

West Hills College Coalinga
COVID-19 Procedures
for Remote Operations
Fall 2020/Spring 2021

COVID-19 Points of Contact

Primary contacts:

Jay Darnell (559)934-2368
Joe Hash (559)934-2501

Secondary contacts:

Brenda Thames (559)934-2203
Sam Aunai (559)934-2222

COVID-19 Tracing Contact

Cory Minter (559)934-2454

December 15, 2020

Frequently Asked Questions

Question	Answer	Reference
Is a face mask required at WHCC?	Yes. A face covering/mask covering the nose and mouth is mandatory for everyone entering WHCC campus grounds.	Page 3
Is WHCC campus open?	WHCC is operating remotely with limited staffing and staggered work schedules.	Page 3
Where is Personal Protective Equipment (PPE) located on campus?	PPE is located in the Administration Building and at the Maintenance & Operations (M&O) Building.	Page 4
How do I request PPE?	Contact shaunbailey@whccd.edu	Page 4
Do I have to provide my own hand sanitizer?	Hand sanitizer will be provided by automatic dispensers at entrance doors and at each workstation.	Page 4
Is social/physical distancing being encouraged?	Social/Physical distancing is required.	Page 3
Will there be students in the Residence Halls?	At this time, there are no plans to house students in the Residence Halls during Fall 2020.	Page 18
Will Food Services be operational?	Food Services will be available for “take away” or outside dining during limited hours.	Page 18/19
How are students scheduling appointments?	Students are scheduling appointments through Calendly. There is no face to face walk up appointments for any departments on campus.	Page 5
Where should students be directed to park for their appointments?	Parking Lot 2 is located in the southwest corner of our campus. It is at the corner of Cherry Lane and Falcon Lane.	Page 5

To ensure the safety and well-being of students, faculty, and staff, it is essential that operational procedures for on-campus COVID-19 assessment be in place as we return to on-campus operations. All areas of campus operations will be required to meet the most current State and County Health Department guidelines on health screenings and social distancing.

This document and an online fillable COVID Screening Form will reside on the West Hills College Coalinga resources tab, On-campus COVID-19 Procedures (<https://support.whccd.edu/hc/en-us/articles/360056082653>).

MANDATORY SIGNAGE:

Signage at each public entrance of the facility to inform all employees and customers that face masks are mandatory; they should avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any other unnecessary physical contact.

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Signage will be placed at strategic points across campus directing foot traffic to the appropriate resource (Calendly, phone numbers, etc.) Students that are on campus for appointments or that are scheduling appointments should be directed to park on Parking Lot 2. (Attachment 1)

MEASURES TO PROTECT EMPLOYEE HEALTH:

West Hills College Coalinga is operating remotely until further notice. If you do not have approval to be on Campus from your direct supervisor, please do not come to Campus. The request and approval process have been emailed to all WHCC employees. If you need access to campus for any reason, you must request permission to come to campus via email to your direct supervisor. You must provide a reason for your request, the date and time you will physically be on campus, the building(s) you need to access, and the length of time you will be on campus. You must email a completed and signed COVID-19 Screening Checklist the morning of your approved appointment. For Monday appointments, the request should be submitted no later than the previous Friday. Your supervisor will respond with an approval/disapproval email. The supervisor should also carbon copy (CC) Shaun Bailey and Darrien Alexander in the approval/disapproval email. Everyone who can carry out their work duties from home are being directed to do so.

A face covering/mask that covers the nose and mouth is **REQUIRED** for **ALL** persons on West Hills College Coalinga property. This includes all indoor and outdoor spaces unless an exception is designated by the President Thames. Any violation to this mandate needs

to be addressed professionally but firmly. If you are not comfortable addressing this issue, immediately report the incident to your direct supervisor or other Campus Administrator. Social/Physical distancing is required while on WHCC campus whether indoors or outdoors.

All Supervisors are required to use staggered scheduling to reduce the overall number of employees reporting to campus at any given time.

Employees will be screened using the provided COVID-19 Screening Form. (Attachment 1)

Employees are required to wear protective facial coverings that cover the nose and mouth while on WHCC campus grounds.

All desks or individual workstations are separated by at least six feet.

Break rooms, bathrooms, and other common areas must be disinfected frequently.

Disinfectant and related supplies are available to all employees by contacting Maintenance & Operations.

Hand sanitizer effective against COVID-19 is available to all employees at standing hand sanitizer stations and at each workstation.

Soap and water are available to all employees at all restroom locations. Employees are encouraged to wash their hands frequently.

Copies of these requirements must be distributed to all employees.

Personal Protective Equipment (PPE) is available in the Administration Building (Bldg B) and the Maintenance & Operations (M&O) office (Bldg W).

Request for PPE resupply can be submitted through the Maintenance Request page at https://whc.formstack.com/forms/zendesk_maintenance_request.

Staff working remotely may request permission through your direct supervisor to take additional computer equipment home using the attached form (Attachment 4) and sending it via email to your direct supervisor. CC Bruce Rudolph at brucerudolph@whccd.edu.

Staff working remotely may request permission to take office equipment home through your supervisor by using the attached form (Attachment 5) and sending it via email to your supervisor. CC Darrien Alexander at darrienalexander@whccd.edu.

CONTINUITY OF EDUCATION

During COVID-19, education and training will need to continue in some of the hard to convert disciplines and program areas to ensure students are able to complete their program of study.

