

## Fall 2021 Transfer and Career Center Reopening 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 T 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 and 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**

## Fall 2021 Transfer and Career Center Reopening Plan

### Vaccination and Testing Protocols

- **STUDENTS**: See Appendix F.
- **EMPLOYEES**: See Appendix E.

### Daily Health Screening

- **Online Health Screening:**
  - **STUDENTS:** Each morning before coming to campus, students in on-campus classes or services 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:** **As of August 30, 2021, LBCC employees do not need to complete the online health screening before coming to campus.** Employees who have COVID-19 symptoms or live with someone who has COVID-19 symptoms should not come to campus and are advised to contact Human Resources for support and 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 wristband to students indicating that they have been cleared by the health screening station. Each day's wristband will be a different color.
    - 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 students. See Appendix D: LBCCD Health Screening Booth Protocol for more information.

### Parking

All employees and students accessing PCC are directed to park in the PCC Parking Structure. Employees and students coming to LAC should park as designated below. Everyone is encouraged to allow one space between vehicles, if possible. Employees will be issued new 2021-22 passes and display them if parking in Staff spaces. Employees who do not have 2021-22 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. Students parking in general unmarked stalls will not need passes for Fall 2021.

## Fall 2021 Transfer and Career Center Reopening Plan

### General Physical Distancing Protocols

- **Timed entry:** A maximum of two students will be allowed to wait in the lobby area leading to the front counter of the Transfer/Career Center.
- **All individuals will wear a face covering at all times and maintain at least six-foot distance as much as possible.**
- **Room Capacities:** As much as possible, maximum room capacity will allow for six-foot distancing as indicated in room diagrams. For lecture classes specifically, maximum room capacity may be calculated using 50% of the regular room capacity. Everyone is still encouraged to observe physical distancing as much as possible to minimize opportunities for transmission.
- **Hand washing:** Everyone will be informed about the benefits of washing their hands as frequently as possible throughout the eight-hour work day.
- **Prior to leaving the counters, all areas the student had contact with, including tools, will be wiped down with a disinfectant by the student assistant.**
- **Entrance and Exit:** Students will both enter and exit the building through the north-side entrance/sliding door of building “A” (A-1096). There will only be 1 entrance/exit path (as indicated in the map). Hand sanitizer will be available at the counter of the Transfer/Career Center.
- 2 Plexiglass/Plastic Barriers are requested to be installed at the 2 Transfer/Career counter windows.

Facilities and IITS will be able to enter class while in session to respond to service calls, as long as maximum capacity limits allow.

### Instructional Assistants/Lab Techs

Faculty should contact Executive Assistant Vicki Lerch or Senior Administrative Assistant (LTE) Jodi Hagen for assistance with additional support staffing needs.

### 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 minimize opportunities for 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. If the student is unable to return home, isolate the student and contact the

## Fall 2021 Transfer and Career Center Reopening Plan

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. The Dean will inform the Director of Business Support Services (Bob Rapoza), the Director of Student Health (Deborah Miller-Calvert), the Risk Services Coordinator (Sota Sunleng). 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 Human Resources as soon as possible via phone (562) 938-5395 or e-mail at [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 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.

