

VERSION 1.6

2021



# BCC SAFE REOPENING WORK PLAN

PHASED REOPENING AND RESPONSE STRATEGY & GUIDELINES

PRESENTED BY:  
SAFE REOPENING TASK FORCE  
BARSTOW COMMUNITY COLLEGE

## BCC SAFE REOPENING WORK PLAN

### Executive Summary

Our number one priority is to ensure the health, safety and welfare of Students, Employees, Faculty, and all Visitors to the Barstow Community College Campus, Barstow Building Facilities, Fort Irwin Education Center and State Street.

As part of providing for a Safe Reopening of Barstow Community College, this Safe Reopening Work Plan is to ensure that systems, policies, protocols, and tools are in place to anticipate and prepare, and to rapidly respond to the changing environment related to COVID-19.

### Considerations & Commitment

In the planning for safe return to campus, the BCC Safe Reopening Taskforce conducted comprehensive research and gathered information and bids from a wide variety of sources and COVID-19 related providers. All with the emphasis on being committed to provide a safe environment, and ensuring that everyone that enters the campus, workplace, as well as outdoor locations are committed to staying safe and healthy, and keeping others safe and healthy.

The taskforce reached out to their members/teams and asked them to review the initial draft plan from their own perspective, considering medical, legal, facilities management, and marketing aspects to see what can be done to move things around. The teams also explored potential options relating to cleaning solutions, barrier solutions to create safe spaces for management, staff, and students while considering the new guidelines. The taskforce also reviewed education for the future in terms of continuing virtual classes that are showing successful results.

### Recommendation

In preparation for our safe return, we recommend a Phased Reopening which allows for a most secure environment.

**Phase 1:** Prioritized CTE Students & Faculty

**Phase 2:** Outdoor Athletics Returning

**Phase 3:** Select Classes & Services Return to Campus \*

**Phase 4:** Additional Classes & Services, plus Campus open to Community Visitors with Pre-Scheduled Appointments. \*

**Phase 5:** Full Campus Reopening with Appropriately Sized Events also at PAC and Gymnasium.

\* In addition to following all Safe-Distancing and other Health Guidelines and providing safe environment for those that can return to campus, accommodations should be made for all "At-Risk" Students, Faculty and Staff, to be able to continue learning and working remotely.

## SAFE REOPENING TASK FORCE

### Work Plan Presented by

These strategies and guidelines have been prepared by the BCC Safe Reopening Taskforce which consist of Faculty, Staff and Student Representatives, and include considerations, references and links to external resources that provide guiding principles, guidelines from the Center for Disease Control and Prevention, San Bernardino County, the California Community College Chancellor's Office, the California Governor's Office, and the Barstow Community College Trustees.

### TRI-CHAIRS

Beverly Ranney, Faculty  
Michelle Bond, Classified  
Thomas Hallin, Consultant

### COMMITTEE MEMBERS

Alysha Paulino, Student  
Amanda Simpson, Management  
Bryce Prutsos, Management  
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Robbie Evans, Classified/Management  
Stephanie Ingalls, Classified  
Tim Botengan, Administrator

## REOPENING CONSIDERATIONS

The decision of when to begin opening California’s community college campuses will depend upon a complex array of issues that are significantly local in nature. A multitude of considerations shape planning to reopen our colleges when State and local guidance allow. A key document for the state of California is the Update on California's Pandemic Roadmap. On May 20, 2020, the Workgroup learned that the California Office of Emergency Services (Cal OES) has determined that higher education will be included in Stage 3 of the modifications of the statewide stay at home order.

The following is a non-exhaustive list of items for framework to consider when planning for reopening a college when a county has entered Stage 3:

1. Allow staff/faculty continuing to work from home, and perhaps on staggered shifts/days on site considering the need to spread out workstations to maintain 6 feet between cubicles/workspaces.
2. Plan for a portion of employees to continue to work remotely. Employees over 65 years of age and those with underlying medical conditions will likely work remotely longer than others. An explanation of underlying medical conditions can be found on in Appendix A of the CDC’s [Community Mitigation Strategy](#)
3. Plan for time between uses of spaces (classes, office time, and other on-campus activities) for cleaning.
4. Allow for continued online and hybrid formats, and alternating days to use larger rooms for more course sections.
5. Plan for potential exposures and keep a portion of campus unoccupied to accommodate the potential need for closing a classroom or other facility for deep-cleaning and shift class or workspace to a temporary location.