In an effort to safeguard all staff and students amidst the COVID-19 concerns, WHC Coalinga is taking steps to minimize contact between students, faculty, and staff while providing instruction and training. The college will ensure proper social distancing during the delivery of our courses. The following minimum standards will be in effect beginning September 10, 2020, until further notice:

- **Prioritize online instruction:** Instructional activities will be moved to online as much as possible.
- **Reduced instructional sessions of 10 students or less (in-class):** Any remaining necessary hands on instruction, or required in person training, will be conducted with 12 or less students in an instructional space (with appropriate staggering of time as needed).
- **Enforced social distancing of at least 6 feet:** All students and staff will maintain 6 feet of social distance at all times. All activities, from arrival to departure, will be centered on maintaining safe social distance.
- **Required masks:** Students and staff will be required to wear masks at all times.
- **Mandated screening:** Students will complete a health screening and risk assessment, which may include taking their temperature, before participating in hands on or in person education and training. (Attachment 2)
- **Instructional areas:** Each lab and instructional area will be wiped/cleaned/sanitized before and after each class session. The instructor will run instruction from a safe social distance.
- **Designated Restrooms:** Restrooms will be designated for student use and cleaned regularly.
- **Designated Student Parking:** All students with a physical presence on the main Campus should be encouraged to park on Parking Lot 2. Students with a physical presence at the Farm of the Future should continue to use the student parking lot. Students with a physical presence at North District Center should park on the main entrance parking lot.

All face to face student interaction must be done by appointment. Students can schedule appointments through our scheduling app, Calendly. (<https://westhillscollge.com/coalinga/resources/virtual-resources/>) Alternatively, students

can call to make an appointment by phone to any department on campus.

BASIC DAILY PROCEDURES FOR ALL PROGRAMS

- On the first day of class or return to class, students will complete and sign a Student COVID-19 Screening Form (Attachment 2) and complete and sign the COVID-19 declaration and attestation that the student understands the COVID-19 Mitigation Protocols (Attachment 3).
- Students will bring/use their own facemask. Face masks are mandatory for all persons on WHCC campus grounds. Any student that arrives at his/her assigned workstation without a mask will be immediately supplied with a mask.
- Students shall avoid loitering and adhere to the social distancing 6 feet rule at all times.
- Students will complete a health screening and risk assessment, which may include taking their temperature, before participating in hands-on or in-person education and training. If a student is at risk or ill, the student will not be allowed to participate and will be referred to the student's own physician. A "Return to School" note from a medical professional may be required for the student to return.
- It is crucial that no student or instructor who is experiencing ANY symptoms come to campus. Administration and faculty will work together to provide plans for make-up instruction dates for students who may be unable to attend classes. Make-up dates may need to be offered at future dates.
- Faculty will keep an accurate log of all student hours missed related to COVID-19, and how and when hours will be made up.
- Students will bring/use their own facemask. Face masks are mandatory for all persons on WHCC campus grounds.
- If a student becomes ill on their non-class day, they should contact their professor.

START OF DAY / Face to Face Labs

- Students will be provided with information pertaining to location of classroom/lab.
- Lab equipment will be set up by faculty prior to students' arrival. While in the lab, faculty and students shall wear masks and gloves and shall maintain 6'

distance.

- Students will complete a health screening and risk assessment questionnaire, which may include taking their temperature, before participating in hands-on or in-person education and training. If a student is at risk or ill, the student will not be allowed to participate and will be referred to the student's own physician. A "Return to School" note from a medical professional will be required for the student to return.
- Students will be encouraged to wash hands as frequently as possible.

LAB DAILY CLEANING & SANITIZING

- Prior to beginning each day, the room will be disinfected including all light switches, tables, lectern, door handles inside and outside the classroom, and inside and outside the restroom.
- When students arrive, they will disinfect their working area wearing disposable gloves and use disinfecting wipes, disinfectant and paper towels, or other applicable cleaning material.
- Gloves, disinfecting wipes, and paper towels will be disposed of in garbage cans outside.

STRATEGIES FOR CLASSROOM INSTRUCTION

- Include COVID-19 safety policy and procedures in Canvas on-line materials with a quiz to assess a student's understanding of reducing coronavirus transmission rates, safety, and protection.
- Attendance will be capped at a maximum of 10 students to maintain a safe and healthy teaching environment with a maximum cap of less than 25% capacity for larger lab classrooms.

All students will be notified by email and asked to respond to the following topics:

- Identification of COVID-19 symptoms and direction to stay home if student has any symptoms.
- Identification of potential exposure to SAR-CoV-2 and removal of personal risk.
- Maintaining social distance and mitigation of risk to other people.
- Course procedures related to disinfection protocol.

Do Not Enter signage is posted for people with symptoms of COVID-19.

There will be no grouped instructions unless it is outside in a large open area.

Class locations identified as “Field” are located in large outdoor lab areas. All “Field” lab students and instructors will maintain 6’ social distancing and must wear masks covering the mouth and nose. Farm of the Future ag field labs will have a maximum capacity of 25 students. Currently, field labs are courses in irrigation, crop science, heavy equipment, truck driving, etc. Additional labs may be added as needed by the VP of Educational Services.

Each student will be assigned to a specific area of the classroom to maintain separation.

Equipment at each station will be wiped down, using a CDC approved disinfectant and sprayed down again so that all contacted surfaces remain wet for 10 minutes, between student uses.

Restroom and other common areas will be cleaned and disinfected by custodial staff.

The instructor will be held to the same standards of social distance as the students, demonstrating and instructing from a minimum of 6 ft.

Students will not be allowed to congregate in groups.

If a class participant shows symptoms any time during class:

- A. The student will be sent home.
- B. Fellow classmates will be informed with a discussion to assure that protocol was followed in regard to interactions with the symptomatic student.
- C. Identification of areas contacted by the student for disinfection reported to M&O.
- D. Information relayed to applicable Administrator, Campus COVID-19 tracer Cory Minter, and Human Resources.

On-Campus Study Lab – Fall 2020

General Information:

- Students will make an appointment online via Calendly. Student appointments are for 1.5 hour increments and students may request multiple times blocks.
- Study Room use will be on Tue, Wed, and Thu (Coalinga Main Campus)
- Study Room use will be on Wed (North District Center, Firebaugh)
- Study Room – H2 Computer Room (additional room to be used if needed)
- Students will complete the online COVID-19 questionnaire before they can come to campus.
- Appointments must be made 24 hours prior to the desired appointment time.
- Students who answer yes to any of the questions are not permitted to make an appointment.