## **Fall 2021 Transfer and Career Center Reopening Plan**

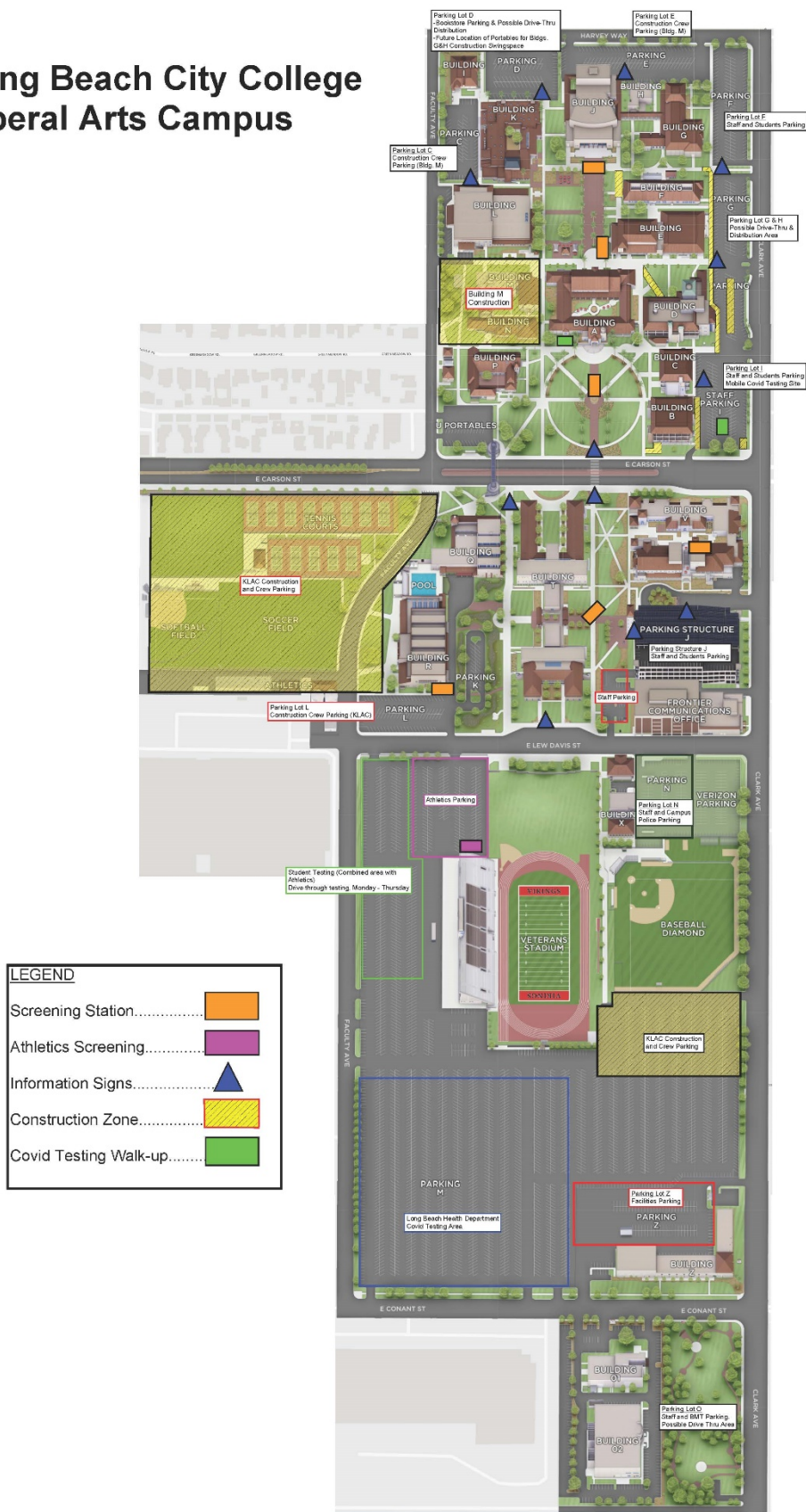
Faculty members are encouraged to consult with students about completion options, such as an Incomplete, IP, or EW. The grading symbol of 'IP' will be used for students who are enrolled in **suspended courses only** AND are choosing to stay in the course to meet any unmet requirements during Fall 2021 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 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: Employee Vaccination and Testing Protocol**
- **Appendix F: Student Vaccination and Testing Protocol**

