

BAKERSFIELD COLLEGE

Safe Campus Modified Reopening Plan



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**BAKERSFIELD
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Introduction

The following plan reflects the work of the BC's COVID-19 Response Team, with guidance from the President's Cabinet, to facilitate the safe return of employees and students to workspaces and pre-designated classes for in-person instruction.

The COVID-19 Response Team and Cabinet have drawn on orders and guidance from government entities following the [Governor of California's Road to Resilience - Four Phase approach to recovery](#), consultations with other colleges and universities, a review of trends across higher education and similar industries, and perspectives from campus stakeholders. The release of this plan will be followed by formal presentations to managers to solicit additional feedback.

This plan sets out procedures, protocols, and guidelines in the following categories to promote the health and safety of the members of the campus community:

- Indicators of When to Begin Reopening
- Individual Department Planning Processes for Stage 2 Activities
- Modifying Safe Office Spaces
- Enhanced Disinfection and Cleaning
- Physical Distancing
- Health Screenings
- Face Coverings
- Testing
- Training

These measures incorporate guidance from the California Community College Chancellor's Office (CCCCO), local, state, and national health authorities, including the California Department of Public Health (CDPH), Kern County Public Health Department (KCDPH), the Centers for Disease Control and Prevention (CDC), and other agencies such as the Occupational Safety and Health Administration (OSHA) and the U.S. Equal Employment Opportunity Commission (EEOC).

Indicators of When to Begin Reopening

The California Office of Emergency Services (Cal OES) has determined that higher education will be included in Stage 3 of the modifications of the Governor's statewide stay at home order. Currently Kern County is in Stage 2 reopening and has a [variance](#) submitted. The CDPH has issued a communication that indicates that the reopening of higher education for larger scale in-person operations is not permitted in Stage 2, which includes K-12, of the state's reopening. Although the Governor's plan shows our back to school operations only in Phase 3 and 4, it is possible to propose a plan that would lower our risk levels and allow us to open before the official move to Phase 3. The goal of this plan is to safely operate essential activities and/or plan for modified reopening plans for Bakersfield College (BC) as well as prepare the campus for Phase 3 back to school operations.

Stage 2 Activities

The [California Department of Public Health Guidance for Colleges and Universities](#) states in-person higher education should remain closed statewide, except where supporting essential workforce activities, including but not limited to providing housing solutions, COVID-19 response, and training and

instruction for the essential workforce. In addition, as outlined in the [Essential Critical Infrastructure Workforce](#) guidelines, the college is committed to supporting instructional activities that support our economic recovery and as such the COVID-19 Response team identified 6 areas that need to be addressed prior to bringing an instructional or student support service back to campus. These areas include:

- 1) Is the employee participating in an essential, critical infrastructure workforce activity?
- 2) Does the activity meet essential workforce training needs and/or economic recovery needs?
- 3) Campus ability to limit the spread,
- 4) protections for students, faculty and staff,
- 5) College resources, and
- 6) Consequences

Department Planning Requirements for Stage 2 Activities

In consultation with the lead administrator for an area if a college department is considering a re-opening modification plan or providing on-campus services the Instructional/Student Support Services department must determine that the activity meets one of the following criteria requirements: the activity is considered an essential critical infrastructure workforce or the activity meets essential workforce training needs and/or economic recovery needs. If this identified as a priority for campus consideration the following steps must occur:

- Primary administrator over area approves unit moving forward with a Department COVID-19 Reopening Plan
- Department submits a reopening plan to the COVID-19 Response team for approval which must address at minimum the following requirements:
 - Measures to limit the spread of the virus
 - Enhanced disinfection and cleaning requirements must be met
 - Protection of students/staff
 - Face Coverings and health screenings requirements must be met
 - Testing and Contact tracing capabilities
 - Shared responsibility requirements for faculty/students/staff
 - Training requirements needed
 - Ability to maintain social distancing in the requested facility
 - Modifying offices/instructional areas and physical distancing requirements must be met
 - College resources needed
 - Consequences
- Upon submission of the plan the COVID-19 team will review the plan and have a meeting with the department leadership to discuss submitted plan addressing concerns and/or questions and if needed the department will resubmit a plan with any identified changes
- COVID-19 Response Team will evaluate the following issues when determining if the plan is to be approved:
 - Is the employee participating in an essential, critical infrastructure workforce activity?

- Does the activity meet essential workforce training needs and/or economic recovery needs?
- Can the campus limit the spread?
- Does the campus have the capacity to provide protection for students, faculty, and staff?
- Does the College have adequate resources meet the request, this includes but is not limited to financial, personnel and supplies?
- Consideration of the consequences of allowing or not allowing this department to have a reopening modification plan

Modifying Safe Office Spaces

Supervising administrators and Maintenance & Operations (M&O) must approve any physical relocation of employees' workspaces; moving of furniture, large office equipment, or technology resources which require installation support from the IT Department; or significant physical adjustments to workspaces.

