



# **Eventual Return to Campus**

**July 30, 2020 – Working DRAFT**

As of **July 23, 2020**, Compton College is operating at **Level Four - Severe Infection Rate**, according to the [Compton CCD Pandemic Outbreak - Emergency Operations Plan](#).

- Telecommuting will continue until further notice.
- Compton College is closed to the public. Only essential personnel are allowed on campus, as scheduled.
- Alternative academic instruction will continue through fall 2020.
- For fall 2020, the majority of classes will be offered online. However, we are still working on a plan to offer some of the Career and Technical Education programs on campus.
- Student services, including counseling, are currently available online at [compton.edu/studentservices/](http://compton.edu/studentservices/).

Compton College closely monitors the pandemic and continues to follow the guidelines set forth by the Centers for Disease Control and Prevention (CDC), as well as local, state, and national government agencies.

- [Reopening Safer at Work and in the Community for Control of COVID-19](#) (County of Los Angeles Public Health) – July 14, 2020
- [Order of the State Public Health Officer – July 13, 2020](#)
- ["Safer at Home Order for Control of COVID-19"](#) (County of Los Angeles Public Health) - May 13, 2020
- [Order of the State Public Health Officer - May 7, 2020](#)
- [Order of the State Public Health Officer \(Stay Home Except for Essential Needs\)](#) (PDF) - March 19, 2020

Safety is our top priority and the decision to reopen the College will be in the best interest of Compton College students, employees, visitors, and community members, and will align with best practices and requirements set forth by the CDC and local, state and national health and government agencies. Once these agencies and authorities deem it safe to operate on campus, Compton College will reopen following the ["Roadmap to Recovery: A Phased Approach to Reopening Safely in Los Angeles County"](#).

## **PREPARATION AND CONSIDERATIONS FOR SAFE REOPENING**

### **Protecting and supporting worker health and safety**

- Limit in-person work and ensure that vulnerable workers have alternative assignments
- Supply and require the use of face coverings and personal protective equipment
- Develop policies that enable employees to stay at home when they are sick

### **Ensuring appropriate physical distancing**

- Limit occupancy in accordance with safe reopening protocols
- Ensure 6-foot distance between individuals as much as possible
- Manage employees' schedules to enable physical distancing

### **Ensuring effective infection control**

- Follow strict cleaning and sanitation standards
- Frequently clean high-touch surfaces

### **Communicating with the public**

- Post clear signage on campus to communicate protocols to visitors

### **Ensuring equitable access to services for vulnerable populations**

- Prioritize access to critical services
- Move transactions and services online as feasible

## PHASE 0 - Preparation

Campus remains closed to the public in Phase 0. In preparation for the gradual return of employees to campus, the following steps have been taken by the Compton College Maintenance & Operations Department.

- MERV 13 filters have been installed in the Child Development Center, Library-Student Success Center, as well as the Allied Health, Math/Science, and Vocational Technology Tech buildings. The remaining buildings were also serviced by HVAC professionals. Filters will be replaced quarterly in occupied buildings.
- Compton CCD purchased three e-misters to disinfect the buildings on campus.
  - Maintenance & Operations (M&O) staff were trained on proper usage of the e-misters on June 15, 2020.
  - One e-mister will cover 58,000 square feet per hour per bucket of disinfectant. It would take approximately 2.5 hours and seven buckets of disinfectant to disinfect the nearly 400,000 square feet of interior building space.
  - All Compton CCD buildings will be cleaned weekly by M&O staff.
- Beginning Monday, July 6, 2020, M&O staff will clean open restrooms hourly.

## PHASE 1 – Gradual Return of Employees to Campus

Campus remains closed to the public in Phase I, with additional essential employees scheduled to work on campus. The expanded list of essential employees focuses on critical student support and Admissions & Records functions, as well as Administrative Services, Human Resources, and Maintenance & Operations.