## Fall 2021 Transfer and Career Center Reopening Plan

### Long Beach City College Liberal Arts Campus

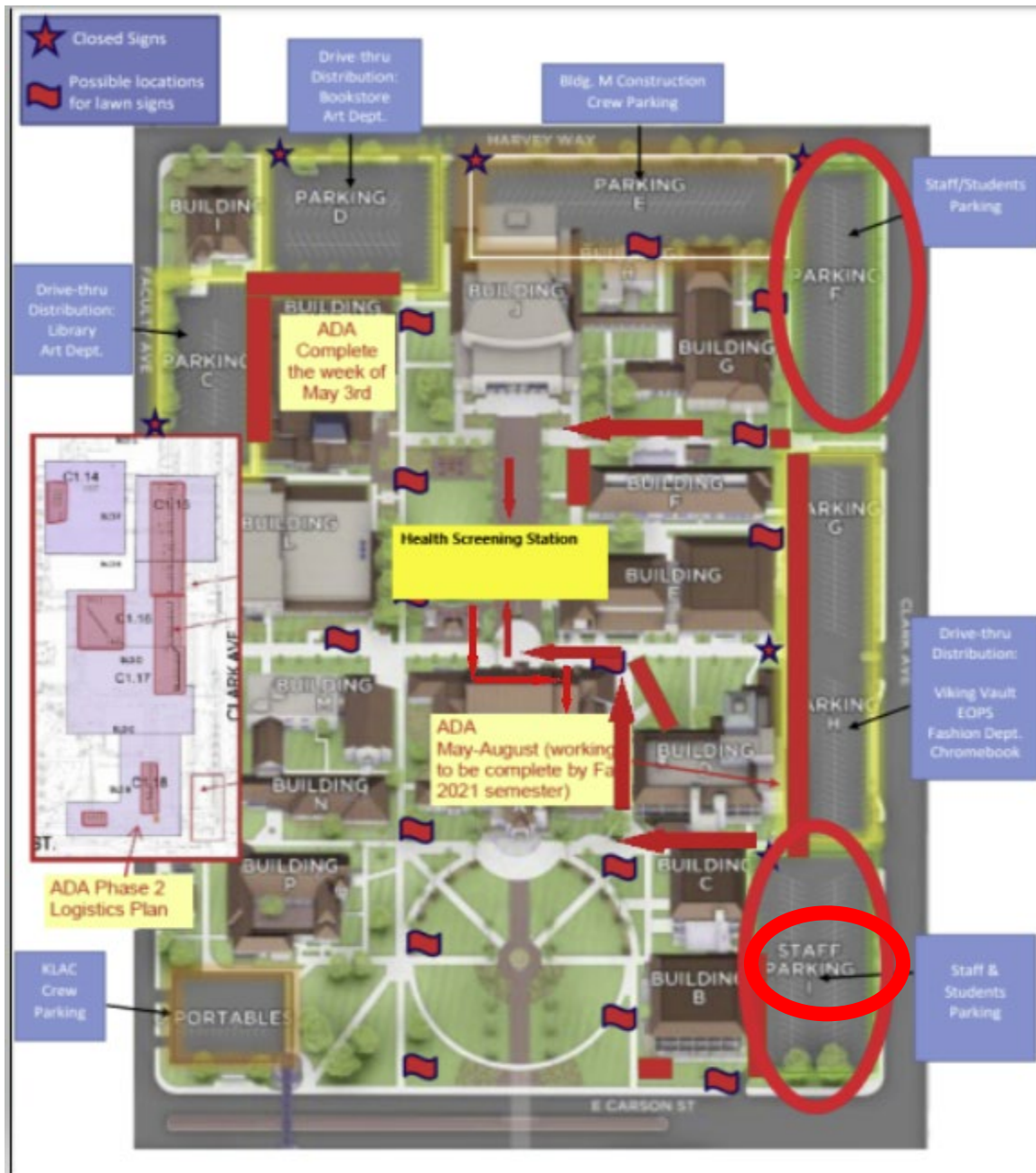




## Fall 2021 Transfer and Career Center Reopening Plan

### Building Access Plan

- The Orange Arrow shows the health screening station that will be utilized for visitors to the A building. The Green Arrow shows the North-Side Entrance to the Transfer and Career Lobby.



