WVC Return to Campus Master Plan

Table of Contents

1. Principles & Objectives
2. Background
3. Re-opening Stages
4. Employee Return to Campus
5. Readiness Components
6. Health & Safety
7. Measures to Prevent Unnecessary Contact
8. Guidance for specific workspaces
9. Campus Communication Plan
10. Appendices

1. Principles & Objectives

The guiding principle of the WVC RTC Planning group is to abide by all relevant guidance from county, state and federal agencies, focused on a reopening plan suitable for West Valley College, while seeking cooperation and alignment with Mission College and our WVM District leadership.

The RTC Team is not a decision-making body, but one striving for a balanced planning approach that considers multiple perspectives concerned with delivering instruction, services, providing access and resources, while maintaining individual safety in a fiscally responsive manner. Fundamentally, any guidance or RTC recommendation aims to support the College’s compliance to local public health orders, to take every precaution to decrease the spread of COVID-19, and thus minimize the impact to our workplace, our students and campus community.

The COVID-19 Pandemic crisis remains as the 2020-2021 academic year begins. The RTC Planning Team will identify and execute essential actions to keep staff, students and the public safe and healthy, while delivering critical instructional and student services. This Team will coordinate with departments, programs, grant managers and operational units, and seek faculty, staff, and student involvement where and when appropriate.

Strategies developed and recommendations made will go towards the implementation of effective, flexible, and adaptable procedures, protocols, operations, facilities, and technology, preparing for a staged re-opening noting various scenarios, as the response to the pandemic shifts and future requirements remain uncertain. Recommendations will be based on the latest and best information.
from local public health, state, and federal officials, along with input and expertise from our district and campus community.

This document is being drafted to provide a roadmap for the West Valley College community to safely return to campus. The plan was begun during the first novel coronavirus lockdown in Santa Clara County and has been updated continually through reopening and now the second shutdown. This will tell the interested reader that the document will be fluid and subject to changes and updates, while at the same time referencing, as always the guidance and authority of the local health department, the State and the Centers for Disease Control at the Federal level. We will continually reference their policies and directives.

2. Background

In May 2020, while adhering to the ongoing Shelter-in-Place (SIP) orders, the WVC RTC Team was tasked to activate the tactical planning and logistics components of re-opening the College, once it is deemed safe to do so.

At the onset, the RTC Planning focus areas were:

- Attention to timetables, critical dates
- Identifying needs, collecting data and relevant information
- Facilities, maintenance & operations and space utilization
- Protocols: Social Distancing, Cleaning & Disinfecting, Face Coverings, PPE (Personal Protective Equipment)
- Communications, messaging to students and employees
- Environmental health, safety and security.

Common, primary RTC information sources include the CDC (Centers for Disease Control), guidelines and orders from our local Santa Clara County Public Health Office, the CA State Governor’s Office, the California Community College Chancellors Office COVID-19 webinars, the American Colleges Health Association Guidelines, along with guidance from the Campus Response Team & WVC Executive leadership.

An essential, motivational element to this work has been alignment to district planning and data, COVID-19 guidelines, compliance with public health orders & protocols, identifying critical and essential services, addressing different aspects of campus operations, and planning ahead in a manner that is prudent for West Valley College.
3. **Re-opening Stages**

West Valley College’s Return to Campus (RTC) Plan provides a roadmap for bringing our students, employees, and community back to campus safely, while protecting everyone from COVID-19 exposure. Returning to—and remaining on—campus will be contingent on a variety of factors, including local public health, state and federal protective orders and guidelines.

The RTC Plan is a phased plan, meaning that a return to campus will be gradual, and will occur in Stages. A return to full, normal operations in all areas of the college will be an incremental process without a predefined timeline and subject to changes. As the COVID-19 pandemic continues to evolve, we will actively monitor best practices and update guidance based on the recommendations by federal, state, county and district level agencies and leadership.

The West Valley Mission Community College District has identified 5 stages that we will follow as we approach a return to standard in-person operations. During the Covid-19 emergency, County, State, or Federal laws or orders may restrict or prohibit on-campus operations, as well as require that a wide variety of social distancing protocols be enacted. The overarching goal is to bring the community back to campus safely, while protecting everyone from COVID-19 exposure. Returning to—and remaining on—campus will be contingent on a variety of factors. In each of the stages we will always refer to and operate under the most current Santa Clara County (SCC) public health orders, and the County Social Distancing Protocol, wear face covering and follow handwashing, cleaning and disinfecting protocols and in each stage, WVC will align with WVM Continuity of Operations Plan. Further, WVC will follow and adhere to all state and federal protective orders and guidelines. Whenever possible, planning should reflect the possibility that on-campus operations levels or what West Valley College calls stages, as public safety progresses toward control of the virus.

