COVID-19 PREPARED:

Reopening of
GAVILAN COLLEGE
for the 2020-2021 School Year

June 30, 2020
COVID-19 PREPARED:
Reopening of Gavilan Joint
Community College District
for the 2020-2021 School Year

DATE: August 13, 2020

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Introduction and Overview

This document is designed to assist in planning for the safer reopening of instructional locations of the Gavilan Joint Community College District in Santa Clara and San Benito Counties for the 2020-2021 school year. We recognize the importance of returning students to school campuses for in-person instruction, as well as the overarching need to protect the health and safety of our faculty, students, staff, and broader community. The goal of this document is to help schools plan for and implement measures to reduce COVID-19 transmission in the campus setting, while meeting the educational needs of all students. This document is intended to be applicable to all instructional locations within the district, public or private, throughout Santa Clara and San Benito Counties.

Early decisions on campus closure by public health experts around the country were based heavily on knowledge and experience with influenza, a disease for which school-based transmission is a significant factor in community-wide spread of disease.

A community college, just like healthcare and food provision, is an essential service in our community, and as such, the reopening of campuses for in-person instruction with strict safety protocols should be prioritized. Campus closures magnify socioeconomic, racial, and other inequities among students. The students most impacted by school closures are those without access to technologies that facilitate distance learning, and those with special needs. Disruption of normal student and social interactions also has a profound adverse impact on students’ academic, social and emotional well-being.

The County of Santa Clara Public Health Department’s decision to reopen school campuses for in-person instruction and to keep them open will depend on several factors for Gavilan Joint Community College, specifically. These include, but are not limited to:

- Continually evolving scientific understanding of COVID-19;
- The number of current COVID-19 cases;
- The degree to which students and our campus community members are contributing to spread of COVID;
- The capacity of our health system to identify and care for cases and prevent transmission in healthcare settings;
- The availability and use of widespread testing to identify new cases;
- County residents’ ability to quickly and effectively isolate or quarantine themselves when sick;
- And our community’s continued cooperation in practicing physical distancing, using face coverings, and taking other preventive measures.
As some of our selected instructional locations prepare to resume in-person instruction where as required, generally our faculty, staff, and students should be prepared for remote instruction and work. Our district should also be prepared for the possibility of partial or full closure, either short-term or for a longer period depending on the factors surrounding the pandemic. Because the data regarding the impact of reopening on COVID-19 transmission dynamics remains incomplete, we will continue to learn and revise our guidance accordingly.

This document contains a series of public health requirements, recommendations, and considerations for our instructional locations and reopening for in-person instruction. These should be read in conjunction with all relevant local, State, and federal laws, as well as reopening guidance from the State Chancellor’s Office, our State and federal government.

The requirements in this document are actions that the County of Santa Clara Public Health Department is requiring college to follow as they resume in-person instruction. Only those items labeled “requirements” in this document must be in place for schools to proceed with in-person instruction.

The recommendations in this document are additional measures that the County of Santa Clara Public Health Department recommends schools take to protect the health and safety of students, staff, and the broader community. Recommendations from federal, state, or local public health officials is distinct from the legal orders or requirements that schools must follow.

The guidance in this document reflects the best judgment of the County of Santa Clara Public Health Department as to practices that schools should follow, and it takes into account local conditions and considerations. Three additional documents that should be reviewed as part of the conversation about safe re-opening of a college campus are (1) The California Community College’s Chancellor’s Office Safe Return to Campus document; (2) The California Department of Public Health’s Guidelines for Institutions of Higher Education and (3) The Santa Clara County Office of Public Health COVID-19 Guidelines website

Gavilan’s Approach to Safety
The District’s approach to safety will be evidence based and from the recommendations and requirements of the County, the California Community College’s Chancellor’s Office, the California Department of Public Health, and Gavilan’s Emergency Operations Center (EOC). This document is subject to change. All information in the document was incorporated from the following resources:

Reopening of Santa Clara County K-12 Schools COVID-19 PREPARED: for the 2020-2021 School Year, revised August 8, 2020,
Section 1: Prevention

Common public health strategies to reduce the risk of disease transmission in schools and other community settings include: (1) minimizing the number of people who come into contact with each other, (2) maximizing the physical distance between people, (3) reducing the time that people spend in close proximity to others, and (4) measures to minimize dispersion of droplets and aerosols (e.g., using face coverings and covering coughs and sneezes). Because the relative contribution of each of these measures in reducing the spread of COVID-19 is not yet clear, public health experts have generally recommended that they be used collectively where possible.