- Students will be asked to wear a facemask when coming to campus. However, extra face-masks will be available if needed.
- A sneeze guard is at the instructor station of the room.

Guidance/Directions:

1. Remind students to wear face masks at all times and to maintain social distancing in and out of the classroom.
2. Inform students of the location of the student designated bathrooms in Building G.
3. Place the hand-sanitizer station outside of the classroom.
4. The Educational Services Office will provide the manager/staff assigned with the list of students by appointment for the day. This list will be provided before the end of business day on the day prior.
5. Use the list provided to verify appointment with each student.
6. Please help to clean/sanitize the space throughout the day as needed.
7. There are not appointments between 12 PM – 1 PM.
8. Inform M&O of any issues with room.

On-Campus Student Support Services Appointments (Financial Aid, Counseling/Advising, Admissions & Records, Library-Learning Resources, North District Center-Firebaugh, DSPS, etc.)

General Information:

Support services to be provided online/remotely. As needed an appointment may be made by the student for on-campus services if such service cannot be provided remotely.

- Students will make an appointment online via Calendly and/or by phone.
- Students will complete the COVID-19 questionnaire before they can come to campus.
- Appointments must be made 24 hours prior to the desired appointment time.
- Students who answer yes to any of the questions are not permitted to make an appointment.
- Students will be asked to wear a facemask when coming to campus. However, extra face-masks will be available if needed.
- A sneeze guard is at the staff member station of the room or office.

Students who come to campus before making an appointment they will be directed to make an appointment. Computer/laptop/tablet will be placed outside of designated areas on campus in Coalinga and Firebaugh for students to make an appointment.

Plan for when Staff Member, Student, or Visitor becomes sick:

Advise Sick Individuals of Home Isolation Criteria

- Remind staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home and follow isolation procedures.

Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at a higher risk for getting very sick from COVID-19

COVID-19 positive faculty, staff, or students are not to return to work/in-person classes or end isolation until they have met CDC's criteria to discontinue home isolation or receive a negative COVID-19 test result.

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days* have passed since symptom onset or the date the positive test was completed **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved.

Staff that have tested positive for COVID-19 must immediately notify Human Resources at (559)934-2159 and follow the instructions of the Human Resources department. Human Resources will notify COVID-19 Tracer Cory Minter and the appropriate Administrators on Campus

Clean and Disinfect

- Areas used by a sick person are to be closed and not used until after cleaning and disinfecting.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as practicable. Ensure a safe and correct application of disinfectants with trained staff using personal protective equipment and ventilation recommended for cleaning, as described above.

Sports Medicine Program

Guidance from the following agencies:

- Governor of California
- The State Chancellor's Office
- Fresno County Health Department
- WHCC Administration

COVID-19 Action Team:

- WHCC Administration
- Associate Dean of Athletics
- Sports Medicine Staff
- Team Physician
- Director of Maintenance and Operations
- Equipment Coordinator

Pre-participation Considerations:

- Student-Athlete COVID-19 Screening
 - Computer- Healthy Roster Document
 - Paper- (Attachment 6)
 - Vital Signs
 - Athletic Training staff will be supplied with gloves and masks, and will sanitize hands before and after each exam (hand sanitizer or wash hands)
 - Student-Athletes will have a scheduled appointment to avoid gathering
 - Student-Athletes will be supplied with a mask and will sanitize hands before and after their exam
 - All equipment will be sanitized after each exam

Physicals Examinations Considerations:

- Hold physicals in the Dance Room
 - Tables will be 12 feet apart
 - Physicians and Nurses will be supplied with masks, gloves, and hand sanitizer
 - Student-Athletes will have a scheduled time to avoid gathering
 - Student-Athletes will be supplied with masks and will sanitize before and after the exam
 - All equipment will be sanitized after each exam

Baseline Concussion Considerations:

- ImPACT Testing
 - Follow Campus Protocols
 - 9 Student-Athletes tested at a time – Computer Labs
 - Computers at least 6 feet apart
 - Athletic Training Staff will be supplied with masks, gloves, and will sanitize hands before and after the exam (hand sanitizer or wash hands)
 - Student-Athletes will have a scheduled appointment to avoid gathering
 - Student-Athletes will be supplied with a mask and will sanitize hands before and after their exam
 - All equipment will be sanitized after each exam
- SCAT 5 Testing
 - Follow Campus Protocols
 - Athletic Training Staff will be supplied with masks, gloves, and will sanitize hands before and after the exam (hand sanitizer or wash hands)
 - Student-Athletes will have a scheduled appointment to avoid gathering
 - Student-Athletes will be supplied with a mask and will sanitize hands before and after their exam
 - All equipment will be sanitized after each exam

Sports Medicine Clinic Considerations:

- Facilities Cleaning Schedule
 - Refer to Attachment 7
- Sports Medicine Staff
 - Sports Medicine Staff will fill out an Employee Form (Addendum C) Paper or Computer
 - Follow campus protocols
 - 5 Student-Athletes at a time – lab setting
 - Athletic training staff will be supplied with masks, gloves, and will sanitize hands before and after treatments/taping (hand sanitizer or wash hands)
- Treatment of Student-Athletes
 - Student-Athletes will have a scheduled time to avoid gatherings
 - Student-Athletes will have to shower and wear clean clothing before entering the Sports Medicine Clinic after practices and training
 - No personal items allowed in the clinic

- Student-Athletes will fill out a Student-Athlete Form (Attachment 8) paper or computer
- Student-Athletes will have their temperature taken- touchless method
- Student-Athletes will be supplied a mask and will sanitize hands before their treatment/taping
- Student-Athletes will receive their treatment(s)
- Student-Athletes will sanitize hands after their treatment/taping
- All equipment will be sanitized after each use
- Visitor(s) to Sports Medicine Clinic
 - Visitor(s) if possible, will have to schedule a time to avoid gathering
 - Visitor(s) will fill out a Visitor Form (Addendum E) paper or computer
 - Visitor(s) will have their temperature taken – touchless method
 - Visitor(s) will be supplied a mask and will sanitize hands before and after their visit

Emergency Considerations:

- Athletic Training Staff will be supplied with masks, gloves, and will sanitize hands before and after each treatment (hand sanitizer or wash hands)
- Provide mask to injured/sick person if possible and treat as needed
- All equipment will be sanitized, and hands will be washed after the incident

Events Considerations:

- Will be addressed at a later date

Gatherings and Social Distancing:

In accordance with social distancing and gathering guidelines issued by FCDPH, CDPH, and the CDC.