## INSTITUTES OF HIGHER EDUCATION – GENERAL SETTINGS GUIDELINES

The more a person interacts with others, and the longer that interaction lasts, the higher the risk of COVID-19 spread in the community. Risk is also affected by factors such as background rates of infection in the community and individuals’ compliance with mitigation strategies, such as use of masking, social distancing, and hand hygiene. IHEs should communicate their selected level of risk so that people can make more informed decisions about attendance, especially those with disabilities and people who are at [higher risk of severe illness](#) from COVID. The risk of COVID-19 spread increases in IHE non-residential (i.e., off-campus housing) and residential (i.e., on-campus housing) settings with the level of COVID activity in the community and as follows:

### Lowest Risk of Spread

- Faculty and students engage in virtual-only learning options, activities, and events.

### Some Risk of Spread

- Students, faculty, and staff follow all steps to [protect themselves and others](#) at all times, including proper use of face masks, social distancing, and hand hygiene.
- Hybrid learning model: Students participate in virtual learning, and in-person learning is limited to courses and laboratory instruction that cannot be delivered remotely.
- Students, faculty, and staff participate in small, in-person classes, activities, and events that allow individuals to remain spaced at least 6 feet apart (e.g., lecture room with individual seating spaced 6 feet apart).
- Students avoid out-of-class social gatherings and events and communications and policies discouraged these activities.
- Apply and support strict adherence to cohorting, alternating schedules, and staggered schedules in residence halls, dining areas, and recreational areas on campus to create small groups of students and minimize their contact with others (e.g., small cohorts of freshmen who live and learn together).
- Students, faculty, and staff do not share objects (e.g., laboratory, art, or recreational equipment and supplies).
- Regularly scheduled (e.g., at least daily or between uses) [cleaning and disinfection](#) of frequently touched areas occur as planned (i.e., on-time and consistently).

## Medium Risk of Spread

- Students, faculty, and staff follow all steps to [protect themselves and others](#) such as proper use of face masks, social distancing, and hand hygiene.
- Hybrid learning model: Students participate in a mix of virtual learning and in-person learning for all courses (in-person learning is not limited to specific courses).
- Students, faculty, and staff participate in larger in-person classes, activities, and events that allow people to remain spaced at least 6 feet apart (e.g., classroom with marked seating or seating removed to encourage sitting 6 feet apart).
- Apply cohorting, alternating schedules, and staggered schedules with some exceptions in residence halls, dining areas, and recreational areas on campus.
- Students, faculty, and staff participate in limited, small out-of-class social gatherings and events.
- Students, faculty, and staff dine outside whenever possible, or in well ventilated rooms with social distancing applied.
- Students and faculty share objects minimally (e.g., sharing of objects is limited to one person at a time for laboratory, art, or recreational equipment and supplies that cannot be purchased or assigned individually and that are wiped down with disinfectant, as possible, between uses).
- Regularly scheduled [cleaning and disinfection](#) of frequently touched areas occur as planned with few exceptions.

## Higher Risk of Spread

- Students, faculty, and staff follow some steps to [protect themselves and others](#) at all times such as proper use of face masks, social distancing, and hand hygiene.
- Students and faculty engage in in-person only learning, activities, and events.
- Students, faculty, and staff attend several small out-of-class social gatherings and events.
- Students, faculty, and staff dine in indoor dining rooms while maintaining social distancing.
- Students and faculty share some objects (e.g., sharing of objects is limited to one group of students at a time for laboratory, art, or recreational equipment and supplies that cannot be purchased or assigned individually and that are wiped down with disinfectant, as possible, between uses).
- Irregularly scheduled [cleaning and disinfection](#) of frequently touched areas.

