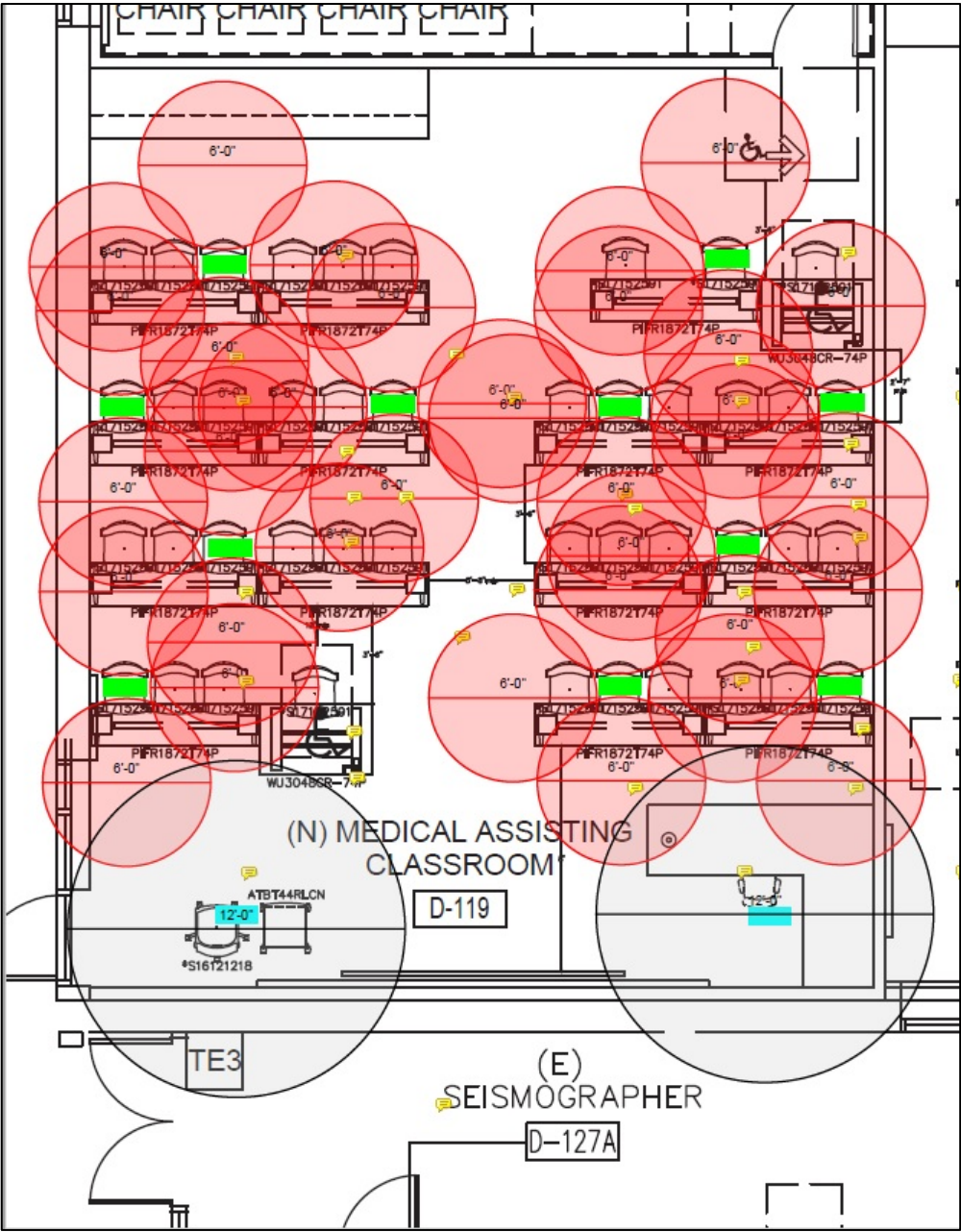
1. Course	<b>MA 282</b>
2. How many students:	30 students. Students will not exceed the maximum capacity with physical distancing at any one time while on site.
3. Entry/Exit Strategy:	<p><b>Entry:</b> Ingress for building D will be thru D119. Students will complete the daily health screening and a temperature check.</p> <p><b>Classroom: D119</b>, Maximum capacity with physical distancing is 11, along with D101 an attached laboratory class and with physical distancing protocol 11 students.</p> <p><b>Exit:</b> Once completed with lab skill, students will leave north door of D101 classroom/campus (minding physical distancing procedure) as described above.</p>
4. PPE/Physical distancing strategy:	<p><b>Physical Distancing:</b> Students, instructors, and instructional assistants will maintain six-feet physical distancing as indicated in the room diagram unless demonstrating/practicing exam positioning.</p> <p><b>Hand washing:</b> All students will use standard precautions prior to, during, and after using any lab items. All students are required to wash hands upon entering the lab and prior to leaving the lab.</p> <p><b>Face Coverings:</b> All students, instructors, and instructional assistants will wear face coverings in accordance with local health orders.</p> <p><b>Disinfection:</b> Student will not share 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 &amp; water after use. Facilities will provide cleaning supplies and towels.</p>
5. Days requested to meet on campus:	Tuesdays, Wednesdays, and Thursdays (2/8/2021-4/4/2021)
6. Meeting time:	11:30am-2:35pm
7. Justification	<p>1. Laboratory skills are <b>CRITICAL</b> for the Medical Assistant profession. It is imperative to demonstrate and have corrective action given while learning skills.</p> <p>2. This course is aligned with the City of Long Beach's "SAFER AT HOME ORDER FOR CONTROL OF COVID-19" dated 1/26/2021, which includes the following in the definitions of "Allowed Businesses and Sectors" under section 7.a "Critical Infrastructure" (page 6): "Critical Infrastructure, <b>including non-urgent medical services</b> and dental care, may operate in-person where telework is not possible in accordance with any applicable City-issued Industry-Specific Protocol and State Industry Guidance. Office worksites for Critical Infrastructure are strongly encouraged, where possible, to limit the number of employees in the office to allow employees to easily maintain at least a six-foot distance from one another at all practicable times. Office worksites for Critical Infrastructure must operate in accordance with the Office Worksite Protocols, as amended from time to time, attached as Appendix G. For purposes of this order, 'office worksite' include the building, room or other area where an organization's employees perform administrative work to support and realize objects and goals of an organization and does not apply to manufacturing or distribution operations."</p>

Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

Room D-101  
Capacity: 8



Room D-119  
Capacity: 11



## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

### 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.

## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

### 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](mailto: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).



## **Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan**

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>.

## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

### 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](#).

## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

- 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](http://www.covid19.lacounty.gov)

Long Beach Health and Human Services COVID-19 website: [www.LongBeach.gov/COVID19](http://www.LongBeach.gov/COVID19).

Los Angeles County COVID-19 testing sites: [www.covid19.lacounty.gov/testing](http://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](http://www.LongBeach.gov/COVID19)

CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov/communication](http://www.cdc.gov/coronavirus/2019-ncov/communication)

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.

## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

- 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)

## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

**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](http://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.

## Spring 2021 Medical Assistant and Patient Care (AH61) Program Plan

**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.