A. Physical Distancing

Common public health strategies to reduce the risk of virus transmission:

(1) minimizing the number of people who come into contact with each other,
(2) maximize social distancing at all times,
(3) reducing the time that people spend in close proximity to others, (within 6ft and for 15 minutes or more), and
(4) measures to minimize dispersion of droplets and aerosols (e.g., using face coverings and covering, coughs and sneezes).

General Guidelines

1. All employees must complete the required COVID-19 training before being allowed to return to campus
2. Employees who are returning to campus must adhere to the CDC, local, state and national guidelines while on campus.
3. Employees returning to work are required to conduct a self-assessment prior to reporting to their work location and confirm their self-assessment with Campus Safety as they check into campus.
4. Employees must be free from any of the following symptoms:
1. Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea

2. Faculty, staff, and students must adhere to the PPE guidelines outlined by the CDPH Guidelines

5. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) to the extent practicable, or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.

6. Keep students’ belongings separate so that students do not come in contact with other students’ belongings.

7. Reduce the amount of furniture and equipment in the classroom to facilitate distancing and reduce high-touch surfaces.

8. Increase ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters and increasing ventilation rates.¹

Arrival, Departure, Classroom & Non-Classroom Space Guidelines

Instructors must be able to:

- Maintain social distancing throughout the course of instruction in accordance with training as provided by the District.
- Share and help enforce the respective safety protocol related to COVID-19.
- Maintain clear and accurate record keeping of participating students in case of contact tracing.
- Have a discussion with students regarding not gathering in groups on campus before or after class.
- Include a statement on your syllabus that details the required social distancing protocols and other expectations.
- Create an orientation letter in iLearnj.gavilan.edu for students to review ahead of time to inform them of the requirements. Share this letter with students before the start of the semester.
- Discourage sharing of supplies and tools that cannot be cleaned easily. Employees and students will be responsible to maintain and clean supplies and tools.
- Minimize close contact between faculty, staff, and students at arrival and departure.
- Appropriately identify ingress and egress, i.e. pathway in and out of buildings.
- Immediately report any known positive COVID-19 cases using the District’s EOC “rapid response” protocol. ___________LINK HERE_____

Spacing will be clearly marked to support social distancing
• Each facility will have social distancing markings installed on the floor and/or chairs of the facility. If the facility has two doors, one door will be used for ingress and one for egress. If the facility only has one door, ingress and egress must be monitored by the faculty member supervising the classroom or lab.
• Bathrooms will be designated for each discipline and new signage will limit bathroom access to adhere to social distancing rules.
• Students will not be able to congregate in any public spaces in between classes.
• Six feet markers/visuals will be made available on the floors and walls to help illustrate the required distancing.
• Calculate the reduced carrying capacity of facility. On the Fusion list you will be able to find a list of room square footages by building. Divide the square footage value by 36 to calculate the nominal reduced carry capacity of the facility.
• Restrooms will be designated for each discipline and new signage will limit access to adhere to social distancing requirements.

Considerations
• If crowding of students is occurring during arrival or departure, consider staggering arrival or departure times and designating multiple pick-up and drop-off locations to maximize physical distancing while minimizing scheduling challenges for students.