## Highest Risk

- Use of public buses, campus buses/shuttles or other high occupancy enclosed vehicles with limited ventilation and/or that require students, faculty, or staff to have sustained close contact with others. CDC's [Protect Yourself When Using Transportation](#) provides tips for minimizing your risk when using public transportation.
- Students, faculty, and staff do not/are not required to follow steps such as proper use of face masks, social distancing, hand hygiene to [protect themselves and others](#).
- Students and faculty regularly engage in in-person learning, activities, and events.
- Students, faculty, and staff attend large out-of-class social gatherings and events.
- Students and faculty freely share objects.
- Students, faculty, and staff dine in indoor dining rooms without social distancing.
- Irregularly scheduled [cleaning and disinfection](#) of frequently touched areas.

COVID-19 is thought to [spread](#) mainly by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental prevention practices (such as [cleaning and disinfection](#)) are important principles that are covered in this document. Fortunately, there are a number of actions IHE administrators can take to help lower the risk of COVID-19 exposure and spread.

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## **ADDITIONAL RESOURCES TO KEEP EVERYONE HEALTHY & SAFE**

In alignment with the recommendations from Chancellor Oakley, Barstow Community College must understand and incorporate the Center for Disease Control recommendations and guidelines for Institutions of Higher Education.

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

### **BCC INTERNAL LINKS**

HR & the PIO are posting updates as they are available:

[http://www.barstow.edu/covid\\_19.html](http://www.barstow.edu/covid_19.html)

### **EXTERNAL LINKS**

[Novel Coronavirus 2019 \(COVID-19\) | California Community Colleges Chancellor's Office \(cccco.edu\)](#)

[COVID19.CA.GOV](#)

[CANOTIFY.CA.GOV](#)

[https://rems.ed.gov/docs/REMS\\_IHE\\_Guide\\_508.pdf](https://rems.ed.gov/docs/REMS_IHE_Guide_508.pdf)

## RESPONSIBILITIES

### Management Responsibilities

All managers and supervisors must ensure that required physical distancing measures are in place to reduce population density within buildings and workspaces. Employees who can continue to work remotely to fulfill their work responsibilities should continue to do so to reduce the number of individuals in the workplace and the potential of spread of COVID-19. Any employee who needs to work on-site must be approved to do so by the Superintendent-President's Office.

### Employee Responsibilities

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment. Employees shall adhere to the process for reporting to the District as stated herein, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace. All District employees are expected to adhere to the following:

- **View/Read:** Prior to reporting on-site for the first time, read these guidelines and view the training materials made available by the college.
- **Self-Check:** You must self-check daily for symptoms using the checklist provided in this guide. This is to be done each day prior to reporting to work.
  - You must stay home if you are sick and inform your supervisor.
  - Employees experiencing illness will utilize their available sick leave balances.
  - If symptoms appear during an on-site workday, you must notify your supervisor and return home immediately.
  - Always keep Human Resources informed if you require an extended absence and complete the appropriate leave paperwork in a timely manner. This expectation applies whether you are working from home or on-site.
- **Follow:** Follow all District policies and practices for the safety and health of everyone on campus.
- **Ask Questions:** Ask questions to ensure you understand what is expected of you. Reach out to your supervisor if you cannot find an answer.
- **Communicate:** If you, or a member of your household, has contact with someone with COVID-19 or is experiencing symptoms of COVID-19, contact Human Resources. Talk to your manager and Human Resources if you have concerns specific to your circumstances, such as a health condition that may place you, or someone in your household, at high risk. If you test positive for COVID-19, your positive test date (date specimen was collected) must be reported on BCC Tracing App.
- **Face Covering:** You must wear a face covering (that always covers both nose and mouth) if you are not alone in an individual office, where you cannot socially distance, when entering/exiting campus, and when traveling through hallways, in walkways, and leaving your office. Any area where social distancing might be questionable will require the use of a face covering.
- **Social Distance 6-Feet:** Maintain social distancing of at least six feet apart in the workplace.
- **No Physical Contact:** Do not shake hands or hug. Close contact spreads the virus.
- **Avoid Sharing:** Avoid using other employees' phones, desks, offices, or other work tools and equipment, whenever possible. If spaces are shared, clean thoroughly between use and/or shifts and make sure to keep Sneez Guards in between workstations.
- **Be Aware:** Avoid touching your face, eyes, and mouth with hands.
- **Cover:** Sneeze or cough into your elbow and wash your hands afterward.