The stages are as follows:

1. All classes and services online; limited campus access
2. Most classes online, essential in-person classes only; limited on-site activity
3. Most classes online, essential in-person classes only; expanded on-site activities
4. In-person classes permitted with restrictions
5. Unrestricted operations

**Overview of Stages**

The stages below specify characteristics, requirements, and examples of allowed activities and are designed to optimize the access to instruction and student services while minimizing risk.

The City of Santa Clara, Santa Clara County, and State of California have developed separate criteria for reopening that may be correlated with West Valley College’s stages below to determine which activities
will be allowed and when. However, the College will base its progression through stages, based on its own unique activities, density, operations, and other considerations, may lag the ramp-up allowed by local, state or other public health COVID-19 orders.

Each stage is not meant to be discrete, rather the stages should be viewed as a fluid continuum. It is possible for a stage to have incremental stages (e.g. Stage 1A, with some activity in Stage 3 for instance) or to be blended with another stage that has shared characteristics or requirements. There is no set duration for each stage, and the College will progress, or revert back through the stages on this continuum based on safety, State, Federal or local guidance, changing conditions, and the ability to meet specified requirements.

**STAGE 1**

**Definition:**

- The campus is closed to the public.
- All employees who can carry out duties from home must continue to do so.
- The focus is on essential operations needed to deliver educational services online and maintain core campus operations.
- Aligns with WVM Continuity of Operations plan – Phase 1 (Planning).

**Characteristics:**

- Only employees performing essential duties are working on campus; all other employees continue to work remotely.
- The focus is on critical tasks needed to maintain basic, essential college operations and services.
- All learning and classes are offered remotely with exceptions made for limited hands-on instruction as required by regulation and administered with authorized health and safety protocols.
- No visitors are allowed except by appointment for issuance of instructional supplies, technology.
- No gatherings of any kind are allowed including college sponsored activities on or off-campus.
- Athletic competitions are suspended.
- All activities need to be essential and pre-authorized.

**Allowed Activities (examples):**

- Curb side distributions.
- Library book & computer pickup.
• Instructors accessing office or classroom space as authorized.
• Manager training and campus preparation, including Keenan training.
• Managers on site to supervise campus activities or prepare campus for re-opening.
• Outdoor Farmer’s Market and public tennis.

STAGE 1A—Modifications to Stage 1
• Additional employees return to campus in waves, based on work function and as specified in approved departmental plans to prepare for campus reopening.
• Managers will survey spaces, make modification requests to meet requirements and other preparations.
• A limited number of employees will return to campus. Such employees must be approved by their respective supervisor or department Manager and
• All employees working on campus will follow the daily check-in protocols established by the District and self-screen before coming to campus, ensuring no illness or COVID-19 symptoms are present.

Activities: As above.

Stage 1 Campus Access

During this level the college is closed to students, visitors, community members, and all staff/faculty (employees) that are not participating in critical work on campus. Employees that are participating in critical work must get prior approval to enter campus from their supervisor. Their supervisor will notify the office of Administrative Services with the following information:

  o Employee Name
  o Employee ID Number
  o Time frame employee will be on campus
  o All locations on campus the employee is expected to enter. The employee will be responsible to update their supervisor if they enter an area on campus that was not originally requested.
  o Explanation of the essential work that will be done.

During this stage all buildings will remain locked however, the key card system will still allow staff to enter the building. All classrooms and other non-essential spaces on campus will be programmed to a level 2 security clearance. All offices and office suites will remain at a level 1 security clearance, this means employees will have access pending their supervisor’s approval to be on campus.
STAGE 2

The campus is open and limited to students, faculty and visitors by appointments, with limited face-to-face classes, and faculty using one of the 27 identified rooms for the purpose of filming online lectures.

The college is operating under the most current SCC shelter in-place order and social distancing protocol and/or other local/state/federal guidelines as required. The focus is on the limited return of critical student services and operations and providing students and employees essential access to on-campus technology, specialized facilities, and resources. Aligns with WVM Continuity of Operations Plan – Phase 2 (campus open).

Definition:

- Campus access remains mostly limited to managers and approved employees.
- The focus is on the limited return of critical student services and operations, providing students and employees essential access to on-campus technology, specialized facilities, and resources.
- All employees who can carry out duties from home must continue to do so.

Characteristics:

- Students in essential in-person classes or coming to study in designated study spaces are allowed on campus.
- Faculty are allowed on campus to facilitate their online teaching by either using the technology in their office or lab or a reserved classroom space.
- Special face to face class activities, such as one time skill assessments and off site field trips, need pre-approval of the school dean.
- No student organizations or other events are meeting on campus.
- Additional employees return to campus as specified in approved unit plans to perform essential duties and provide critical instruction and student services.
- Building monitors and supervisors closely monitor students and staff and activities on campus to ensure social distancing and limit access and circulation through buildings.
- Athletic competitions remain suspended.