Lab and Specific Classroom Spaces

Modified Layouts
• Seating/desks are spaced at least six feet apart.
• For counties on the State County Data Monitoring List for three consecutive days, indoor lectures are prohibited. Courses offered in specialized indoor settings (e.g., labs, studio arts), whose design imposes substantial physical distancing on participants based on the nature of work performed in the space, are permitted. For up to date Information about the State County Data Monitoring List, which counties are on it, and what activities are impacted by it, see the California COVID-19 website.
• College will make use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
• Most classes are offered synchronous distance learning in addition to in-person classes to help reduce the number of in-person attendees.
• Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).
• Consider redesigning activities for smaller groups and rearranging spaces to maintain separation.
Physical Barriers and Guides

- Physical barriers, such as sneeze guards and partitions, will be installed in the Cosmetology building.
- Appropriately identified Ingress and Egress. (i.e. Path in and out of building) will be clearly marked to support social distancing
- Ingress and egress must be maintained or faculty must expand procedures/timelines for turning in assignments that minimize contact.

Communal Spaces

- Limit, to the greatest extent permitted by law, any nonessential visitors or volunteers from accessing campus. In-person activities or meetings involving external groups or organizations – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county) are not allowed at this time.

- Shared spaces (Student Center, shared study spaces, Math Lab, Tutoring Center, etc.) are closed for the fall semester.

- Students will not be able to congregate in any public spaces in between classes. Students should plan on arriving 15-20 minutes before classes start and should plan on departing campus immediately after classes end.

- Bathrooms will be designated for each discipline and new signage will limit bathroom access to adhere to social distancing rules.

- Gym, Pools and Fitness Facilities: Gavilan College will adhere to all local, county and state mandates in regard to the use of gymnasiums, swimming pools, and fitness facilities. Please refer to Appendix #/letter?? Gavilan College Athletics Resocialization Protocol for information pertaining specifically to return to athletic class, practice, and competition.

- Offices: Space staff at least six feet apart, preferably with physical barriers in between work stations.

B. Hygiene Measures

According to the CDC, Americans are increasingly adopting the use of cloth face masks to slow the spread of COVID-19, and the latest science may convince even more to do so. In an editorial published on July 14th, 2020 in the Journal of the American Medical Association (JAMA), CDC reviewed the latest science and affirms that cloth face coverings are a critical tool in the fight against COVID-19 that could reduce the spread of the disease, particularly when used
universally within communities. There is increasing evidence that cloth face coverings help prevent people who have COVID-19 from spreading the virus to others.

CDC Director Dr. Robert R. Redfield, states that “Cloth face coverings are one of the most powerful weapons we have to slow and stop the spread of the virus – particularly when used universally within a community setting. All Americans have a responsibility to protect themselves, their families, and their communities.”

**Requirements**

- The Gavilan Joint Community College District (GJCCD) requires all students and employees; while at District owned, operated, or controlled facilities, to comply with current Santa Clara County Public Health Orders and Social Distancing Protocols. This includes the use of face coverings as required. All persons must wear their own face coverings at all times while in the GJCCD facilities in accordance with CDPH2020.

- 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 6 feet social distancing while conducting essential business.

- 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.

**Recommendations**

- Provide face coverings for students and staff who lose their face coverings or forget to bring them to class.

- NOTE: Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others.

- Concerns about students with disabilities related to their inability to wear a face-covering should be referred to your dean and to the AEC.

**Guidelines**

- All students and employees will wear face coverings in accordance with Public Health Orders
• Students and employees are expected to come to campus with their own face covering
• Face coverings shall not display any offensive words, slogans or pictures
• Students/employees will be provided spare face coverings in the event a personal face covering is forgotten, lost or damaged (See Distribution below)
• Employees involved in high contact/high risk positions (custodial staff, health services, public safety, etc.) will be provided with additional personal protective equipment as may be required.

