



COVID-19 2021-2022 TEMPORARY PROTOCOLS AND GUIDANCE

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Document Overview

Barstow Community College has based these guidelines on the best available public health data at this time and the practical realities of managing District operations. This guidance is subject to change in compliance with revised Cal/OSHA regulations and local public health ordinances. The nature of the pandemic continues to rapidly change, these guidelines will continue to evolve as needed.

This guidance does not revoke or replace worker rights, either statutory, regulatory or collectively bargained.

Required Use of Face Coverings

As of August 13, 2021, masks are required indoors for all employees, students and visitors.

- a. Exceptions for wearing a mask include:
 - i. Sitting alone at your desk when NOT within 6 feet of someone else.
 - ii. Being alone in a room,
 - iii. Eating or drinking.
 - iv. Communicating with a hearing-impaired person who needs to read lips or communicate without a mask. It is recommended that employees wear face shields if possible when communicating with hearing-impaired individuals.
 - v. Employees that have a medical condition that prevents wearing a mask or face covering must be approved by HR.
 - vi. Any exceptions for students due to a medical condition must be approved by ACCESS.
- C. Masks are required outdoors where social distancing of 6 feet or more is not possible.
- D. Faculty are required to adhere to all current mask guidance on campus, including when providing instruction within the classroom setting. For additional guidance on how to address students in the classroom, please see attached addendum: COVID-19 Protocols in the Classroom.
- E. As the District continues to monitor the highly transmissible Delta variant, and the most recent Centers for Disease Control (CDC) recommendations on face coverings, adjustments to campus guidelines may be warranted.

General Measures

In accordance with the District's COVID-19 protocols, employees may be asked to confirm their vaccination status with Human Resources:

- during tracking and tracing
- to facilitate clearance for return to work
- in order to be considered "Fully Vaccinated" for compliance with various protocols that are mandated by CDPH.

The information provided by the employees is confidential and will only be used to facilitate the aforementioned business processes.

The link to submit verification of your vaccination can be found [here](#).

The District has not mandated COVID-19 vaccines for students or employees, however, vaccinations are strongly encouraged. Vaccinations give an added layer of protection against COVID-19 as well as protect those with whom you come in contact. Below are some vaccination resources:

CDPH Vaccination Appointment Link: [My Turn - California COVID-19 Vaccine Scheduling & Notifications](#)

CDPH Digital Vaccination Record Link: [Digital COVID-19 Vaccine Record \(ca.gov\)](#)

Rite Aid Vaccine Scheduling: [Coronavirus :Symptoms, Tips, Prevention & FAQs | Rite Aid](#)

Employee Training Requirements

Employees are to complete the EVERFI training assigned by Human Resources within the Employee Single Sign On portal before returning to campus, or as soon possible.

This training is designed to provide additional information and clarification on topics such as cleaning, social distancing, COVID symptoms management, proper hygiene practices, etc.

Cleaning and Disinfection

Requests for Personal Protective Equipment (PPE) can be made by logging into the Single Sign On Portal and clicking on the tile that says “Maintenance Work Orders & PPE Requests”. If the supply is not available, it will be reviewed and ordered for you.

All employees are encouraged to supplement regular nightly cleaning by custodians with disinfectant wipes. For additional information on cleaning feel free to reference Barstow Community College District Facilities Cleaning and Disinfection Plan by clicking [here](#).

Implementing Distancing on Campus

Currently both State and County regulations place no capacity limits on events, such as an in-service faculty training. ([SBCOVID-19 FAQs](#), 2021; CDPH, [Beyond the Blueprint for Industry and Business Sectors](#), May 21, 2021.)

Physical distancing requirements have been eliminated except where an employer determines there is a hazard and during major outbreaks (20 or more cases in a 30-day period).

Although social distancing is not required, employees are still encouraged to socially distance when possible.

Methods of physical distancing include:

- i. Reducing the number of persons in an area at one time, including visitors.
- ii. Visual cues such as signs and floor markings to indicate where employees and others should be located and/or their direction and path of travel.

Daily Self-Health Check-In for Signs and Symptoms

Employees and students must monitor for COVID-19 symptoms. **All employees and students are required to complete the BCC daily self-health check in every time they come to campus.** The daily self-health check in can be completed with the BCC app on an Android/iOS phone application. The online link can be found [here](#). We highly encourage you to download the smartphone application in order to make this process as easy as possible.