- Students/athletes should be placed in pods (a group of no more than 10 students) when participating in any workout/activity.
- Pods should consist of the same students.
- Students and coaches even within a pod should practice social distancing.
- Stagger start times between pods.
- Students and coaches should not gather before or after activity.
- Physical contact (high fives, fist/chest bumps, and hugs) should be discontinued.
- Face coverings/masks guidance should be followed as directed by CDPH guidance for the use of face coverings. Cloth face coverings are acceptable. Coaches, officials, students, and other personnel should always wear a face covering/mask. All participants should follow FCDPH, CDC, and CDPH guidance.

Equipment:

- No shared athletic equipment (towels, clothing, shoes, balls, or sports specific equipment) between students.
- Individual clothing should be washed and cleaned after every workout.
- Athletic equipment should be cleaned after each use and prior to next workout.
- Athletic equipment shared between a pod should be cleaned and disinfected before being used by another pod.
- All student-athletes MUST bring their own water bottle(s). No sharing of water bottles.
- Water stations may be utilized to refill water bottles. One designated person fills up each individual participant bottle as they come forward. This person must wear a mask and must clean their hands prior or wear gloves while using the hydration station. Any hydration station that is handled by the designated person must be cleaned prior and after each use.

Additional Information:

- How to Don/Doff Face Masks Properly (Attachment 9)
 - Overview
 - Policy Requirements
 - Concerns
 - Procedure
 - Lunch Time
 - End of Shift
 - Clean Your Mask
 - Talking Points for our Student-Athletes

PHASE 1

- No training whatsoever with any individual from outside your household.
- Virtual coaching only.
- Follow all social distancing and infection prevention guidelines.

PHASE 2

- No gathering of more than 10 students at a time (inside or outside)
- Workouts should be conducted in pods with the same students. Only individual drills are allowed. No team drills permitted.

- There must be a minimum distance of 6 feet between each individual. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur.
- Vulnerable individuals should not participate in workouts/activities
- All equipment must be cleaned and disinfected before and after use as outlined under Equipment and Cleaning and Disinfecting.
- The following activities are permitted in Phase 2 for the sports listed:

SPORT	Activities under Phase 2
Volleyball	Conditioning, individual ball handling drills, each player has own ball.
Baseball	Conditioning and tee work. Student-athletes should not share gloves or other equipment. A student-athlete may hit in the cage, throw batting practice (with netting as backstop, no catcher).
Softball	Conditioning and tee work. Players should not share gloves or other equipment. A student-athlete may hit in the cage, throw batting practice (with netting as backstop, no catcher).
Basketball	Conditioning, individual ball skill drills, no contact or sharing of balls. A student-athlete may shoot with a ball but may not pass to others where multiple touching is apparent.
Rodeo	Conditioning and individual skill work. No sharing of ropes or other equipment. Maintain social distancing.
Football	Conditioning and individual drills. A student-athlete should not handle or pass balls to another student-athlete or individual. Physical contact with other players is not permitted, and no sharing of equipment such as sleds or tackling dummies. Personal protective equipment is not allowed.

PHASE 3 (following the approval of FCDPH)

- No gathering of more than 10 students at a time indoors. Up to 50 individuals may gather outdoors. When gathering outdoors, students must remain with their pods.

- Workouts should be conducted in pods with the same students. Modified team practices may begin for lower and moderate risk sports within their pod. Higher risk sports should continue individual team drills.
- No contact with other teams.
- There must be a minimum distance of 6 feet between each individual. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper distancing can occur.
- Vulnerable individuals should not participate in workouts/activities.
- All equipment must be cleaned and disinfected before and after use.
- The following activities are permitted in Phase 3 for the sports listed:

SPORT	Activities under Phase 3
Volleyball	Conditioning, ball handling drills, and players can share balls within their pod.
Baseball	Conditioning and tee work. Student-athletes should not share gloves or other equipment. A student-athlete may hit in the cage, throw batting practice and play catch within their own pod.
Softball	Conditioning and tee work. Student-athletes should not share gloves or other equipment. A student-athlete may hit in the cage, throw batting practice and play catch within their own pod.
Basketball	Conditioning and modified team ball skill drills, but no contact. A player may shoot and pass within own pod.
Rodeo	Conditioning and individual skill work. No sharing of ropes or other equipment. Maintain social distancing. No contact.
Football	Conditioning and individual drills. A student-athlete may pass within own pod. Physical contact with other players is not permitted, no sharing of equipment such as sleds or tackling dummies. Players are permitted to wear their own protective equipment.

References:

American College Health Association (ACHA) Guidelines: Student Health
Considerations & Guidelines for Re-opening Higher Education Institutions National
Collegiate Athletic Association (NCAA) – Sport Science Institute

Joe Hash – Associate Dean of Athletics – West Hills College Coalinga
(559)934-2501

County of Fresno COVID-19 Guidance
<https://www.co.fresno.ca.us/departments/public-health/covid-19>

Centers for Disease (CDC) – Control and Prevention
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Paul Griffin, MD – Team Physician - West Hills Medical – 222 Coalinga Plaza,
Coalinga, CA 93210

Shaun Bailey – Director of Maintenance and Operations – West Hills College
Coalinga (559)934-2254

Residence Halls may be utilized to house lab cohorts as the President's office deems necessary. Plans are in development for Residence Hall occupancy for Spring 2021.