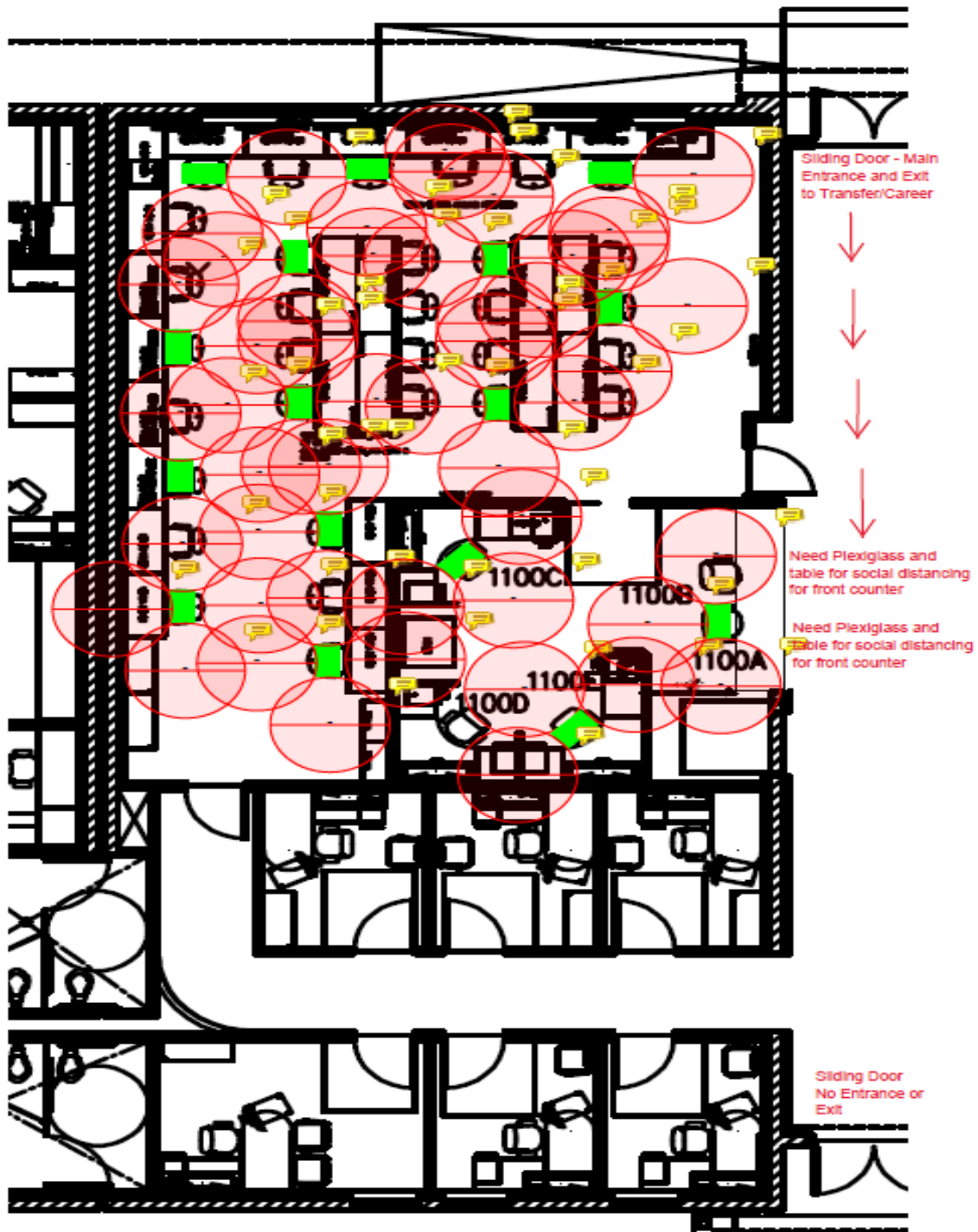
- Parking for staff "F" or Parking Structure
- Parking for students in Parking Structure

Follow designated route to the Health Screening Stations (orange arrow) and then go through North-Side Entrance (green arrow) into Building "A" Transfer and Career Lobby Area

## Fall 2021 Transfer and Career Center Reopening Plan

### Building Access Plan -

One-way entry/exit into the North-Side Entrance of "A" Building Transfer/Career Lobby (A-1096). We also request one canopy, 3 chairs and 4 tables outside of Building "A" at A-1096 for possible outside services.