COVID Testing Resources

BCC does not currently require regularly scheduled COVID-19 tests for employees. However, the County of San Bernardino offers free COVID-19 tests through its testing site located below:

San Bernardino County COVID-19 Hotline: (909) 387-3911

San Bernardino County Testing Sites: [Testing Sites – SBCOVID-19 \(sbccovid19.com\)](#)

Rite Aid COVID-19 Testing: [COVID-19 Testing Program | Baseline by Verily \(projectbaseline.com\)](#)

Exposure and Quarantine

Fully vaccinated employees with no symptoms, and have vaccination status on file with Human Resources, do not need to isolate or quarantine after exposure to a positive COVID-19 case. However, all employees and students are required to notify their supervisor/instructor and HR, if exposed to COVID-19.

Unvaccinated employees and all students who are exposed to a positive COVID-19 case, or anyone testing positive for COVID-19, will need to quarantine for a 10-day period starting from the day of exposure. If symptoms develop during this time frame, the 10-day quarantine period will restart from the date symptoms began.

Please work with Kim Young in Human Resources regarding any questions on this section @ kyoung@barstow.edu

Glossary

Confidentiality-The nature of this pandemic involves a number of sensitive components, including HIPAA protected medical information. It is expected that all individuals will act responsibly and respectfully when engaging with fellow employees and students on this subject matter.

COVID-19 - Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

COVID-19 symptoms - A fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

Exposure or Potential Exposure- Any contact with an individual who has tested positive for COVID 19 for 15 minutes or more (cumulative) in a 24-hour period, closer than 6 feet without a mask.

Fully vaccinated - The employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

Face Covering – Surgical mask or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. This does not include a scarf, ski-mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

Face Shield – Transparent barrier that covers the face and is typically open at the bottom and sides. Although primarily used by healthcare workers, **a face shield is not legally considered a face covering and does not meet the criteria set forth for a mask/face covering.**

High-Risk Exposure Period - For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. For persons who test positive but never develop COVID-19 symptoms, from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Outbreak - At least three confirmed employee COVID-19 cases within a 14-day period within the same worksite.

Major Outbreak – 20 or more confirmed employee COVID-19 cases within a 30-day period within the same worksite.

Quarantine: Quarantine should be understood to mean no physical contact with any physical campus site or BCC employees, and remote/virtual contact only. You can continue to work remotely if your supervisor allows remote work, however, if you develop symptoms and need to take leave please contact HR immediately.

Respirator - A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering face piece respirator.

Worksite - The building, store, facility, agricultural field, or other location where a worker worked during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a qualified individual did not enter. In a multi-worksite environment, the employer need only notify employees who were at the same worksite as the qualified individual.

COVID-19 Protocols in the Classroom

(For both online students and students learning in face-to-face classes)

Information for on-campus, face-to-face classes:

- All students, prior to coming on campus, must complete the Daily Self-Health Check found on the BCC Mobile Application (Android/iOS) or online on the BCC website, and must receive a green or “You are cleared” pass before entering campus. For more information or to access the online Daily Self-Health Check, please visit [the COVID-19 page on the BCC website](#).
 - Faculty – remind your students to fill out and submit their Daily Self-Health Check. If they have not done it, ask them to do it on their mobile phone app, on a computer in the classroom (if available), or send them to the Visitor Center to complete it. The TLSC is also equipped to assist students in filling out the Daily Health Check.
- When on-campus, face covering is required indoors (regardless of vaccination status)
 - Faculty – remind your students that face coverings are required indoors for everyone (faculty, staff, and students). If you see a student not wearing a face covering in your classroom, remind them that it is required. Offer them a face covering. Face coverings will be provided in all classrooms.
 - If students refuse to wear face coverings in your classroom or refuse to complete the Daily Self Health Check, you can ask them to leave, but take their names and fill out an incident report or contact Gloria Basinger at extension 7309, or the Evening Administrator (if the incident occurs after 5PM). Evening Administrator phone number will be provided.
 - If a student refuses to wear a face covering in your classroom and refuse to leave after they have been asked, contact Gloria Basinger at extension 7309, or the Evening Administrator (if the incident occurs after 5PM). Evening Administrator phone number will be provided.
- Faculty – please be sure to take accurate attendance and provide it to Gloria Basinger and/or your Dean and/or VP in the event it is needed for contact tracing.
- COVID 19 Syllabus Statement: The Academic Senate adopted the following COVID 19 statement that faculty can include in their syllabi:

COVID 19 Syllabus Statement:

The daily health check is required to be completed before coming to class. To come into the classroom, you must show your instructor proof of clearance for the day. You can access the daily health check via the Barstow Community College website or the Barstow Community College app.