Requirements:

- College department must have approved plan and meet all requirements.
- Employees must meet training, screening requirements and have their work schedule, work area, job duties, etc. assessed and discussed prior to returning to campus.
• Entry points and access throughout the campus are monitored and facilities modifications, cleaning schedules, signage and markers are in place.
• COVID-19 emergency plan, exposure event protocol, and campus shutdown plans remain in place.

Allowed Activities (examples):

• A small number of in person classes are meeting on campus as required to meet learning objectives.
• Pre-approved in-person class meetings (as noted in the class schedule) requiring hands-on activities or access to specialized equipment (e.g. Art and Design studios, Science labs, Health Care Technology classes, Park Management, Athletic training).
• The library is open to students only to serve as a designated wifi, computer and study space a with social distancing protocols in place. Other designated study and computer spaces will be opened if there is a demand. Technology pick up allowed.
• Designated classrooms are open for faculty on a reservation basis for the purpose of filming lectures for their online classes.
• Counseling, tutoring, and student health services are virtual.
• Limited café takeaway operations.
• Outdoor Farmer’s Market and public tennis.

Stage 2 Campus Access

• During this stage the campus is open to preapproved employees only. Employees will need approval from their supervisor before entering campus. All buildings will remain locked however, the key card system will allow staff to enter. All classroom and other non-essential rooms and spaces will remain in a level 2 security clearance.
• Faculty are allowed on campus to use campus resources to facilitate online teaching or teach specific on campus classes.
• Students are allowed on campus to utilize designated computer and study spaces and to attend on campus classes.
• During this stage there may be a requirement to enter and exit a building at a certain point. There will be an employee at the access point to ensure occupancy levels do not exceed predetermined limits.

Stage 3

Definition:

The campus is open to students and visitors by appointment or specific service hours.
The college is operating under the most current local/state/federal orders and guidelines. The focus is on priority services and operations and providing students and employees essential access to on-campus technology, specialized facilities, and resources.

- The campus is partially open to students and visitors by appointment or specific service hours.
- All personnel who can carry out duties from home should continue to do so.
- The focus is on priority services and operations and providing students and employees essential access to on-campus technology, specialized facilities, and resources.

Characteristics:

- The majority of classes, learning, and services are still online.
- Students in essential in-person classes or coming to study in designated study spaces are allowed on campus.
- Faculty are allowed on campus to facilitate their online teaching by either using the technology in their office or lab or a reserved classroom space.
- Remote work continues as part of each unit’s plan to meet the College’s needs and compliance.
- Employees are providing services and performing work that cannot be effective done remotely and continue to use remote technologies on campus (Zoom, MS Teams, Docusign, Cranium Café, Canvas, etc...) to minimize direct interactions.
- Support services are offered with limited service hours or appointment windows to minimizing walk-in traffic.
- Additional class meetings and learning activities are scheduled and administered under protocol.

Requirements:

- All campus events, activities, and class sessions must be carefully assessed, planned, and pre-authorized.
- Facilities modifications, space layouts, cleaning schedule, signage and markers will be enacted to accommodate additional activities.
- COVID-19 emergency plans are in place.

Allowed Activities (examples):

- In-person classes or small group activities are meeting on campus as required to meet learning objectives.
- Limited operations for bookstore, Café.
• Café, cafeteria, auxiliary services, special programs are open with strict social distancing and County Health protocols in place.
• The library is open to students only to serve as a designated computer and study space a with social distancing protocols in place. Other designated study and computer spaces will be opened if there is a demand.
• Designated classrooms are open for faculty on a reservation basis for the purpose of filming lectures for their online classes.
• Outdoor Farmer’s Market and public tennis.

**Stage 3 Campus Access**

During this stage, each building will have a single point of entry. All other points of entry will be locked, in compliance with the current social distance protocol. At the entry point there will be a building monitor stationed. The building monitor will ensure the building does not exceed the occupancy limit and, that visitors know all social distance protocols. Some classrooms and other common areas may move to a level 1 security clearance.

Students and visitors will be allowed to enter the building to take care of pre-arranged business. Students and visitors should not come to campus if they do not have an appointment with one of the services operating on campus.

**STAGE 4**

**Definition**

In stage 4, the West Valley Campus is open to all students and visitors to access services and conduct business.

Some campus facilities remain restricted and business hours are limited. The College is operating under required protocols and/or applicable guidelines and best practices.