- **Practice Kindness:** Understand that this is a unique and stressful time for everyone, and an extra bit of kindness right now can go a long way. Remember you are part of a community and we must treat our community members with compassion and kindness.
- **Practice Safety:** Follow disinfecting product instructions when cleaning your work areas throughout the day and/or at the end of your shift. Employees are responsible for keeping their work areas clean via the products supplied to their departments.
- **Hand Wash Frequently:** Wash your hands frequently (at least once every few hours) and/or use hand sanitizers provided throughout BCC Campus.
- **Report Locations Visited:** When working on campus, before leaving work, go onto BCC Tracing App and report each building and floor that you visited for 15 minutes or more during the time you were on campus.
- **Travel:** If you are planning to travel out of state or out of the country, please notify your supervisor prior to your departure. When you return you may be required to self-quarantine for 10 days before being allowed to return to work.
- **Employee Assistance:** If you need reasonable accommodations under the Americans with Disabilities Act (ADA) or the Fair Employment and Housing Act (FEHA) due to COVID-19 requirements, please contact Kimberly Young, [kyoung@barstow.edu](mailto:kyoung@barstow.edu), 760-252-2411 ext.7217.

## Student Responsibilities

All BCC Students are expected to adhere to the following:

- **View/Read:** Prior to reporting on-site for the first time, read these guidelines and view the training materials made available by the college.
- **Self-Check:** You must self-check daily for symptoms using the checklist provided in this guide. This is to be done each day prior to coming to BCC Campus.
  - You must stay home if you are sick or if you show symptoms of being sick.
  - If symptoms appear while on campus, you must follow guidelines provided by BCC.
- **Follow:** Follow all District policies and practices for the safety and health of everyone on campus.
- **Ask Questions:** Ask questions to ensure you understand what is expected of you. Reach out to your supervisor if you cannot find an answer.
- **Face Covering:** You must wear a face covering (that always covers both nose and mouth), when entering/exiting campus, and when traveling through hallways, in walkways, in class rooms and all other indoor areas, as well as any outdoor area where social distancing might be questionable.
- **Social Distance 6-Feet:** Maintain social distancing of at least six feet apart.
- **No Physical Contact:** Do not shake hands or hug. Close contact spreads the virus.
- **Be Aware:** Avoid touching your face, eyes, and mouth with hands.
- **Cover:** Sneeze or cough into your elbow and wash your hands afterward.
- **Practice Kindness:** Understand that this is a unique and stressful time for everyone, and an extra bit of kindness right now can go a long way. Remember you are part of a community and we must treat our community members with compassion and kindness.
- **Hand Wash Frequently:** Wash your hands frequently (at least once every few hours) and/or use hand sanitizers provided throughout BCC Campus.



**STUDENT LIABILITY WAIVER FOR LABS & VOLUNTEER SERVICE****Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Barstow Community College has put in place preventative measures to reduce the spread of COVID-19; however, Barstow Community College cannot guarantee that you will not become infected with COVID-19. Further, if your course has a component **for in-person courses, services, events or volunteer service you should be aware that in-person courses or services could increase your risk of contracting COVID-19.**

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By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending Barstow Community College in-person courses, services, events or volunteer service opportunities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Barstow Community College may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Barstow Community College employees, volunteers, and program participants and their families.

**I agree to follow all Barstow Community College polices for COVID-19 prevention. I understand that there may be additional risks associated with any in-person courses, services, events or volunteer services and I am choosing to freely accept that risk.**

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance at Barstow Community College or participation in Barstow Community College instruction. I hereby release, agree not to sue, discharge, and hold harmless Barstow Community College, its officers, board of directors, employees, agents, and representatives, of and from any and all liability, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any actions, omissions, or negligence of Barstow Community College, its officers, board of directors, employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Barstow Community College activities.