Maintain Safe Office Spaces

- Modify offices and relocate employees (with M&O approval) where employees are likely to be in very close contact.
- Rearrange desks and common seating spaces to maximize the space between employees.
- Create a 3-foot radius around each employee, resulting in a 6-foot total distance between any two employees.
- Turn desks to face in the same direction where possible (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Visual aids (e.g., painter's tape, stickers, etc.) will be used to illustrate traffic flow and appropriate spacing to support physical distancing.
- In reception areas, limit the number of seats, organizing them to ensure 6-feet in-between.
- Increase distance in waiting lines.

Physical Distancing

Physical distancing is recommended by health authorities as the most effective single method of avoiding the spread and contraction of COVID-19. The primary objective of the procedures and guidelines for re-opening Bakersfield College facilities for employees and students is to ensure proper physical distancing in classrooms and offices.

In accordance with CDC guidelines, employees and students are expected to stay away from Bakersfield College facilities when experiencing COVID-19 symptoms, have tested positive, or have been in close contact with someone who has symptoms or has tested positive within the past 14 days.

At Bakersfield College, physical distancing protocols will limit the number of people on campus at any given time. Most courses, instructional support, and student services will be delivered online or through a hybrid of in-person and remote instruction. Where appropriate, employees may continue to work from home. Instruction, student services, and employee work occurring at BC's physical campus facilities

must provide at least six-foot physical distancing whenever possible when people are occupying the same space.

Expectations for Physical Distancing

- Six-foot distancing for seating areas and walk spaces in classrooms and office spaces
- Six-foot distancing whenever possible within employee workspaces, lobbies, and other common areas.
- Continued use of telework when appropriate.
- Use of alternating and staggered work shifts to reduce the number of employees in offices and common areas
- Mandatory use of face coverings (or PPE as appropriate) for all in-person activities
- Use of audio and/or video conferencing tools for meetings where appropriate.
- Use of interactive process and reasonable accommodations for employees and students who are categorized as being at higher risk of COVID-19 infection and complications by the CDC for employees (managed by Human Resources) and Services for Students with Disabilities.
- Limitation of duration of activities and number of participants involved when pedagogical needs require students and instructors to be closer than six feet from each other

New Foot Traffic Flows

- Lobbies will have designated entrance-only and exit-only doorways.
- Stairwells will be designated for up and down only traffic in buildings with multiple stairwells (except for evacuation during emergencies).
- Use of spacing markers and circulation-flow markers on floors in high-traffic and common use areas.
- Other physical distancing measures include the following:
 - Revised occupancy limits for buildings, meeting rooms, and other common use areas.
 - No shared food and beverages in meetings and public spaces.
 - Library and Technology materials will be sanitized and isolated for 72 hours after use and before being returned to circulation. Access to Library stacks will be limited; staff will retrieve items for users.

Enhanced Disinfection and Cleaning

- M&O will thoroughly clean and disinfect all facilities on a regular schedule. Appropriate sanitation, disinfection, and cleaning of College facilities will be performed routinely while in use by any employees or students.
- Basic cleaning and sanitation supplies will be available to allow employees and students to clean spaces and equipment after routine use. M&O will provide basic cleaning and sanitation supplies upon request by the department.
- Employees and students will clean spaces and equipment after routine use. All employees are expected to regularly clean learning spaces, workstations, including all common use equipment, keyboards, phones, and specialized instructional equipment before and after use.

- Cleaning staff work schedules will be adjusted to provide more thorough cleaning and disinfecting in high-traffic areas and during high-traffic times.
- All facilities, offices, studio spaces, break rooms, classrooms, lobbies, elevators, and restrooms will be cleaned and disinfected daily following CDC guidelines.
- It is recommended that high touch surfaces to be cleaned several times a day with disinfectant solutions, including light switches, doorknobs, handrails, elevator buttons, faucets, dispensers, toilet handles, refrigerator handles, and microwave doors.
- Hand sanitizing stations will be placed in areas on campus to accommodate not having open bathrooms.
- All instructional equipment checked out for individual use will be cleaned between users using appropriate sanitizing protocols.
- M&O will post signs and other communications to promote good hygiene, including frequent hand washing, and remind employees and students of expectations.

Shared Equipment

Every attempt will be made so that equipment and/or objects will not be shared. However, in the event that objects and/or specialized equipment is shared, the objects will be cleaned with recommended cleaning solutions before and after use by students/staff and faculty.

Ventilation

Proper ventilation and increased circulation of outdoor air will occur as much as possible, for example by opening windows and doors. Windows and doors will not be open if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty, or staff using the facility.

Personal Protective Equipment (PPE)

The college will require all students, staff, and faculty to wear cloth face coverings. However, the college will provide facial coverings for use on limited basis for students/staff who forget their own cloth covering. Face shields may be worn in lieu of cloth masks if there is a pedagogical reason or documented medical condition that prevents wearing of a mask. The college 3D Design lab will create and distribute face shields as available. In addition, the college will provide all cleaning supplies as needed for use for cleaning specialized equipment and/or shared objects.