**Characteristics:**

• Several standard employee operations have resumed.
• Vulnerable employees continue to work with HR to request accommodations.
• Limited resumption of most non-instructional/services programs and services
• The college is close to approaching normal operational levels with prohibition of certain activities, events based on guidelines.

**Requirements:**
• Continue to evaluate and adjust facilities modifications, space layouts, cleaning schedule, signage/markers to accommodate expanded activities.
• COVID-19 emergency plans are in place.

Allowed Activities (examples):
• Reintroduction of Athletics competition and campus events and activities under guidelines.
• Meetings and gatherings limited to a set number of people, which will be determined when Stage 4 occurs.
• Reintroduction of in-person class meetings with social distancing and under County Health protocols.
• Outdoor Farmer’s Market and public tennis.

Stage 4 Campus Access
During this stage, the campus will be open to all who wish to visit. Per the health order at that time, buildings may have a single point of entry/exit. This point will be staffed to ensure the building occupancy does not exceed its limits.

Stage 5
West Valley College returns to standard, unrestricted operations.

4. Employee Return to Campus

Workplace Expectations & Guidelines
As previously stated, all employees are expected to fully comply with District policies, protocols and guidelines related to Covid-19 and as outlined and referenced in this document and the WVM Continuity of Operations Plan. Any questions or concerns should be discussed with the area manager and if needed, Human Resources. Employee Return to Work will follow all the guidelines established during the stages, but are included here for more clarity and detail, specific to employees.

Phased Staffing
Managers will phase in a return of staff coordinated over time in alignment with the RTC stages. Management will ensure critical in-person services can be provided to students while maintaining appropriate social distancing and availability of PPE (personal protective equipment).
The College will continually assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These staffing decisions, once approved, will be communicated through the respective managers.

The need to reduce the density and the number of people on campus to meet social distancing requirements will continue for some time. College units that can continue to effectively work remotely will continue to do so into the foreseeable future, until restrictions are eased by state and local public health authorities.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from the respective dean, vice president or vice provost. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, the college will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Return stages will morph and decision will remain fluid to protect the safety of the WVC team and the students we serve.

**Staffing Options**

Once employees have been instructed to return to work on-site, departments must meet required social distancing measures and reduce population density within buildings and workspaces.

Remote Work: Those who can work remotely to fulfill some, or all their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. Arrangements to work on campus should be approved and coordinated by the immediate supervisor and can involve a full or partial day/week schedule, as appropriate.

Alternating Days: To limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing standards, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

**Training Requirement**

All employees are required to complete training on COVID-19 prior to returning to campus for work. Human Resources has specified a training program in compliance with SCC Health
Orders and the program is offered through Keenan SafeColleges.

The series of courses offers a convenient way to communicate CDC and OSHA information related to items such as how to identify how COVID-19 spreads, how to recognize the symptoms, how to prevent the virus from spreading, coughing/sneezing etiquette, hand hygiene, and more. These trainings can be a helpful resource for reopening plans and an opportunity to demonstrate to staff, students, and the community that your West Valley-Mission Community College District is taking proactive measures to help to stop the spread of COVID-19.

The following courses are now available:

1. Coronavirus Awareness
2. Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings
3. Coronavirus: Cleaning and Disinfecting Your Workplace
4. Coronavirus: Managing Stress and Anxiety
5. Coronavirus: Preparing Your Household
6. Coronavirus: Transitioning to a Remote Workforce

To access these course, click on Keenan SafeColleges website for WVMCCD:  
wvm-keenan.safecolleges.com
For more information, contact paul.williams@wvm.edu at WVMCCD HR Department.

Employee Symptom Screening Requirement

Employee Self Screening

On a daily basis, all employees must complete a self-check for COVID-19 Symptoms prior to arriving to campus or any location where they will be performing work on behalf of the District. West Valley College IT department has developed a special mobile App (West Valley Health Check) under WVC-go to expedite and track screened check-ins. The App follows CDC guidance and is used in many US Colleges and Universities to help faculty, staff, administration, and student comply with self-screening protocols. For those students or staff who do not have a phone a desktop or laptop will be provided by the departments for the screening. To download the app, employees of WVMCCD and students at West Valley should download the APP directly from the Apple Store and from the Google Store. Note: As of 9/8/2020, WVC was waiting on final update of the APP from modolabs before introduction. In the interim period before the APP is live, employees should reference the questions below before entry to WVC buildings and follow the protocols below depending on self-check responses.

During the self-screening employees will ask themselves these 3 Core Questions
1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have COVID-19?

2. Do you live in the same household with, or have close contact with, someone who in the past 14 days has been isolated for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet away for 15 minutes or more.

3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?