## Cleaning Protocols

### Student Assistants:

**Students Assistants will be responsible for cleaning the counters and computer terminals between each interaction.**

Facilities will deliver cleaning kits for the counters 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 masks, see through masks so that students may see our lips if needed
- 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 hallways

**We require 2 total kits.**

### Facilities Staff

- **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

\*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.

\*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.

# Fall 2021 Transfer and Career Center Reopening Plan

SCHEDULE as of 8/30/21

## SERVICE SCHEDULE EXAMPLE:



Days	Scheduled Hours of Operations	Start Date and End Date EX: (5/3/21-6/5/21)	Room(s) (EX: JJ-110, JJ-120)	Number of Staff	Responsible Manager
Mon. through Thurs.	8am – 5pm	8/23- 12/17 (LAC Only)	LAC A-1097 staff area will be used. LAC A-1098 (lab) will be used to house student workers and various rotating Enrollment Specialists.	4-5	Interim Dean Javier Villasenor, Transfer Coordinator Ruben Page and Career Coordinator Dr. Ann Marie Nunag



## Fall 2021 Transfer and Career Center Reopening Plan

### SERVICE: Transfer and Career

1. Activity	Students will be able to make Transfer/Career workshop reservations, schedule university representative appointments, be routed to remote transfer/career services, and have general questions answered
2. How many staff:	<p>4-5 staff/2 student workers maximum</p> <ul style="list-style-type: none"> <li>• 2 student workers</li> <li>• Transfer or Career Coordinator, one classified Admin. Assistant or one Matriculation Aide, 2-3 Enrollment Specialists</li> </ul> <p>* Transfer and Career Coordinator and Enrollment Specialists will work out of offices, but may assist with counter as needed</p>
3. Entry/Exit Strategy:	<p><b>EXAMPLE BELOW/UPDATE WITH RELEVANT INFORMATION:</b></p> <p><b>Entry:</b> Ingress will be through the main North doors of the “A” Building Only (A-1096)          Timed entry – Each student will enter the A building from 1 location, the North side of the building.          Students will complete the daily health screening.</p> <p><b>Egress:</b> Exit through the same doors as entrance (A-1096) on North side of building</p> <p><b>Room:</b> LAC, Transfer/Career Lobby, Maximum capacity with physical distancing protocol 2 students and 2 staff.</p> <p><b>Exit:</b> Once completed with transaction, students will leave the A building (minding physical distancing procedure) as described above.</p>
4. PPE/Physical distancing strategy:	<p><b>EXAMPLE BELOW/UPDATE WITH RELEVANT INFORMATION:</b></p> <p><b>Physical Distancing:</b> Any visitor and staff will maintain six-feet physical distancing as indicated in the room diagram.</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 use hand sanitizers.</p> <p><b>Face Coverings:</b> All visitors and staff will wear face coverings in accordance with local health orders.</p> <p><b>Disinfection:</b> The office assistant will use disinfection spray and wipes to clean the counter/computer station 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. Facilities will provide cleaning supplies and towels.</p> <ul style="list-style-type: none"> <li>• We will share days of operation with Articulation staff who also work out of the LAC Transfer/Career Center</li> <li>• 2 Acrylic barriers at windows/counter (need to be requested/installed)</li> <li>• 2 Tables in front of Transfer/Career counter to enhance physical distancing (need to be requested and placed)</li> <li>• Tape in hallway to point out traffic flow</li> <li>• Move copy machine/printer in A-1097 to back of lab A-1098 (need to be requested and moved)</li> <li>• Encourage counselors to use their in-office printers instead of copy machine located in the transfer area for printouts</li> <li>• All workshop and application assistance labs will continue virtually until further notice</li> <li>• Entrance and exit signs at outside sliding doors leading to our area must be created</li> </ul>
5. Days on campus:	<p><b>EXAMPLE BELOW/UPDATE WITH RELEVANT INFORMATION:</b></p> <p>Monday through Thursday (LAC Only)</p>

## Appendix A: Student Acknowledgment

The Long Beach City College Liberal Arts and Pacific Coast campuses have adopted health protocols 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, 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 regardless of vaccination status, both indoors and outdoors.
  - c. I will do my best to maintain at least a six-foot distance from others, as much as possible.
  - 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 submit proof of vaccination or weekly negative COVID-19 test.
  - b. I will not access any area that is blocked off or any area that has not been pre-approved.
  - c. I will complete a daily health screening before coming to campus.
  - d. I will wear the daily wristband that will be issued to me at all times when I am on campus.
  - e. I will not linger or loiter on campus once my class is over.
  - f. 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.