**Distribution**

• Employees requiring a spare or replacement face covering while at work should make the request through their immediate supervisor/manager/dean. Cloth and disposable face coverings are available due to a supply from the Chancellor’s Office. N95 masks will only be provided if conditions require that an N95 mask be used.
• Designated supervisors/managers/deans will track employee requests and assist the Business Office with maintaining local inventory
Resources:

- **Santa Clara County Public Health**  
  [https://www.sccgov.org/sites/covid19/Pages/home.aspx](https://www.sccgov.org/sites/covid19/Pages/home.aspx)
- **State of California Department of Public Health**  
  [https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Face-Coverings-Guidance.aspx](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Face-Coverings-Guidance.aspx)
- **Centers for Disease Control and Prevention (CDC)**  
  [https://www.cdc.gov/](https://www.cdc.gov/)
- **Gavilan College Athletics Resocialization Protocol:**  
  [https://gavilan.sharepoint.com/:b:/g/gavilandocuments/EbBU1VsNMkVPkJYRrS3dKCsBmGIOlFCm48gFlzQfmdaPVQ?e=BglCSR](https://gavilan.sharepoint.com/:b:/g/gavilandocuments/EbBU1VsNMkVPkJYRrS3dKCsBmGIOlFCm48gFlzQfmdaPVQ?e=BglCSR)

**Hand washing and Other Hygiene Measures**

**Requirements**

- All individuals are required to obtain district training and reinforce proper hand washing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Post signage in high visibility areas to remind students and staff of proper techniques for hand washing and covering of coughs and sneezes and other prevention measures.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.
- Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean and disinfect items between uses.
- Minimize staff's and students' contact with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times).

**Recommendations**

- Develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
- Have students and staff wash hands at staggered intervals to minimize congregation around handwashing and hand sanitizer stations. Monitor students to ensure social distancing.
- Proper handwashing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if handwashing is not practicable.
• All individuals have the personal responsibility to have their own hand sanitizer in case hand sanitizer is unavailable.
• Hand sanitizer is provided in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.
• Suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles or single use disposable water bottles.

C. Intensify Cleaning, Disinfection and Ventilation

Cleaning and Disinfection

Requirements

• At least daily, and more frequently if feasible, clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), drinking fountains, and playground equipment) and shared objects (toys, games, art supplies, books) pursuant to CDC guidance. See:
  • Cleaning and Disinfecting Your Facility
  • Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

Recommendations

• When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. Choose asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) whenever possible and avoid products that mix these ingredients with peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can exacerbate asthma.
• Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
• Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before students arrive; plan to do thorough cleaning when students are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
• Ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other waterborne diseases.
After an illness, limit access to areas used by the sick person (e.g., a student’s desk or a staff member’s office) until cleaned and disinfected.

**Considerations**
- Limit use of items that are difficult to clean and sanitize.
- Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products.

**Ventilation:**
- Doors and windows should be open as much as possible to encourage air flow throughout the space.
- HVAC units should be cleaned and sanitized.
- Fans and UVC lights can be made available to help promote ventilation and a safe classroom space.

**Disinfection of Water Systems:**
To minimize the risk of diseases associated with water, facilities will ensure that all water systems (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. **Drinking fountains will be cleaned and disinfected.** Employees and students are encouraged to bring their own water to minimize use and touching of community water fountains.

- Add personalized drinking here
- Hand sanitizers signage / items

**D. Ancillary Events, Food Services:**

**Ancillary Events**
- All events will take place outside.
- Students, staff, and community members accessing ancillary events must:
  - Sign up in advance to participate (for contact tracing purposes);
  - Are notified of the safety protocols via email at least 24 hours prior to each event;
  - Are subject to pre-screening health questions.
- Distancing requirements mask, wearing, and cleaning protocols will be practiced and enforced.
- Staff handling physical items must hand wash and/or sanitize their hands frequently and wear gloves.

**Food Services**
- Gavilan College dining is closed for the fall 2020 term.
• Vending machines are locked and not accessible.
• Gavilan College Food Pantry drive through food distributions will follow the ancillary events protocols.

E. Athletics

Considerations
• Consider whether extracurricular activities can be conducted outdoors or virtually (e.g., remote broadcasting of musical and theatrical practice and performances) or while maintaining stable classroom cohorts.