Based on the latest CDC Guideline, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever or Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell.
- Confusion
- Sore throat
- Nausea, vomiting, diarrhea

If an employee answers yes to any of these three questions they should not come to work, in fact are not allowed to come to work and, they should seek medical attention.

Staff who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. This includes a daily temperature check. You must be free of ANY symptoms potentially related to COVID-19 to be eligible to report to work.

Employees should use the WVC Health Check App or the COVID-19 Personal Assessment Form to record self-assessment results. This information should not be submitted or collected. However, managers should confirm that employees have completed a daily self-assessment. The Assessment Form is located here: www.westvalley.edu/covid-19/protocols.html

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised
Employees whose health condition falls within one of the CDC High Risk Categories or is pregnant should work with their manager and Human Resources to determine appropriate work arrangements.

**Guidelines and Reporting Protocols**

For any incident involving a known or suspected positive COVID-19 exposure affecting a West Valley staff/faculty/student, the following COVID-19 Reporting form must be completed. Here is the link:

www.westvalley.edu/covid-19/protocols.html

All encounters, contacts and recent campus locations visited must be detailed for follow-up; the completed Reporting form is sent to the campus VPSS (Vice President of Student Services) Office. Upon receipt, the report will be reviewed for completeness per the protocol by the Director of Student Health (DHO) at WVC. After review, the DHO will take appropriate action if a positive Covid-19 test is confirmed. The affected individuals will need to self-quarantine for two weeks, and Santa Clara County Public Health Department (SCCPH) will be notified. Appropriate tracking and case monitoring are required. SCCPH will provide the information and the public health investigators of Santa Clara County will be the party responsible for any tracking and case monitoring.

College employee, who test positive for Covid-19, will need to submit a doctor’s note releasing them to work, prior to their return to campus. The same process will be utilized for students, until further notice.

5 Readiness Components

**Social Distancing Protocols**

West Valley College complies with the Santa Clara County Public Health (SCCPH) Social Distancing Protocol, a COVID-19 Site Specific Protection Plan filed by the WVM District, certified by our President, and approved by SCCPH. This Plan requires that Mission meets standards related to:

- Signage
- Personnel Training
- Individual Control Measures and Screenings
- Handwashing and Hand-Sanitizing Protocols
- Cleaning and Disinfecting Protocols
- Measures to Maintain Social Distancing
- Measures to Prevent Unnecessary Contact
- Procedure if a Person at West Valley Tests Positive for COVID19

And added measures implemented, specific to our campus.

To view Santa Clara County’s most update Social Distancing Protocol visit:

www.covid19prepared.org
Space Utilization

The office of Administrative Services will partner with West Valley College’s Facilities Team to identify which spaces can be open for use. When determining which spaces should be open for use, the office of Administrative Services will take the following into consideration:

- Current Health Order
- Current preparedness level of the College following the Stages laid out above
- Type of activity that will take place
- Current capability of the Facilities Team
- Any other information that is provided.

Once a space is authorized for use, Facilities will review the square footage and determine the occupancy level for staff, students, and visitors. The occupancy levels will be dictated by the recommendations of the health order and to achieve six feet of social distancing. Occupancy is currently limited to 25% of the legal occupancy total or 25% of the available square footage, based on 150 square foot per person. For instance if the occupancy is 100 people for a particular space, only 25 people will be allowed in the space following protocol. Likewise, 1000 square feet of space would allow occupancy of only 250 square feet.

All private single use offices will remain in use if, the work being conducted in the office falls within the restrictions of the Health Order or the current stage the college is in. All private single use offices should have no more than 2 people in the office at one time. All individuals must maintain six feet distance between each other.

Facilities Modification and Building Systems

Per the request of the Office of Administrative Services, Facilities will make both permanent and temporary modifications to the campus. These modifications should be able to limit individuals from encountering any viral or bacterial diseases. These modifications include but are not limited to installation of plexiglass, floor space markings, removal, or relocation of furniture. Facilities will program building systems such as heating, ventilation, and air condoning (HVAC) to ensure the system is limiting the spread of viral or bacterial particles.

Cleaning Protocols

Facilities has developed a cleaning schedule that meets the needs of the college, the requirements of the current Health Order, and the capabilities of the Facilities team. Facilities will clean the following but, not limited to spaces:

- Restrooms (1x during day shift, 1x during night shift)
- Classrooms: floors, trash, and high touch surfaces. 1 time a day (night shift)
- Office suites: floors, trash, and high touch surfaces. 1 time a day (night shift)
- High touch areas throughout campus. 3 times a day (periodically)
- Break rooms 1 time a day (night shift)
- Elevators 2 times a day (periodically)

Facilities will NOT be able to clean the following spaces. Therefore, these spaces will need to be cleaned by employees.
- Private offices, trash should be placed outside the door
- Employee works stations, including keyboards and phones
- Student desks and faculty desk in classrooms
- Benches, chairs, or other seating
- Conference rooms
- General tables
- Electronic devices
- Counter spaces such as Welcome Center, Admissions, Records, and Financial Aid.