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**Signature of Volunteer**
**Date**


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**Print Name of Student Parent/Guardian**
**INSTITUTION Representative**

## COVID-19 NOTIFICATION PROTOCOL

Step 1: Notification of a positive COVID-19 test, absence/being sent home from campus due to COVID-19 related symptoms, or exposure to a **known** positive COVID-19 individual, is to be reported to:

For Students:

- Student Services at [StudentHealth@Barstow.edu](mailto:StudentHealth@Barstow.edu) or
- (760) 252-2411 ext. 6123

For Employees:

- Kim Young in HR at [kyoung@barstow.edu](mailto:kyoung@barstow.edu) or
- (760) 252-7217

If an immediate public health threat to the campus community is determined, exposure contact tracing will be initiated, and case details will be communicated to the Superintendent/President and the VP of Human Resources.

Step 2: In accordance with county guidelines, the VP of Human Resources will determine if campus notification is necessary/required.

Step 3: If notification is required, the VP of Human Resources will confirm the location of exposure and those exposed:

- Classroom/area on campus
- Restrooms/shared space
- Students/co-workers
- Custodial staff
- Facilities workers
- Others

Step 4: VP of Human Resources will coordinate communications, maintaining the anonymity of the individual as well as those who may have been exposed.

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## POTENTIAL EXPOSURE NOTIFICATION

Policies are guided by statute as it applies to the exposure of employees. HR has worked diligently to develop forms and processes to guide this. Several documents are being updated or developed to support recent changes in legislation as it applies to the exposure of employees and reporting requirements. Additional documentation will be added to the COVID area of the BCC website [http://www.barstow.edu/covid\\_19.html](http://www.barstow.edu/covid_19.html)

## BCC HEALTH PROCEDURES & PROCESSES

### DAILY SELF-CHECK AT HOME

All Staff, Faculty and Students must do a daily self-check for any COVID-19 symptoms and answer questions provided via the Contract Trace Plus which will be made accessible via the BCC App and the BCC Website before heading to campus.

The daily self-check form will be provided via the BCC App and its new Contract Tracing feature and can also be accessed via the BCC website.

WELCOME TO CAMPUS	DO NOT COME TO CAMPUS
<p><b>If “Cleared” after answering all questions via BCC Contact Tracing App or via BCC Website.</b></p> <ol style="list-style-type: none"> <li>1. Proceed to campus on Same Day for your Class, Services, Work, Volunteering, Event</li> <li>2. Please make sure to bring your Smartphone so that you can scan QR Codes which is how you check-in before gaining access to locations on campus.</li> </ol>	<p><b>If “Denied” after answering all questions on Self-Screening Survey in BCC Contact Tracing App or BCC Website.</b></p> <ul style="list-style-type: none"> <li>➤ Stay-Home / Do NOT Come to Campus</li> <li>➤ Students: <ul style="list-style-type: none"> <li>▪ Contact Health Care Provider</li> <li>▪ E-mail or Call Covid Staff <ul style="list-style-type: none"> <li>• <a href="mailto:studenthealth@barstow.edu">studenthealth@barstow.edu</a></li> <li>• 760-252-2411 ex. 6123 (D109 staff)</li> </ul> </li> <li>▪ E-mail Instructors</li> </ul> </li> </ul> <p>Before Returning to Campus, get confirmation from your Health Care Provider</p>
<p><b>Please note that a New Survey Must be Completed Every Day.</b></p>	<p><b>If you have NO Symptoms but have been notified that you may have been near someone exposed.</b></p> <ul style="list-style-type: none"> <li>➤ Stay-Home / Do Not Come to Campus</li> <li>➤ Students: <ul style="list-style-type: none"> <li>▪ Contact Health Care Provider</li> <li>▪ E-mail or Call Covid Staff <ul style="list-style-type: none"> <li>• <a href="mailto:studenthealth@barstow.edu">studenthealth@barstow.edu</a></li> <li>• 760-252-2411 ex. 6123 (D109 staff)</li> </ul> </li> <li>▪ E-mail Instructors</li> </ul> </li> </ul> <p>Before Returning to Campus, get confirmation from your Health Care Provider</p>

## CONTACT INFORMATION AND FORMS FOR SCHEDULING ON-CAMPUS APPOINTMENTS

### Employees:

- Fill out a [BCC Campus Access Request Form](#)

### Students/Potential Students/Visitors:

- Directly contact the department or service to make an appointment. The directory of departments and services can be found on the BCC website: [Directory](#)
- If unsure of which department or service to contact, please call or email the Welcome Center at (760) 252-6796 or [welcome@barstow.edu](mailto:welcome@barstow.edu)

### Contractors:

- Contractors will arrange access to campus with the manager to which their contract is assigned.