Health Screenings

In accordance with CDC guidelines, employees and students are directed to stay away from Bakersfield College facilities when experiencing COVID-19 symptoms, if they have tested positive for COVID-19, or if they have been in close contact with someone who has COVID-19 symptoms or has tested positive within the past 14 days.

The Student Health and Wellness Center is available for students to seek medical attention, including through online appointments, when ill. Students should call before coming to the Center in person.

Daily Health Screenings

All employees, students, contractors, and visitors at Bakersfield College facilities must attest, via the [BC SHWC Health and COVID-19 Checker](#) (electronic form), that they:

- Are not currently experiencing symptoms associated with COVID-19 as defined by CDC,

including fever, coughing, shortness of breath, chills, muscle pain, sore throat, or loss of taste or smell.

- Have not come into close contact (six feet or less for a period of 15 minutes or greater) with a person experiencing COVID-19 symptoms or who has tested positive in the past 14 days.
- Temperature/fever screenings will be required before any employee, student, contractor, or visitor is allowed to access a Bakersfield College facility.
- Have self-screened for COVID-19 symptoms before coming to a college facility.
- Have not traveled to a country or region on the CDC's Level 3 Travel Health Notice within the past 14 days.

Return to Campus for Sick Individuals

Employees, students, and contractors must submit a medical approval certification from a licensed physician, nurse practitioner, or physician's assistant or the Kern County Public Health Department before visiting a campus facility following a positive COVID-19 test.

Face Coverings

Face coverings are an effective tool for limiting the spread of COVID-19. The California Department of Public Health Guidelines for [The Use of Face Coverings](#) requires that everyone wears a cloth face covering when out in public in high-risk environments situations. All BC faculty, employees, students, contractors, and visitors are required to wear a face covering while at college facilities. Everyone must wear a face covering when participating in instructional activities, student services, or work. This requirement will promote the health of our community while allowing students and employees to resume instruction, student services, and work activities without disruption and will reduce the risk of infection.

Individuals unable to wear a face covering due to a medical condition must contact Human Resources (for employees) or Services for Students with Disabilities.

Testing

Employees and students must report a positive COVID-19 test, when experiencing COVID-19 related symptoms, or close contact with someone who is experiencing COVID-19 symptoms or has tested positive within 14 days of contact to college Human Resources. The CDC defines "close contact" as "an individual who has had close contact (< 6 feet) for 15 minutes or greater" with someone who tested positive or has symptoms.

The more widespread availability of testing for COVID-19 is critical for effective re-opening plans announced by the Governor of California. Testing for employees/students is available through individual health care plans/providers or through the District Occupational Doctor if the exposure was work/school related. [COVID-19 testing sites](#) can be found on the Kern County Government website.

Contact Tracing

Any student reporting COVID-19 related symptoms, positive COVID-19 test, or close contact with someone who has tested positive for COVID-19 or is undergoing testing for the COVID-19 in the last 14 days will be referred to the Student Health and Wellness Center for follow-up. Employees will work college Human Resources and Kern Community College District Risk Management for appropriate follow-up.

Training

The COVID-19 Response Team will provide Bakersfield College individual departments with training prior to the return to campus to ensure that all staff and/or students understand the risks of COVID-19, precautions against infection and BC's procedures and guidelines related to the pandemic and reopening plans, as well as how to provide training for students. The instructional faculty will provide student training as part of the orientation process for individual courses. Training will include:

- Faculty Responsibilities
- Student Responsibilities
 - How to prevent spread of the infection
 - The importance of not coming to school if students have symptoms or if they have been exposed to someone with the virus or who is undergoing testing for the virus in the last 14 days
 - Cleaning Responsibilities
 - Social Norms and Respiratory/Health Etiquette
 - Handwashing requirements
 - How to properly wear a face covering
- COVID-19 Symptoms – Self-screening at Home
 - How to use the Health Checker and its required use
 - Link on each faculty member's Canvas Page
- When to see medical care
- Syllabus Statements
 - Student Health and Safety Requirements
 - Student Conduct Statement

Bakersfield College and the Kern Community College District may provide further training to staff members as required.

Questions, comments, or concerns should be directed to the COVID-19 Reopening Response Team.

Additional information on Bakersfield College's COVID-19 response may be found at bakersfieldcollege.edu/covid19.



COVID-19 Reopening Response Team

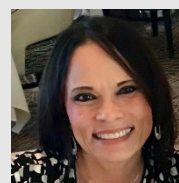
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References

ACHA Guidelines Considerations for Reopening Institutions of Higher Education in the COVID-19 Era, https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf

California Community College Chancellor's Office, *Report of the Safe Campus Reopening Workgroup*, June 25, 2020

California Department of Public Health website:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

California Department of Public Health – County Variance website:

https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/County_Variance_Attestation_Form.aspx

California Department of Public Health, COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs:

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Public Health – Guidance for the Use of Face Coverings

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

CDC guidance on Reopening Colleges and Universities:

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

OSHA Guidance on Preparing Workplaces for COVID-19:

<https://www.osha.gov/Publications/OSHA3990.pdf>

State of California COVID-19 website: <https://covid19.ca.gov/>