Note: WVC Facilities will clean offices that have been used upon request

Facilities will stock as many spaces as possible with Hydrogen Peroxide disinfectant wipes. Disinfectant wipes are available and will be distributed by District Warehouse staff as replacement are required, when ordered by the Departments. This will allow trained employees the ability to clean their workspace, break rooms, classrooms, or other spaces between facilities’ cleaning. All employees shall follow the guidelines in the Disinfectant Wipe containers, as to how to effectively use the wipes to clean. The wipes should not be used on monitors, as it will lead to streaking.

**How to Request PPE and Cleaning Supplies**

Orders should be placed directly to the Warehouse through each office, whether a Dean, a Manager or any other WVC Offices. Each department will designate one person to oversee COVID supply distribution and inventory. To order additional or refill of supplies, this staff person will enter the webform designated for PPE orders. [www.westvalley.edu/covid-19/index.html](http://www.westvalley.edu/covid-19/index.html). The Warehouse will provide delivery directly to the offices that submitted the order. The Warehouse will also make sure that proper reporting occurs as to where PPE was distributed, so there will be no need to track by the department. Note: Additional Back up inventory will be stored at Fox Center Admin Services offices, just in case of an emergency or pressing needs.

As of the publication, WVMCCD has ample supplies of the following: disposable (aka surgical) masks, Hanes cloth face coverings, large buckets of disinfectant wipes, disposable gloves in S, M, L, and bottles
of hand sanitizer. The following PPE has been anticipated but not delivered: N95 Masks, Non-touch thermometers, Face Shields.

**Signage**

The office of Administrative Services will work with Facilities and District Police to ensure all signs are posted per the current Health Order. Additional health and safety signs will be posted throughout campus as needed.

Example of signs that will be posted at each entry point to campus:
- Social Distance Protocol. Posted at all entry points to buildings
- COVID-19 Prepared “Green Check Mark.” Posted at all entry points to buildings
- Face Covering Required

Example of additional health and safety signs:
- Handwashing
  - This is used to remind individuals to wash their hands and, proper handwashing.
  - Located inside restrooms and, near other sinks throughout campus
- Sanitization Station provided in main building locations, typically placed near entry points and office suites
- Restrooms with soap and water comply with County Health Orders
- 1- or 2-Persons Max
  - Posted near elevators, conference rooms, break rooms, etc.
  - These signs are to indicate how many individuals can be in a space.
  - These signs will be on the exterior of elevator doors, on all levels.
- Keep 6 Feet Distance
  - Posted on floors and white boards.
  - This sign is a floor decal that will be used in areas that generate lines. The signs will be spaced out 6 feet a part to show individuals where to stand when waiting in line.
  - These signs will be in the areas of Admissions, Records, Financial Aid, Welcome Center, Cafeteria, Coffee Bar, Information Desk, and other areas that have lines.
- COVID-19 SIGNAGE
  - Stop the Spread of Germs and Symptoms of Coronavirus Disease
  - Required at main entrances and exterior doors per County Order.
  - These signs remind individuals how to prevent the spread of germs and remind individuals the symptoms of COVID-19.
  - If any person is displaying these symptoms, they should leave campus and seek medical advice.
6. Health & Safety

The Santa Clara County Public Health Department and the Centers for Disease Control and Prevention have issued guidance for wearing a face covering when in public spaces to help slow the spread of COVID-19. Employees should review and be familiar with this information prior to arriving at work.

*Santa Clara County Public Health* [www.sccgov.org/sites/covid19/Pages/home.aspx](http://www.sccgov.org/sites/covid19/Pages/home.aspx)

*Centers for Disease Control and Prevention (CDC)* [https://www.cdc.gov/](https://www.cdc.gov/)

**Employees should work at home when possible**

Please note employees are not to be on campus unless they have permission from their Supervisor, Manager, or Dean. Permission to be on campus will only be granted for critical activities that require in-person work. This is to minimize the possibility of COVID transmission exposure and to reduce the need for custodial services.

**If you are feeling ill or have a fever over 100.4 degrees Fahrenheit, do NOT come to campus.**

If you have been tested for COVID-19 and come back with a positive result, please notify your instructor or direct supervisor. If you have been exposed to someone who has COVID-19 during the past 14 days, do not come to campus.