## Appendix B: COVID-19 Protocols for 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. If you need assistance with appropriate leave related to COVID-19 exposure, contact John Hrbacek 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 as much as possible.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth when coughing or sneezing. Wash your hands immediately afterward.
- 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).

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 on 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](#).



- 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 dated wristband.
- Before students enter a classroom, instructional staff are to verify that students have daily wristbands signifying they have checked in at the health screening booth.
- 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)

## Appendix E: Employee Vaccination and Testing Protocol

August 27, 2021

Dear LBCC Employees,

In preparation for Fall Semester, please read the information enclosed below regarding the COVID testing record submission process for employees.

Starting Fall Semester 2021, on August 30, 2021, all employees who will be on campus must either be fully vaccinated or participate in weekly testing.

If you have not submitted your vaccine information before August 30, starting next week, the week of August 30, you must begin participating in the testing submission process. Accordingly, **starting the week of September 6**, unvaccinated employees will not be permitted to work on campus without successfully submitting a negative COVID-19 test.

Employees who will be participating in the weekly testing process must upload records by Sunday night at 10:00 p.m. each week. A tile will be available in your HR Employee System, within the Viking Portal, for you to submit this information each week. Tests must be taken no earlier than Thursday of each week and it is recommended that tests are taken no later than Saturday to allow enough time to receive and upload test results prior to the Sunday night 10:00 p.m. deadline. Test results can be uploaded at any time prior to the Sunday 10:00 p.m. deadline. The tile in the HR Employee system will be available prior to the first deadline to upload COVID tests next week.

Please be on the lookout for an email coming next week, which will outline the testing submission process in greater detail, along with a training guide to help troubleshoot this process.

Please remember that full-time or part-time faculty members who are only teaching online for Fall Semester 2021, have until November 1, 2021, to submit their complete vaccine information. **This group will start weekly testing in Spring Semester 2022, should anyone in this group prefer to refrain from vaccination. Thus, this cohort will not need to submit testing records during Fall Semester 2021.**

As additional information becomes available, please visit our [Return to Campus](http://www.LBCC.edu/return-campus) webpage at [www.LBCC.edu/return-campus](http://www.LBCC.edu/return-campus).

### **Daily Health Screening Practice – Discontinued as of August 30**

The practice of participating in the daily online health screening will be discontinued for LBCC employees as of August 30. Submission of vaccine records and the weekly testing will replace this practice.

### **Health and Safety & Face Covering Requirement Reminder**

In alignment with local health orders, everyone over the age of 2 must wear face coverings while on campus — both indoors and outdoors. Please remain informed that the social distancing requirement also remains effective both inside and outdoors.

The College will continue to make available masks and sanitizer. Please work with your department to contact the following individual to request either of these resources: Cheryl Williams, Operations Manager, at,

[cwilliams@lbcc.edu](mailto:cwilliams@lbcc.edu). The custodial team will continue to participate in enhanced cleaning practices to help ensure a healthy and safe environment for all.

Please visit the Return to Campus website at <https://www.lbcc.edu/return-campus> for the very latest about:

- Return to Campus Guidelines
- Access Plans
- Upcoming Vaccination Clinics
- And more

## **Appendix F: Student Vaccination and Testing Protocol**

**August 27, 2021**

Dear Students,

We are so excited to see you on campus next week as classes begin. This is a new beginning for many of our LBCC faculty and staff as well because they have been working and teaching from home since March of 2020. So, we will all be experiencing change in how we are used to doing things at LBCC.