Food Services

Food Services will re-open under the Fresno County COVID-19 Restaurant Procedures.

1. **PROTECT EMPLOYEE HEALTH:** Implement measures to ensure food handlers do not work if ill and are protected from becoming ill in the workplace.

This Facility uses the following methods to ensure protection of Employee Health in the workplace.

- A. All employees have been told not to come to work if ill.
- B. A health survey is conducted with each employee prior to the beginning of each shift.
- C. Employees receive a thermal or temperature scan prior to beginning of each shift.
- D. Face coverings are worn by all staff that interact with the public and when unable to social distance with other employees.
- E. Daily employee log by shift and duties maintained for contact tracing purposes.
- F. Designated employee for contact-tracing, and contact phone number: Jay Darnell
- G. Employee breakrooms and restrooms are being disinfected frequently.
- H. A copy of this procedure was shared with each employee to ensure they understand and will implement the procedures.

2. **SOCIAL DISTANCING:** Implement measures that ensure social distancing is adhered to. Configure tables to allow six feet of distance between dining parties, employees, and people passing through areas for entry and exit. Barriers or partitions may be used to separate tables if tables are unmovable.

- A. This Facility uses the following methods to ensure social distancing.
- B. All tables are at least six feet apart or if un-movable, a barrier or partition has been added to separate the tables. Only outside sit-down dining is available during this phase of pandemic restrictions.
- C. Tape or markings of at least six feet separation are used in any area where members of the public may form a line.
- D. Staggered seating times are used to space traffic flow.
- E. Tables are limited to not more than 4 people.
- F. Use of a reservation process to prevent people from gathering.
- G. Outdoor seating area approved by local jurisdiction to be expanded to increase social distancing.

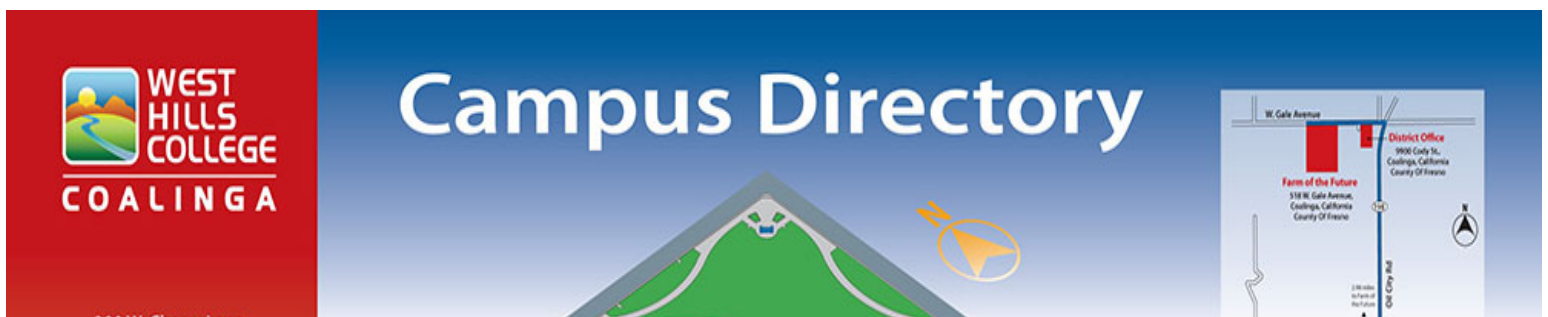
3. **EDUCATION FOR THE DINING PUBLIC:** Implement measures to ensure the public is educated on dining out safely through public notifications.

- A. This Facility uses the following methods to ensure education of the dining public.
- B. Signage is posted at each public entrance of the facility to inform the dining public to:
 - 1. Maintain social distancing of six feet
 - 2. Wash hands or use sanitizer upon entry into a restaurant
 - 3. Stay home if they are ill or have symptoms consistent with COVID-19
- C. A copy of the COVID-19 Restaurant Operating Procedures is posted at a location visible to the public.
- D. A contactless payment system is encouraged.
- E. Face coverings are worn by public when not seated at their table.

4. MEASURES TO INCREASE SANITIZATION AND DISINFECTION: Implement measures to protect the public by frequent disinfection of common hand touch points and sanitization of food contact surfaces.

- A. This Facility uses the following methods to increase sanitization and disinfection.
- B. No food items or containers are shared between tables such as condiment bottles, salt and pepper shakers, or breadbaskets.
- C. No self-service buffets or salad bars.
- D. Self-service machines, such as soda and frozen yogurt machines (cups, lids, straws, etc. must be stored away from the public until ordered) are sanitized.
- E. Non-food items that may be used by multiple customers, such as menus, must be disinfected between each use or modified to be a single service item, such as a disposable paper menu.
- F. Utensils and food-ware are properly washed, rinsed and sanitized for an adequate contact time (time required for utensils to be submerged in the sanitizer) OR only single-service utensils and food-ware are used.
- G. High contact touchpoints, such as phones, door handles, credit card terminals, etc. are cleaned and disinfected, using a disinfectant effective against COVID-19.
- H. Disinfection wipes or hand sanitizer (at least 60% alcohol) are provided at customer tables.
- I. Touch free motion detectors are used to dispense soap and paper towels.
- J. Public restrooms are being disinfected every hour. A team member per shift is designated to oversee/enforce additional sanitization and disinfection procedures, as needed.
- K. The number of employees serving an individual party is limited to one employee, when possible.

Attachment 1



Attachment 2

EMPLOYEE STUDENT VISITOR FORM

COVID-19 Screening Checklist

All employees entering the building should be asked the following questions.