**District Guidelines**

1. All employees will wear face coverings in accordance with Public Health Orders.
2. Employees are expected to come to work with their own face covering.
3. Face coverings shall not display any offense words, slogans, or pictures.
4. Employees will be provided spare face coverings in the event a personal face covering is forgotten, lost or damaged (See Distribution below).
5. Employees involved in high contact/high risk positions (law enforcement, custodial staff, etc.) will be supplied personal protective masks as may be required.

**Personal Protective Equipment (PPE) & Face Coverings**

WVMCCCD has received quantities of PPE from the State and has purchased additional PPE as required. West Valley has adequate stocks of surgical masks and cloth face coverings, wipes, sanitizers, face shields and gloves. All employees and students can receive the surgical masks and employees can receive the cloth face coverings.

**Face Coverings (not technically PPE)**

When coming to campus during stages 1-4 all employees and visitors on campus are required to use a face covering. Face coverings are not intended to be a replacement for other illness prevention measures, including frequent hand washing; avoiding touching your eyes, nose, and mouth; and practicing/maintaining six (6) feet social distancing while conducting essential business.
Gloves
According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks. Employees in high-risk areas (e.g. Student Health Services) or responsible for routine cleaning should use gloves as part of PPE.

Employees should view this instructional video on the proper use of gloves and masks:

- The Do's and Don'ts of Wearing Masks & Gloves: [https://www.youtube.com/watch?v=eVJbenwzR1s](https://www.youtube.com/watch?v=eVJbenwzR1s)

Sanitizing Wipes and Spray Bottle Sanitizers
Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA’s criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

Goggles/Face Shields
Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Reference this CDC document for additional details on PPE:

Handwashing
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, sneezing, or touching your face. 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, and wash your hands after touching your face. See Keenan training on handwashing.

Cleaning/Disinfection
Custodial teams will clean office and workspaces based on CDC guidelines for disinfection. The Facilities Department will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.

Coughing/Sneezing Hygiene
If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then 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 alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings. See Keenan COVID-19 Resource Guide on how to prevent spread.

7. Measures to Prevent Unnecessary Contact

Online platforms, virtual spaces, hybrid tools and services have been implemented to provide remote access to classes and college services. West Valley’s IT department continually works with both internal staff and software contractors to ensure remote access/hybridization is safe, secured and functions to meet college and curriculum standards.

Cranium Café
Cranium Café is a convenient, flexible communication platform for students to schedule appointments, chat, or meet virtually with staff and faculty from anywhere, on any device. Cranium Café will be rolling out at West Valley College this summer, starting with Counseling services.

Canvas
Students have automatically been added to your Canvas site. If a student adds your course, they will have access to your course Canvas site 24 hours after adding. If you have questions with technology, Canvas, or Zoom, consult the Faculty Quick Guide. You can also contact Max Gault (Max.Gault@WestValley.edu) if you have technical issues with Canvas.

Zoom accounts.
Through Covid19-BlockGrant Funding, the District will be providing a Zoom Site license, based on FTES counts—800 individual license for Faculty, Staff and Administration and 12,100 licenses for current students.

Panopto.
WVC IT is working on implementing Panopto to provide a simpler interface through Zoom and Canvas. Panopto will provide lecture capturing seamlessly and allows faculty to save Lectures to the cloud with a click for future viewing and back up. Panopto solves the problem created by manual process of back up and thumb drives, while providing secure, back up storage of lectures, without space limitations, as exists with Zoom. Panopto has one other valuable feature, as it will deliver automated closed captioning for standard lectures. Specialized courses, such as math or foreign language will require an indirect intervention, which works in sync with the Panopto system.

Modolabs.
Modolabs provides the platform for WVCGo APP. Recently, that APP also allowed Health Check Screening and WVC IT has finalized a mobile phone App with XXX questions to help automate health
clearances prior to entering a building. A desktop version will assist those without a cell phone and keep us in compliance with local Health Department and CDC guidelines for monitoring the health of those entering out buildings, as we return to normalcy and Stage 5.

Docusign.
Docusign allows for digital approval of web forms or pdf documents. All approvals outside of the Banner system, will be processed using Docusign.

Appointments
Any request for in-person services during the RTC Stages will be by appointment only to best ensure compliance with social distancing protocols. Appointments will only be available for essential, critical services which cannot be provided through our online modalities, or due to accommodation requests.

Contactless systems
Technology tools and software will be utilized to minimize the exchange of cash, paper payments in college or service transactions.