1. Athletics

Amid the ever-changing circumstances surrounding the COVID-19 pandemic, athletics throughout the world have come to a halt for the safety and well-being of student-athletes, fans, and support staff. Gavilan College Health and Wellness Division has created a comprehensive ‘Return to Campus’ document for athletes with protocols, forms and links to health departments and testing sites. This document aims to assist the Athletic Department with preparation and implementation strategies to enhance safe return to campus and athletic activity following the COVID-19 pandemic. This guidance is interim. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing operations; as new data and practices emerge, the guidance will be updated. It will be updated as new data is available. The latest document is referenced here and can be seen in the appendix.

Pre-Participation Questionnaire (PPQ)
In addition to the medical history recorded prior to a pre-participation physical exam/screening, we are recommending that every student-athlete fill out a questionnaire about their COVID-19 status (PPQ). This form also contains a COVID-19 risk statement. This form also helps to identify Vulnerable Populations, who as recommended by this Resocialization document, should not participate until Phase 3 of resocialization into athletics.

If someone has tested positive or is symptomatic, we are also recommending that they receive clearance from a physician.

Physician Referral Form (PRF)
If any incoming or returning student-athlete has previously tested positive for COVID-19 or has been in close contact with an individual who tested positive for COVID-19 they will be required to complete a PRF prior to receiving a full clearance for participation. We are recommending that anyone who has had symptoms or may be symptomatic will need clearance to ensure that
they are cleared for any potential COVID-19 issues. The form must be signed, dated and stamped by a physician (MD or DO).

The student-athlete must also produce proof of a negative COVID-19 lab test.

**Daily Screenings**
In accordance with the CDC’s Considerations for Institutions of Higher Education, we require that everyone involved within athletics or athletic facilities be subject to a daily two-part screen. 1) Fill out or answer a questionnaire regarding symptoms pertaining to the student-athlete’s own status and the status of others in their household. If it cannot be done virtually, the student-athlete’s answers can be recorded on a daily check-in sheet. 2) Daily temperature check-Done individually with no-touch infrared thermometers.

A person with a fever, or with anyone in their household having a fever, is to stay home until they are fever free for 72 hours. If they have multiple symptoms and meet the Definitions of Symptoms for Reportable Illnesses, or if the symptoms persist, they should be sent for a COVID-19 lab test.

**Screening for Contests/Competitions**

**Home Contests**
- Home team will be subject to daily screenings.
- Visiting Teams will be subject to the institutions’ specific COVID-19 procedures of the host institution. District will screen visiting team.

**Away Contests**
- We recommend that all teams are screened by qualified and authorized personnel at their home college prior to leaving for an away contest.
- All members of the travel party should complete the daily two-part screen process and inform the host athletic trainer of results.
- Only individuals who pass the screening process should be allowed to travel.

All team faculty members are required to share respective protocols of their locale and shall be reviewed prior to the contest.

**Emergency Action Plan Considerations**

In the event that anyone in attendance at a Gavilan College sponsored event, practice, class, or meeting shows or reports symptoms of COVID-19, the following procedures are to be followed:
Prior to any class or event on the Gavilan College campus or official off-site venue, an isolation area will be identified. An isolation area refers to a pre-designated area that acts as a waiting location for acutely symptomatic individuals who require medical attention. The location of the isolation area will be determined and distributed to personnel as needed.

In the event that any of the following scenarios occur, refer and/or contact the on duty athletic trainer. In the event of a positive test, or where contact tracing is necessary, the individual will be transported home, or to a health care facility (non-emergency) by themselves or by a person within their household. There will be an investigation of any COVID-19 illness to determine if any work-related or athletic-related factors could have contributed to risk of infection.

School athletics guidelines can be found in Appendix ####. *** Comprehensive Draft from Athletics Department EOC presentation
https://gavilan.sharepoint.com/:b:/g/gavilandocuments/EbBU1VsNMkVPkYRrS3dKCsBmGIOLFCm48qFlzQfmdaPVQ?e=ZEEw6s

2. College Events

Requirements

Ancillary Events

• All events will take place outside.
• Students, staff, and community members accessing ancillary events must:
  • Sign up in advance to participate (for contact tracing purposes);
  • Are notified of the safety protocols via email at least 24 hours prior to each event;
  • Are subject to pre-screening health questions.
  • Distancing requirements mask, wearing, and cleaning protocols will be practiced and enforced.
  • Staff handling physical items must hand wash and/or sanitize their hands frequently and wear gloves.