1. Do you have a fever, chills, or feel feverish in the past 48 hours?
 - Yes
 - No
 - If YES, obtain and document temperature _____degrees C / F**

2. Do you have any of the following respiratory symptoms?
 - No Symptoms
 - Cough (dry or productive)
 - Shortness of Breath
 - Sore Throat (rare symptoms)
 - Runny Nose (rare symptoms)

3. Have you had close, **unprotected** contact with a **confirmed COVID-19** patient (spent longer than 15 minutes within 6 feet of patient and not wearing a mask)?
 - Yes – Go home immediately and self-isolate for 14 days if asymptomatic
 - No – Continue to next question

4. Have you had close, **unprotected** contact with a **suspected COVID-19** patient with pending results (spent longer than 15 minutes within 6 feet of patient and not wearing a mask)?
 - Yes – Contact your area supervisor/instructor and HR immediately
 - No – Continue to next question
 - If you have subjective or documented fever **AND** any of the respiratory symptoms noted above: **You will be asked to go home immediately** and self-isolate until you are asymptomatic for 3 days without the use of any medications, and it has been 7 days since the first day of your symptoms (whichever duration is longer). **You must contact your physician immediately.**
 - If you have respiratory symptoms **but NO** subjective or documented temperature: You will be sent home and return once asymptomatic for 3 days without the use of any anti-fever medications, and it has been 7 days since the first day of your symptoms (whichever duration is longer)
 - If you say no to #1, #2, #3, #4 and #5 you can enter, but you must do the following:
 - Wash your hands with soap and water or alcohol-based sanitizer before you start work and frequently throughout the day
 - Practice social distancing, sit or stand at least 6 feet apart from other people, do not shake hands or hug people, and do not share food or drinks
 - Contact the area supervisor/instructor immediately if you start to feel feverish or have respiratory symptoms

Signature: _____ Date: _____ Time: _____

Printed Name: _____

Attachment 3

West Hills Community College District – Student Laboratory and Campus Activity Acknowledgement, Waiver of Liability, Assumption of Risk & Indemnity Agreement

The West Hills Community College District ("District") is offering a variety of essential laboratory and campus activities to support the success of students participating in limited programs of study, and to provide access and hands-on experience that is critical to train the next generation of industry professionals. Participation with in-person laboratory and campus activities is elective and not required. There is an inherent risk associated with in-person laboratory and campus activities due to the coronavirus/COVID-19 pandemic, and students must acknowledge those risks as a condition of participation.

I, _____, hereby request to be permitted to participate in the District's limited laboratory instruction and/or campus activity that will allow me to participate in on-campus laboratory and/or campus activities as part of a limited and managed return of students from distance education modalities necessitated by viral pandemic. I understand that I am not required to participate and that there may be other avenues available to me to acquire the necessary laboratory credits for my field of study, including but not limited to delaying my participation in laboratory activities until the current COVID-19 pandemic has abated to the extent to allow for traditional on-campus laboratories to reopen.

Waiver: I acknowledge that if granted permission to participate in the laboratory and/or campus activity ("Activity") elected herein, I may be exposed to hazards including but not limited to the potential infection of COVID-19 or other communicable diseases, and I therefore for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue the District, its officers, employees, and agents from liability and any and all claims including the negligence of District, its officers, employees and agents, resulting in personal injury, accident, or illnesses (including death) and property loss arising from, but not limited to, participation in the Activity.

Assumption of Risks: Participation in the above Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The risks may vary from one participant to another and may range from minor injuries such as scratches or bruises, to severe injuries such as concussions or broken bones or infection with a communicable disease. I have read the previous paragraphs and I know understand and appreciate these and other risks which are inherent in this Activity. I hereby acknowledge that my participation is with awareness of these risks, and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to indemnify and hold harmless the District from any and all claims, actions, suits, procedures, cost, expenses, damages and liabilities, including attorney's fees, that may be brought as a result of my involvement in the Activity. This Agreement may be plead as a full and complete defense to any claim or suit brought after its effective date, and concerning any damages arising during an activity as set forth herein.

Acknowledgement of Conditions: I further understand, acknowledge, and expressly agree that my participation in the Activity is subject to the reasonable rules and regulations of the District, including those regulations adopted expressly for the purposes of mitigating exposure to viral pathogens and specifically to prevent the transmission of COVID-19. I understand and agree that I will comply with reasonable requirements relating to social distancing and maintaining a face covering while engaged in District activities on District property. I further agree to cooperate with reasonable non-invasive screening procedures to ensure that the instructional environment remains as safe and healthy as may be expected under the circumstances. I understand that the District may revoke its consent to my presence on campus if I refuse to abide by these rules.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, I acknowledge that there are other avenues available to satisfy the course requirements for my field of study and alternative virtual services available, but I nevertheless choose the Activity as indicated above, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

Participant Signature

Date

Student ID

Parent or Guardian Signature (if needed)

Date

West Hills College Coalinga

Media Department Equipment Checkout

Student/Faculty/Staff Name _____ Date _____

Home / Cell Phone _____

Email address _____

Student ID _____

I am checking out the equipment listed below and agree to take responsibility for any losses or damages.

Signature _____

<input checked="" type="checkbox"/>	Equipment	Identification
<input type="checkbox"/>	Laptop	Barcode #
<input type="checkbox"/>	Projector	Barcode #
<input type="checkbox"/>	Screen	Barcode #
<input type="checkbox"/>	Speaker	Barcode #
<input type="checkbox"/>	Camera	Barcode #
<input type="checkbox"/>	PowerPoint Clicker	Barcode #
<input type="checkbox"/>	Hotspot	Barcode # (or item description)
<input type="checkbox"/>	Other	Barcode # (or item description)
	Total # of items	

Staff Use Only

Due Date:

Checked Out By _____

Checked In By _____ Date _____

West Hills College Coalinga

Office Supplies & Equipment Checkout

***If you need any type of IT equipment checked out please contact Mark Millet and Bruce Rudolph to fill out a separate form. **

Staff/Faculty Name _____ Date _____

Home / Cell Phone _____

Email address _____

I am checking out the equipment listed below and agree to take responsibility for any losses or damages.