Curbside distributions
Whenever possible, the College recommends mailing items to students or staff, planning for physical distributions only out of necessity, I.e. the laptop or textbook loan program. Under exceptional circumstances, with approval by area VP or Dean in advance, please refer to the College Guideline on parking lot, drive-by, curbside and physically distant distribution of school items, supplies, books and resources. The link to the County of Santa Clara guidelines, which West Valley College adapted and follows is located here:

wvWVCcd.sharepoint.com/:w:/s/WVCCOVID19CampusResponseTeam/Ef3_7PMOmxZAolvy9p5AZs8ytVs2PHmlpyti0W-tlv0nQ?e=4BbTcG

8. General Guidance for specific workspaces

WVC will follow CDC, state and local public health guidelines to meet the enhanced environmental and physical distancing orders to ensure the health and safety of college staff, students and visitors. A copy of the American College Health Association guidelines can be found at:

wvWVCcd.sharepoint.com/:w:/s/WVCCOVID19CampusResponseTeam/Ef3_7PMOmxZAolvy9p5AZs8ytVs2PHmlpyti0W-tlv0nQ?e=4BbTcG

Office/workstation
Managers and supervisors will inform the college on changes to workstations, reception areas, front counters to ensure physical distancing, including the need for clear barriers, PPE,
and cleaning supplies. Single occupancy in work rooms or spaces is encouraged.

**Meetings**
All meetings will be conducted virtually, even while working on campus. If a meeting cannot be conducted electronically, then the attendee number will be kept to fewer than 10 participants, with use of face coverings or masks, maintaining social distance and preferably held in an outdoor setting.

**Restrooms**
Social distancing markers and signage will be posted on limited or reduced capacity, use of face coverings, hand washing and sanitizing etiquette.

**Elevators**
Signage on the reduced capacity - no more than 2 people - will be posted both outside and inside the elevator unit.

**Events/gatherings/travel**
No in person social events, gatherings or college business travel allowed.

**Break rooms**
Access to employee break rooms may be closed off, limited, or available on a pre-scheduled basis to ensure social distancing and public health controls.

**Meals**
Meal breaks will be staggered to reduce the number of people in common eating areas, cafeteria or in line at Drip Coffee. Only pre-packaged meals, boxes or bags will be available instead of a buffet, salad bar or family-style food service. Avoid sharing food and utensils. Eating alone or outdoors while maintaining physical distance reduces risk of exposure COVID 19.

**Sharing—Don’t Do It**
Discourage sharing items that are difficult to clean or disinfect, as required by protocol. Keep enough supplies to minimize sharing of high-touch materials as much as possible, or limit use of supplies and equipment to one group of employees or students at a time, ensuring a thorough cleaning and disinfecting process in between use, as required. Avoid sharing electronic devices, books, pens, office supplies and other work/learning tools.

**9. Campus Communication Plan**

West Valley College will continue to use its channels to communicate with the community, both externally and internally. These include:
Social media
- Facebook
  - www.facebook.com/westvalleycollege
- Twitter
  - Twitter.com/westvalleycc?lang=en or @WestValleyCC
  - twitter.com/wvc_library
- Instagram
  - www.instagram.com/westvalleycollege
- askWVC. Online Chat—Contact us off WVC webpage on the right side of the screen; click on the Chat Icon (Blue Circle with a White Line Speech Balloon)
- Email/text lists
  - Internal: All West Valley Users email
  - External: Text messaging
- Canvas – student’s internal website for use with online courses. Access through the West Valley Student Portal. https://wvmccd.sharepoint.com/sites/wvmportal
- Website – www.westvalley.edu

Coronavirus Webpages:
- Main page for Advisory & Support: www.westvalley.edu/covid-19/index.html
- FAQ: www.westvalley.edu/covid-19/faq.html
- Policy Updates and deadlines: www.westvalley.edu/covid-19/policy-updates.html
- Protocols: www.westvalley.edu/covid-19/protocols.html
- WVC Policy updates: www.westvalley.edu/covid-19/policy-updates.html
  - West Valley College Health Check Download @ Apple or Google Play Store (mid Sept.)

10. Appendices
- Santa Clara Public Health Dept.: www.sccgov.org/sites/covid19/Pages/home.asp
- West Valley College Coronavirus Information Page: www.westvalley.edu/covid-19/
- Facilities Listing with Square Footage & Signage Templates
  - wvmccd.sharepoint.com/sites/WVCReturntoCampusTaskForce
    - Click on WVC Facilities Square Footage Report
    - Click on Covid-19 Signage
- Keenan Covid-19 Online Trainings: wvm-keenan.safecolleges.com
- Stages of Reopening: www.westvalley.edu/covid-19/index.html
- Return to Campus Master Plan: www.westvalley.edu/covid-19/return-to-campus.html
- WVC Return to Campus Workgroup Documents: wvmccd.sharepoint.com/sites/WVCReturntoCampusTaskForce/Shared%20Documents/Forms/AllItems.aspx