Food Services

• Gavilan College dining is closed for the fall 2020 term.
• Vending machines are locked and not accessible.
• Gavilan College Food Pantry drive through food distributions will follow the ancillary events protocols.

Recommendations

• Maximize the number of school events that can be held virtually or outside.
• Events involving on-campus visitors interacting with staff or students should be minimized.

Section 2: Monitoring

A. Health Screenings

Health screenings refer to symptom screening, temperature screening, or a combination of both. Although temperature screening for COVID-19 has become a widespread practice in a variety of business and community settings, its limited effectiveness may be outweighed by potential harms. With respect to COVID-19, the CDC acknowledges that “fever and symptom screening have proven to be relatively ineffective in identifying all infected individuals.” This is because people with COVID-19 can infect others before they become ill (pre-symptomatic transmission), some people with COVID-19 never become ill but can still infect others (asymptomatic transmission), and fever may not be the first symptom to appear.

There are also several drawbacks and limitations to temperature screening including inaccurate results, potential risks to the personnel who are measuring temperatures, potential risks to screened populations, and significant logistical challenges and costs. Temperature screening may additionally lead to delays in the start of class and may also inadvertently increase risk of disease transmission if students congregate in long lines while waiting to be screened. For these reasons, temperature screening is not a requirement for schools. However, certain disciplines (such as Allied Health and Athletics) may require a temperature screening for access to a facility or to participate in a designated activity.
Requirements

- Signs are posted at all campus and building entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- All students and staff should be screened for symptoms each day. Alternatively, symptom screening can occur on-site via self-reporting, visual inspection, or a symptom screening questionnaire. Symptom screenings do not need to be performed by a nurse or other health professional.
- Temperature screening of students and staff is not required. If temperature screening is performed, contact-less thermometers should be used.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher must be sent home immediately until testing and/or medical evaluation has been conducted.
- Communicate screening requirements to all staff and students. Provide periodic reminders throughout the semester.
B. COVID-19 Testing and Reporting

Requirements

- Recommend students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.¹
- Positive test results:
- Require that students notify administration immediately if the tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in Section 3 below.
- Negative test results:
  - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
  - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
  - Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
  - Documentation of negative test results must be provided to administration.
  - See SCC County Office of Public Health’s 10+3 Guidelines for more information

Recommendations

- In lieu of a negative test result, allow symptomatic students and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Encourage routine testing of all staff. Testing is now widely available at testing sites and through healthcare providers throughout the community.

Considerations
• Provide students and staff with information regarding nearby testing sites, which is available through www.sccfreetest.org.

Section 3: Response to Suspected or Confirmed Cases and Close Contacts

Staff and Student Training:

COVID-19 General Training Per SCC Social Distancing Protocols (https://www.sccgov.org/sites/covid19/Pages/social-distancing-protocol.aspx), all employers are required to provide Covid-19 training to all staff and students.

To comply with this requirement, the District has set-up online training open to all staff and students. You must complete this training prior to coming on campus.

How do I access Keenan SafeColleges Mandatory Trainings?

• Using your web browser, go to the Keenan SafeColleges website for Gavilan Joint Community College to complete the trainings/assignments as soon as possible: https://gavilan-keenan.safecolleges.com
• Enter your Username: Your G# (ex: G00XXXXXX)

Once you log into the site, click on the course title to begin the training. There are several Coronavirus trainings you are able to take. However, the two required trainings are:

• Coronavirus Awareness
• Coronavirus Protocols

The Coronavirus Awareness training has audio, so be sure to turn up your speakers if you’d like to listen. You must complete each section of the course in order to receive full credit.

Families First Coronavirus Response Act

Employees may qualify for paid sick leave or expanded family and medical leave for specific reasons related to COVID-19. These provisions currently are in place through December 31, 2020.