And while change is good, change takes patience and understanding. When you arrive on campus next week there will be a lot to comprehend in our efforts to all stay healthy and safe. If you are taking in-person classes or if you are going to use services on campus, there are some requests we need to make of you. Here are a few reminders, updates and suggestions to keep in mind as we begin the new semester.

### **STEP 1:**

#### **Take Your Test Before Your First Class OR Before You Visit Campus**

Long Beach City College requires all Fall 2021 students to be either fully vaccinated or take weekly COVID-19 testing if they are taking an in-person class or if they are going to be on campus to use any services in-person (i.e. Library, Student Success Center, Financial Aid).

If your first in-person class starts during the week of Aug. 30, you need to take your first COVID-19 test during the week of Aug. 23 to be approved to attend class. Students should take advantage of the following resources to secure a free COVID test off-campus 72 hours before your first class.

Here are some resources of some off-campus COVID-19 testing:

[City of Long Beach](#)

[Los Angeles County](#)

[Orange County](#)

#### **Upload Your Test Results Starting Today**

Starting today, Aug. 26, you can upload your weekly COVID-19 test to the Viking Student System. Click on the Student Service tile and then click on the Student Health Information. We apologize in this delay and thank you for understanding as we have been working on implementing this new system.

#### **Need Help With Uploading the Test Results?**

If you need technical assistance with submitting testing results, you can contact the [Student Technology Help Desk](#) at (562) 938-4250.

#### **How to Upload Your Vaccination Verification**

Here are the directions on how to update your COVID vaccination record on your [desktop](#) and on your [mobile](#).

#### **We'll Contact YOU if There are Any Issues**

You will not get a confirmation after you upload your vaccination verification or your test results. LBCC will contact YOU if there are any issues.

#### **FREE Weekly COVID-19 Testing On-Campus Starts Aug. 30**



Starting the first day of classes, Mon., Aug. 30, LBCC will provide free weekly COVID testing conducted by [Virus Geeks](#) on-campus. Please click [here](#) and click on the “Vaccination & Testing Mandate” tab for more info.

#### **STEP 2:**

##### **Take the Viking Health Screening Form the Day You Visit Campus**

Please fill out the [Viking Health Screening form](#) the day you visit campus (prior to you stepping on campus). After you complete it, take a screenshot on your cell phone or tablet, or print it out. You will need to show this at the Viking Health Screening table.

#### **STEP 3:**

##### **Arrive at Least 30 Minutes Early**

We highly recommend that you arrive at least 30 minutes early prior to your class or your appointment with the on-campus service. LBCC wants to make sure that you have ample time to go through the Viking Health Screening table.

#### **STEP 4:**

##### **You Still Need a Mask**

Students are required to wear a face covering (mask), regardless of vaccination status, while indoors and in public areas on campus.

#### **STEP 5:**

##### **Go to the Viking Health Screening When You Arrive on Campus**

Before students can attend their class or use an on-campus service, you must check in at one of the multiple screening stations at either [LAC](#) or [PCC](#) to obtain a daily clearance. You will receive a sticker or wristband that indicates you have been cleared as vaccinated or have a negative weekly COVID test. These booths will be open at 7:30 a.m.

At first, you might see lines at the screening tables, and that often make us anxious. You might get stressed and confused. It's okay. Don't worry. You will also see people who only want to help **you**. We've also communicated with our faculty to make them aware that you might be delayed due to the Health Screening.

##### **One Last Piece of Advice**

LBCC staff will have “boots on the ground” to help, so don't be afraid to ask questions. Your instructors are aware of the extra steps students will need to take when arriving on campus. They too will need patience, and will practice flexibility these first few days as we all get adjusted to new protocols. Just give yourself plenty of time before class when arriving on campus to check-in for the health screening, and to scope out where your classes are.

We also have a lot of information that might answer your questions on our [Return to Campus website, Info for Student](#) section.

Let's all continue navigating this journey together and have compassion for one another.

LBCC will continuously post updates and/or changes to the guidance throughout the semester, so for the most up-to-date information please visit <https://www.lbcc.edu/return-campus>.