## CAMPUS ARRIVAL

If you do not have your Smartphone with you, please check-in at the Welcome Reception (D1A) in Building 11 before attempting to access any class or event. (Viking Bookstore & Cosmetology Building)

- **Wear Face Covering at All Times**
- **Practice Social Distancing**
- **Pass Thermal Scanner**

**If Thermal Scan indicate a temperature that appears High, please note that you will be directed to nearest Temperature Check Station before you can access Campus.**

If temperature is within limits, OK to enter Campus	If temperature is High – Do Not Enter Campus
	<p>Please Go and Get Tested</p> <ul style="list-style-type: none"> <li>• Negative Test = OK to return to class when you feel better</li> <li>• <b>Positive Test</b> <ul style="list-style-type: none"> <li>○ <b>Stay Home and Receive Appropriate Care to Get Well</b></li> <li>○ <b>Notify when you started to show symptoms:</b></li> </ul> </li> </ul> <p><b>Students</b>            Email: <a href="mailto:studenthealth@barstow.edu">studenthealth@barstow.edu</a>            Phone: 760-252-2411 ex. 6123 (D109 staff)</p>

## WHEN SOMEONE ON CAMPUS IS SHOWING SYMPTOMS

### Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

#### Center for Disease Control (CDC) COVID-19 Symptom Guidelines:

Anyone who have symptoms when they arrive at work or become sick during the day, should immediately be sent home. If you have any of the following symptoms, you may have COVID-19:

<ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> </ul>	<ul style="list-style-type: none"> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>
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The above list does not include all possible symptoms. To learn more about symptoms, visit the BCC or Center for Disease Control's (CDC) website.

BCC: [http://www.barstow.edu/covid\\_19.html](http://www.barstow.edu/covid_19.html)

CDC: [Symptoms of Coronavirus | CDC](#)

## INDIVIDUAL RESPONSIBILITY

1. Students, if you start feeling unwell at any point while On-Campus, stay clear of others and immediately **Go To Quarantine Room D109.**
2. D109 Health Clerks will assist with conducting a brief **Health Survey** and answer any questions you might have regarding how to Report Locations via the BCC Contact Trace Plus App or via BCC Website.
3. **Report Locations visited** for each building and room that you visited for 15 minutes or more during the time you were on campus.



## ESCORTING AND TRANSPORTING

1. While maintaining Safe Distance, ask person who is feeling unwell if they drove to campus and are well enough to drive themselves.
2. If they did NOT, or are unable to drive:
  - a. Contact Wellness Safety Officer to escort them to the On-Campus Quarantine Room
  - b. Ask if there is someone that we can call to pick them up (family member, friend, etc).
  - c. Ask if they would like an ambulance or other medical transport to be called.

If someone is in medical distress and not able to respond or is otherwise incapacitated, call 911.

HR have guidance for employees regarding information needed and how clearance to return to work happens, which is accessible here:

[https://live-barstow.pantheonsite.io/sites/default/files/media/pdf\\_document/2021/COVID-19%20Employee%20Assistance%20Process%20Update%2001272021.pdf](https://live-barstow.pantheonsite.io/sites/default/files/media/pdf_document/2021/COVID-19%20Employee%20Assistance%20Process%20Update%2001272021.pdf)