Benefits under this act include:
• Two weeks (up to 80 hours) of paid sick leave at employee’s regular rate of pay if employee is unable to work due to being quarantined (pursuant to Federal, State, or local government order or advice of health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or

• Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay if employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

• Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19

To learn more about these benefits, please contact Michaela Gonzalez in the Human Resources department at migonzalez@gavilan.edu. Employees will find more information regarding the FFCRA on the intranet under Human Resources as well as on the following links: DOL FFCRA Information DOL FFCRA Question and Answers
**Requirements**

**Suspected COVID-19 Case(s):**
- Any students or staff exhibiting symptoms will be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

**Confirmed COVID-19 Case(s):**
- **Administrators** should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214. Notify all impacted college and community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. (Information concerning confidentiality can be found [here](#)).
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation as recommended in Section 1.C.
- For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.

**Close contacts to confirmed COVID-19 Case(s):**
- Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing, and, immediately and on day 10 of last day of exposure to the case. They should, even if they test negative, remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19
positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
- Those who test positive should not return until they have met County of Santa Clara criteria to discontinue home isolation (see Table 1, Scenario 3).

Return to Campus after Testing:

- Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
  - Documentation of a negative test result should be provided to school administrators.
  - In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Symptomatic individuals who test positive for COVID-19 can return 14 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
- Asymptomatic individuals who test positive for COVID-19 can return 14 days after their positive test result.
- If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
- If they test negative, close contacts to confirmed COVID-19 cases can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Immediate Actions</th>
<th>Communication</th>
</tr>
</thead>
</table>
| **Scenario 1:** A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.00 or above. | • Student/staff sent home  
• Student/staff instructed to get tested | No action is needed |
| **Scenario 2:** A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19 | Student/staff sent home  
• Student/staff instructed to get tested  
• Student/staff instructed to quarantine, even if they test negative, for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) COVID-19 positive household member completes their isolation  
• If student/staff test positive, see Scenario 3 below  
• College administration notified | For the Involved Student  
Family or Staff Member:  
Template Letter:  
Household Member or Close Contact With COVID-19 Case |
<table>
<thead>
<tr>
<th>Scenario 3: A student or staff member tests positive for COVID-19.</th>
<th></th>
</tr>
</thead>
</table>
|  | • Student/staff sent home if not already quarantined  
  • Student/staff instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after positive test.)  
  • Close contacts identified and instructed to test & quarantine for 14 days  
  • College administration notified  
  • Public Health Department notified |
| For Positive Case Student Family/Staff: |  |
|  | Template Letter: COVID-19 Case  
  For Student Families and Staff Members Identified as Close Contacts: |
|  | Template Letter: Household Member or Close Contact With COVID-19 Case  
  For All Other Student Families and Staff Members: |
|  | Template Letter: COVID19 Case in Our Community |
### Table 2. Steps to Take in Response to Negative Test Result

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Immediate Actions</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)</td>
<td>• Student/staff may return to school 72 hours after resolution of fever and improvement in other symptoms</td>
<td>Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed</td>
</tr>
<tr>
<td>A student or staff member tests negative after Scenario 2 (close contact)</td>
<td>• Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation</td>
<td>No action is needed</td>
</tr>
<tr>
<td>A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)</td>
<td>• Can return to school/work immediately</td>
<td>No action is needed</td>
</tr>
</tbody>
</table>

### Appendix:

Local Testing Facilities:
- Santa Clara County: [https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx](https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx)
- San Benito County: [https://cosb.maps.arcgis.com/apps/MapSeries/index.html?appid=91881d5ff0184577860db10ebcda_c928](https://cosb.maps.arcgis.com/apps/MapSeries/index.html?appid=91881d5ff0184577860db10ebcda_c928)

### Report Any Hospitalizations or Deaths to the Local Cal/OSHA District Office

Any serious injury, illness, or death occurring in any place of employment or in connection with any employment must be reported by the employer to the local Cal/OSHA district office immediately. For COVID-19, this includes hospitalizations and deaths among employees, even if work relatedness is uncertain.