Signature _____

	Office Supplies & Equipment Checked out	Identification or Barcode #
		Barcode #
		Barcode #
		Barcode #
		Barcode #
		Barcode #
		Barcode #
		Barcode # (or item description)
		Barcode # (or item description)
	Total # of items	

Due Date:

If approved by your supervisor and office supply item(s) are purchased and paid for out of pock follow the proper process and fill out a reimbursement form. Reimbursement forms can be found on the WHCCD portal

Checked Out By _____ Date _____

Checked In By _____ Date _____

**WEST HILLS COLLEGE SPORTS MEDICINE
Student-Athlete COVID-19 Screening**

Name: _____

Last First Middle

Student ID#: _____ Date of Birth: _____ Age: _____ Cell Phone: _____

(MM/DD/YYYY)

Gender: Male Female Sport(s): _____

Please complete this form to assess your potential exposure / possession of COVID-19 and other illnesses.

Are you currently free from illness? Yes No

During your time away from West Hills College, did you experience, or are you currently experiencing any of the following:

SYMPTOM	YES	NO	LENGTH OF SYMPTOM	EXPLANATION
Fever				
Body Chills				
Extreme Level of Fatigue				
Cough				
Pain / Difficulty Breathing				
Shortness of Breath				
Sore Throat				
Body / Muscle Aches				
Loss of Taste				
Loss of Smell				
Changes to Vision / Eye Discharge				

QUESTION	YES	NO
2-14 days prior to experiencing these symptoms, did you experience a suspected exposure to COVID-19?		
Have you had any direct contact with anyone who lives in or has visited a place where COVID-19 is spreading and/or is an area reporting an increased number of COVID-19 cases (i.e. "hot spots")?		
Have you had any direct contact with someone that has a suspected or lab confirmed case of COVID-19?		
During your time away from West Hills College, did you self-quarantine due to suspected symptoms or exposure of COVID-19?		
During your time away from West Hills College, have you been living in, or have visited an area reporting an increased number of COVID-19 cases (i.e. "hot spots")?		

Have you previously been or are you currently diagnosed with COVID-19?

YES NO

DATE OF DIAGNOSIS: ____/____/____

Do you have medical documentation to support your diagnosis and treatment of COVID-19?

YES NO

PHYSICIAN NAME: _____

PHYSICIAN LOCATION: _____

Please list any countries/states/cities you have traveled to since March 15th, 2020 and the dates you were there:

1. _____ Dates: _____
2. _____ Dates: _____
3. _____ Dates: _____
4. _____ Dates: _____
5. _____ Dates: _____

Student-Athlete Signature: _____ Date: _____

Attachment 7

Custodial Service Cleaning Schedule, Cleaning Tasks, Procedures/Products

(Information to come)

Attachment 8

SPORTS MEDICINE FORM

COVID-19 Screening Checklist

(Use for Healthcare Settings, including Hospitals, Medical Practices, First response, Nursing Homes, Elder Care Facilities and Similar Congregate Settings)

All Student-Athletes entering the building should be asked the following questions.

1. Do you have a fever, chills, or feel feverish in the past 24 hours?
 - Yes
 - No
 - If YES, obtain and document temperature _____ degrees C / F**

2. Do you have any of the following respiratory symptoms?
 - No Symptoms
 - Cough (dry or productive)
 - Shortness of Breath
 - Sore Throat (rare symptoms)
 - Runny Nose (rare symptoms)

3. Have you had close, **unprotected** contact with a **confirmed COVID-19** patient (spent longer than 15 minutes within 6 feet of patient and not wearing a mask)?
 - Yes – Go home immediately and self-isolate for 14 days if asymptomatic
 - No – Continue to next question

4. Have you had close, **unprotected** contact with a **suspected COVID-19** patient with pending results (spent longer than 15 minutes within 6 feet of patient and not wearing a mask)?
 - Yes – Inform Administration immediately
 - No – Continue to next question

5. If you have subjective or documented fever **AND** any of the respiratory symptoms noted above:
 - You will be asked to go home immediately** and self-isolate until you are asymptomatic for 3 days without the use of any medications, and it has been 7 days since the first day of your symptoms (whichever duration is longer). **You must contact your physician immediately.**

6. If you have respiratory symptoms **but** NO subjective or documented temperature:
 - You will be sent home and return once asymptomatic for 3 days without the use of any anti-fever medications, and it has been 7 days since the first day of your symptoms (whichever duration is longer)

7. If you say no to #1, #2, #3, #4 and #5 you can enter, but you must do the following:
 - Wash your hands with soap and water or alcohol-based sanitizer before and after treatment/tape/exam
 - Practice social distancing, sit or stand at least 6 feet apart from other people, do not shake hands or hug people, and do not share food or drinks
 - Contact the Sports Medicine Staff immediately if you start to feel feverish or have respiratory symptoms

Student-Athlete Signature: _____ Date: _____ Time: _____

Printed Name: _____

How to Don/DoFF Face Masks Properly

Overview

Due to the new VOLUNTARY recommendations from the CDC and the Trump administration, PRO-PT has decided to issue masks to all individuals in the company with direct patient interaction. This includes the front office and aide staff. We have put together guidelines that all PRO-PT team members must follow at all times with regards to masks.

Patients are not required to wear masks as social distancing is being applied in all of our offices during all interactions.

Policy Requirements

Masks will be worn at **ALL** times and put on prior to your shift beginning outside of the building and not removed for any purposes except at lunch hours and when your shift is completed.

If you fail to bring your mask, you will be required to go home immediately to obtain the mask and 1 hour of vacation time will be charged from your vacation allotment while you are away.

DISCLAIMER

FACE MASKS ARE NOT A SUBSTITUTE FOR THE SOCIAL DISTANCING GUIDELINES (6 FEET AWAY), WASHING YOUR HANDS, AND AVOIDING TOUCHING YOUR FACE. YOU STILL MUST FOLLOW THESE GUIDELINES AT ALL TIMES WHEN APPLICABLE.