<https://www.barstow.edu/pdf/eap.pdf>

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## MINIMIZING THE SPREAD

### Avoid Close Contact

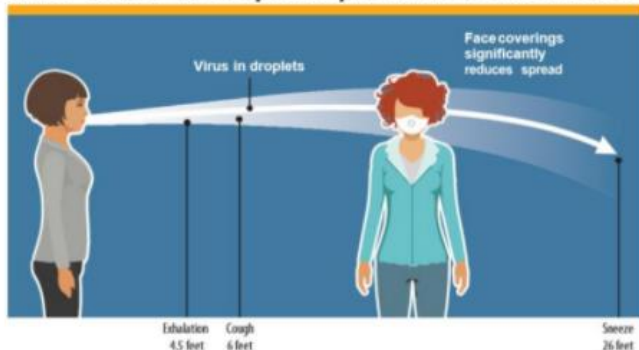
- Remember that people without symptoms may be able to spread the virus.
- Avoid close contact with people who are sick, even inside your home.
- If possible, maintain six feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
- Avoid physical contact with others, such as shaking hands and/or hugging.

### Know How the Virus Spreads

The best way to prevent illness is to avoid being exposed to the virus. The virus is thought to spread mainly from person to person:

- Between people who are in close contact with one another (within about six feet and for 15 cumulative minutes over a 24-hour period).
- Through respiratory droplets produced when an infected person coughs, sneezes, talks, or sings. These droplets can:
  - Land in the mouths or noses of people who are nearby.
  - Possibly be inhaled into the lungs.

How Far COVID-19 Droplets Spread Without a Face Cover



### Cover Your Coughs and Sneezes

If you are around other people and do not have on your face covering, remember to always:

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not ever spit. Throw used tissues in the trash.
- After sneezing or coughing, immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

3/18/20, 10:06:30 AM

# How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

## WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



11-27-2020

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## SAFE DISTANCING AND PROTECTIVE MEASURES

The following control methods shall be implemented to minimize the spread of COVID-19 in the workplace.

- Allow for remote work to continue until it is Safe to Return.
- Add Tracing solution via existing App
- Install Thermal Cameras and provide hands-free Temperature Check Stations.
- Provide Face Masks and Hand Sanitizer solution throughout campus.
- Sanitize and clean facilities using hypoallergenic COVID-19 solutions and UVC-light equipment where appropriate.
- Adjust amount of fresh air pushed through HVAC system according to guidelines and purchase additional Air-Handlers for areas where needed.
- Reducing the number of persons in an area at one time, including visitors.
- Sneeze guards in between desks and workstations.
- Designate separate entrances and exits, and when that is not possible, plan schedules so that there is time in between use of space to prevent crowding or provide barriers and visual markings outside that direct the foot traffic in and out of the room.
- Staggered arrival, departure, work, and break times.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.



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## HEERF FUNDING FOR SUPPORTING SAFE CLASSROOM ENVIRONMENTS

A key aspect of reopening the campus includes creating innovative, flexible, and adaptable classroom environments and learning spaces to further enhance teaching and learning in the COVID-restrictive environment. Instruction has reviewed the HERRF funding guidelines and sees the opportunity to support COVID-19 implementation while creating innovation and learning opportunities that continue to build and support classroom instruction of the future.

The following is an outline of the opportunities this funding will support:

- Transformation our classrooms into smart, interactive classroom spaces:
  - Paves the way for more flex scheduling, as well as innovative teaching and learning – combining in-person and remote teaching, while supporting flexibility needed to support COVID related student and faculty safety.
  - Connecting off site locations – Fort Irwin, High Schools, and other locations as we begin to reengage with our community partners in a safe and supportive way.
  - Remote learning can be supported and enhanced by supporting the ability for students to see lab activities performed virtually, including using technology that allows students to see what the Instructor is writing on the white board.
- Transforming our learning spaces, such as in the Teaching and Learning Support Center and the Library to support learning through:
  - The creation of a true virtual library – making the invisible visible, such as:
    - Creating a virtual version of the textbook loan program
  - Connecting in-person academic support with remote support for:
    - Tutoring
    - Workshops
- One touch zoom rooms for faculty to work innovatively and collaboratively
  - This expands capacity to include many of our part time faculty who may not work from within our area
- Explore creative learning engagement through the use of virtual reality or augmented reality tools for connecting remote students, to include:
  - Lab simulations, such as:
    - CTE - exploring a virtual reality tool for Warehousing and Logistics
    - CTE – exploring other virtual reality or lab simulations (in addition to the use of lab kits to send to students)
  - The potential to create a virtual campus comprised of a truly online community
- Expansion of Open Educational Resources (OER)
- Enhanced professional Development and Training
  - Using technology more effectively
  - Effective online/hybrid teaching
- Improving and enhancing the online eco-system