Students are required to wear a face-covering (mask) that covers both the nose and mouth at all times they are inside the classroom.

Responding to Potential COVID-19 Classroom Exposure

(For both online students and students learning in face-to-face classes)

Scenario 1: Student contacts instructor and reports that they are: confirmed positive, awaiting results, exposed or another illness.

(COVID-19 exposure is defined as “being within 6 feet of a person with COVID-19 for more than 15 cumulative minutes, without a face covering.”)

Faculty Instructions

For both face-to-face and online classes:

- Tells student to stay home
 - If the student tested positive, they will be contacted by Student Services to provide resources and further instructions.
 - If showing symptoms – encourage the student to get tested and let them know they will be contacted by Student Services to provide resources and further instructions.
 - If exposed but not sick – tell the student they should quarantine and be tested. Also let them know that they will be contacted by Student Services to provide resources and further instructions.
 - If student is sick but does not have COVID symptoms – tell the student to stay home until feeling better
- Notify Gloria Basinger at extension 7309 and area Dean
- Additional faculty steps for face-to-face classes:
 - Consults with area Dean about making learning accommodations so the student does not feel pressure to come to campus while sick or when they should be in quarantine (*note: instructors teaching in-person classes work with their area Deans prior to the start of the term to have contingency plans for individual students who may need to quarantine or if the in-person class needs to be moved online.*)
 - May cancel in-person class or move it online, but waits for instructions from area Dean, VPSS, VPHR before communicating about COVID-19 to the class
 - Provides the class roster to Gloria Basinger and the area Dean to aid with contact tracing and determines if other employees came in contact with the student
 - Fills out the “**Employee Questionnaire of Pandemic Exposure**” (available on BCC website or from HR)
- Important Note - Before contacting students in a face-to-face class, the Instructor and Dean should consult with the VPSS and VPHR. Additional meetings may be needed throughout this process as more information is obtained to assure a timely and accurate response.

Scenario 2: Student in an on-campus, face-to-face class, attends class and tells instructor that they are: confirmed positive, awaiting results, exposed or another illness (not feeling well).

(COVID-19 exposure is defined as “being within 6 feet of a person with COVID-19 for more than 15 cumulative minutes, without a face covering.”)

Faculty Instructions

In a face-to-face class:

- Send student home
 - If the student tested positive, they will be contacted by Student Services to provide resources and further instructions.
 - If showing symptoms – encourage the student to get tested and let them know they will be contacted by Student Services to provide resources and further instructions.

- If exposed but not sick – tell the student they should quarantine and be tested. Also let them know that they will be contacted by Student Services to provide resources and further instructions.
- If student is sick but does not have COVID symptoms – tell the student to stay home until feeling better
- Note the name, Bnumber, and contact information of the student and provide this information when notifying the Gloria, your Dean, VPAA, VPAS, or VPHR
- Notifies Gloria Basinger at extension 7309 and the area Dean
 - Consults with area Dean about making learning accommodations so the student does not feel pressure to come to campus while sick or when they should be in quarantine (*note: instructors teaching in-person classes work with their area Deans prior to the start of the term to have contingency plans for individual students who may need to quarantine or if the in-person class needs to be moved online.*)
 - May cancel in-person class or move it online, but waits for instructions from area Dean, in consultation with VPSS, VPHR before communicating about COVID-19 to the class
 - Provides the class roster to Gloria Basinger at extension 7309 and the Dean to aid with contact tracing and determines if other employees came in contact with the student
 - Fills out the “**Employee Questionnaire of Pandemic Exposure**” (available on BCC website or from HR)
- Important Note - Before contacting students in a face-to-face class, the Instructor and area Dean should consult with the VPSS and VPHR. Additional meetings may be needed throughout this process as more information is obtained to assure a timely and accurate response.

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Evening Administrator

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