Concerns

Masks create interesting scenarios that most of us working in healthcare have never thought about and in fact, if these guidelines are not followed, may increase your likelihood of infection. The fact is that currently, the number one way to decrease your likelihood of infection of the coronavirus, or any other virus in that matter, is to avoid touching your face with unwashed hands. A mask is not a substitute for your protection and in fact may lead many, who are not use to wearing something on their face, to inadvertently and unknowingly reach up and touch their face and mask. We must refrain from doing so.

Video

https://youtu.be/iGE5eny_9qA

Lunch Time

1. Wash your hands before entering the breakroom.
2. If you are utilizing the breakroom for lunch, keep your mask on while you are preparing your food.
3. Only remove the mask once you are seated to eat.
4. It is not recommended that you store your mask in the pillow case you brought from home for your lunch break.
5. We recommend that you store your mask exterior-side down on a piece of paper next to you.
6. When you remove the mask, immediately wash your hands before eating.
7. Once you are done eating, place your mask back on following the guidelines above in the section titled "Donning Your Face Mask"
8. Immediately wash your hands
9. Thoroughly clean the area you were sitting paying particular attention to the area where your mask was setting.
10. Wash your hands once again before your shift begins.

The End of Your Shift

1. At the end of your shift remove your mask properly as described above in the section titled "Doffing Your Mask."
2. Place the mask in your pillow case and transport it home to be immediately washed.

Clean Your Mask Nightly

You are required to clean your mask nightly

1. Place your mask in a pillow case. Tie the pillow case closed.
2. Place in washing machine and wash with laundry detergent in warm water.
3. While in pillow case dry in your dryer
4. If you do not have a laundry machine, you can hand wash it in hot water using laundry detergent and hang dry making sure that the inside of the mask does not come into contact with any surfaces.
5. Keep mask in pillow case and bring to your office or don your mask at home just before leaving for work

Talking Points For Our Customers

Overview

In an event to prevent mass cancellations and no shows from our customers we have created talking points for each of you to utilize if presented with the challenge of explaining our masking procedures.

Why are we wearing masks?

- ❑ Even though masks are voluntary we recognize that your physical therapy visit is part of the essential business and it is important that you come to your appointment
- ❑ With that being said, It is important that we ensure that you don't have long-term pain or disability so we want to ensure that everyone comes to their appointments who are not ill.
- ❑ Our team, in an effort to make others feel comfortable are wearing masks since we work closely with others
- ❑ It's important to know that the CDC does not recommend that healthcare providers wear masks unless they are knowingly working with active coronavirus patients, but our team has chosen to do so.
- ❑ You do not need wear a mask as we are practicing strict social distancing techniques at our offices and minimizing your exposure to anyone while you are here except for our staff
- ❑ It is important to understand that masks are not a substitute for the social distancing put into place by the CDC and the Trump administration

Why don't I, the customer, have to wear a mask?

- ❑ Even though masks are voluntary we recognize that your physical therapy visit is part of the essential business and it is important that you come to your appointment
- ❑ We at PRO-PT are practicing stringent social distancing techniques at our offices and are minimizing your exposure to anyone while you are here except for our staff
- ❑ There is no recommendation from the CDC that individuals in healthcare must wear masks UNLESS they are knowingly working with active coronavirus patients
- ❑ Wearing masks is a voluntary guideline and you are more than welcome to wear one. However, we would like to give you some information on how to properly use your face mask that we ask that you follow.

How to Use Your Face Mask Properly

DISCLAIMER

FACE MASKS ARE NOT A SUBSTITUTE FOR THE SOCIAL DISTANCING GUIDELINES (6 FEET AWAY), WASHING YOUR HANDS, AND AVOIDING TOUCHING YOUR FACE. YOU STILL MUST FOLLOW THESE GUIDELINES AT ALL TIMES WHEN APPLICABLE.

Concerns

Masks create interesting scenarios that most of us have never thought about and in fact, if these guidelines are not followed, may increase your likelihood of infection. The fact is that currently, the number one way to decrease your likelihood of infection of the coronavirus, or any other virus in that matter, is to avoid touching your face with unwashed hands. A mask is not a substitute for your protection and in fact may lead many, who are not use to wearing something on their face, to inadvertently and unknowingly reach up and touch their face and mask. We must refrain from doing so.

Procedure

Putting On Your Face Mask

1. Wash your hands with soap and water and always avoid touching the front of your mask
2. Always be sure that the mask does not touch any portion of your clothing
3. Remove your mask from your pillow case
4. Determine the top and outside portion of the mask
5. Types of Mask
 - a. Face Mask with Ear Loops
 - i. Hold the mask by the ear loops and place around each ear
 - b. Face Mask with Ties
 - i. Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow
 - c. Face Mask with Bands
 - i. Hold the mask in your hand with the nosepiece or top of the mask aqt fingertips, allowing the headbands to hang freely below your hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head being sure the straps do not come

- into contact with your eyes. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Pull the bottom of the mask over your mouth and chin avoiding contact with your mouth
 7. Immediately wash your hands

Taking Off Your Face Mask

1. Wash your hands with soap and water before touching your mask and avoid touching the front exterior portion of your mask. **ONLY TOUCH THE EARLOOPS, TIES, OR BAND.**
2. Types of Mask
 - a. Face Mask with Ear Loops
 - i. Hold both of the ear loops and gently lift and remove the mask
 - b. Face Mask with Ties
 - i. Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened
 - c. Face Mask with Bands
 - i. Lift the bottom strap over your head first then pull the top strap over your head
3. If lunch break - see what to do at lunch in the section below titled "Lunch Time."
4. Wash your hands with soap and water

Clean Your Face Mask Nightly

You should clean your mask nightly

1. Place your mask in a pillow case
2. Place in washing machine and wash with laundry detergent in warm water.
3. While in pillow case dry in your dryer
4. If you do not have a laundry machine, you can hand wash it in hot water using laundry detergent and hang dry making sure that the inside of the mask does not come into contact with any surfaces.