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**THIS FUNDING IS OUR OPPORTUNITY TO TAKE THE DIFFICULT CIRCUMSTANCES OF THE PANDEMIC AND USE TECHNOLOGY TO LOOK FORWARD TO THE FUTURE OF LEARNING.**

## KEY BUDGET CONSIDERATIONS

As the implementation and forward momentum of the plan moves forward, there are key dates and considerations related to the practical application of requesting and expending funds as outlined below:

- The regular cut-off date for purchases for the **2020-21** fiscal year is **April 15, 2021**.
- Emergency purchases can be facilitated by Purchasing after April 15, 2021 BUT the item MUST ***be received*** by the College ***no later than June 30, 2021***.
  - If items cannot be received by June 30, 2021, then the item must be purchased in the next fiscal year (July 1, 2021 through June 30, 2022).
- Please keep in mind that "re-opening" is happening all over the country so availability and timelines or receiving of items could be questionable. Plan and order accordingly.
- Signing authorization needs to be provided by the Vice Presidents of Academic Affairs and Student Services for purchases under \$15,000. Authorization of purchases over \$15,000 requires the approval of the Superintendent/President.
- Purchasing on Bid limits and processes remain in effect and must be adhered to.
  - Purchases that require multiple quotes need two weeks lead time.
  - Purchases that require formal bidding need 90 to 120 days.
  - It is illegal to split quotes to be under bid limits.
- BCC does have a pre-approved vendor list. Using vendors from this list can speed up the buying process. Work with purchasing to facilitate timely purchasing.
- Contracts should reside in the Business Office.
- Procedurally, please DO NOT attached an invoice as back up to a Purchase Order.
  - Invoices need to be sent directly ASAP to the Business Office for timely payment.

**CLICK HERE FOR**

>> **[LINK TO PROPOSED PANDEMIC RESPONSE REOPENING BUDGET](#)**

>> **[LINK TO RETURN TO ATHLETICS PLAN](#)**

**ADDITIONAL BUDGET ITEMS**

<b>TECHNOLOGY</b>				<b>Total \$49,825</b>
Tracing App Enhancement	Cost per Year	1	\$7,865	\$7,865
Thermal Cameras		6	\$3,495	\$20,970
Temperature Check Stations	Scanners	10	\$1,995	\$19,950
Tabletop Scanner Stand		4	\$80	\$320
Tripods for Scanners		6	\$120	\$720

**REOPENING SUPPLY LIST for the PAC****Total \$2,740**

<u>Sneeze guard plastic barriers for the two Box office ticket windows (hanging)</u>	\$75
<u>Sneeze guard plastic barriers for the office spaces in the box office (2)</u>	\$395
<u>Carpet spots for marking Lobby flooring in 6' social distance intervals (2 sets of 30)</u>	\$30
Face Masks (black for staff, blue for patrons) <u>Blue:</u> \$12.99 (50) <u>Black:</u> \$19.95 (100) 10 boxes of blue, five boxes of black	\$230
<u>Disinfectant spray cans – two dozen</u>	\$186
<u>White small towels – (100)</u>	\$23
<u>Paper towels (rolls) – two cases</u>	\$60
Blue masking tape- <u>one dozen 3/4" rolls (2-6 packs)</u> <u>six 2" rolls</u>	\$52
<u>Caution tape (yellow) – six rolls to mark off main theater rows and seats</u>	\$63
<u>Sanitizing stations stand alone (six) (\$75 each)</u>	\$450
<u>Sanitizing stations wall mount (six) (\$33 each)</u>	\$198
<u>Stanchions – one dozen more than we already own (2-6 pack)</u>	\$800
<u>Medical style latex large black gloves – two boxes (100 each)</u>	\$58
<u>Four temperature guns for checking guest temperatures at front door</u>	\$120