### Phased Reopening

1. Campus remains closed to the public until further notice, including the Child Development Center, Track/Field, Tartar Pantry, Library, and Fitness Center.
2. Student Services remain online.
3. Spring 2020 Career and Technical Education (excluding cosmetology) lab hours scheduled on campus. (*see 'appendix item 1'*)
4. Smog Certification resumes. (*see 'appendix item 2'*)
5. Construction continues on campus.

### Physical Distancing: Compton College Employees

1. Minimize contact among workers by replacing face-to-face meetings.
2. Utilize digital communication methods to replace face-to-face contact.
3. No events to be scheduled on campus (internal or external requests) unless approved by the President/CEO.
4. Common areas, where personnel are likely to congregate and interact, such as cafeteria, Student Lounge, computer labs, Staff Lounge, as well as lounges/breakrooms, will remain closed unless strict social distancing protocols can be enforced.
5. All non-essential travel is prohibited; employees will adhere to [CDC guidelines regarding isolation following travel](#).

### Signage and Communication

1. Signage that is consistent with CDC recommendations will be placed throughout the campus reminding everyone to maintain social distancing, wear a face covering, follow hand hygiene and cleaning guidelines; additional information will be provided about how employees should report symptoms or exposure to COVID-19.
2. Updated information posted to COVID-19 webpage: <http://www.compton.edu/adminandoperations/campuspolice/covid-19.aspx>
3. Regularly scheduled President/CEO Messages include COVID-19 updates and information. Emailed to all employees, posted on the College's COVID-19 webpage, shared via the College's social media channels.

## Face Coverings, Hand Hygiene, Personal Protective Equipment

1. To help ensure the health and safety of the Compton College campus community and the public, face coverings are required to be worn on campus by all individuals including employees, construction workers and visitors:
  - a) Indoors when other people are present, including common areas such as hallways, restrooms and elevators, and
  - b) Outdoors when keeping a six-foot distance from others is not possible.
  - c) This requirement follows federal and state safety requirements and local public health directives, including the CDC's "[How to Wear Face Coverings](#)" guidelines.
2. All employees, students, and visitors must wash their hands regularly following [CDC recommendations](#) including washing with soap and water for at least 20 seconds after blowing their nose, coughing, or sneezing; after using the restroom; before preparing food; before eating; after being near someone who is ill; after touching garbage; after touching an item or surface that may be frequently touched by other people, such as door handles, tables, or keyboards; or before touching your eyes, nose, or mouth.
  - a) If soap and water are not readily available, then an alcohol-based hand sanitizer should be used. Additional hand sanitizer stations have been installed throughout campus with appropriate hand hygiene information.
3. The College will provide personal protective equipment to employees as feasible.
  - a) Procedures for monitoring, maintaining and distributing PPE and other COVID-19-related supplies for Phase 1 are coordinated between Campus Police and Administrative Services.

## Enhanced Cleaning and Disinfection Protocol

- Restrooms in VT, Row D, Row C, and the Admin Building will be cleaned hourly.
- In-use CTE lab areas will be disinfected each morning with the e-mister.
- Employees will clean/disinfect high-touch areas in their offices/workspaces – daily.

## Symptom Screening

All Compton College employees and visitors will be screened before entering campus.

1. All individuals entering the Compton College campus, including construction workers and vendors, will have their temperature screened by Campus Police or security personnel. Individuals who have a temperature of 100.4 or higher will not be allowed to enter the campus, and will be provided with information regarding the next steps, including a copy of the Los Angeles County Department of Public Health's "[COVID-19: Learn About Symptoms & What To Do If You Are Sick](#)" flyer (PDF).
2. In addition, employees will self-monitor for COVID-19 symptoms.
  - a) Effective August 1, 2020, all employees entering campus will be required to complete a COVID-19 Wellness Check questionnaire by 6:00 a.m. on each day they are scheduled to be on campus. The questionnaire may be completed the evening before their arrival. The questionnaire must be completed electronically (on a computer, laptop or smartphone). A link to the online questionnaire was emailed to all employees by the Vice President of Human Resources on July 30, 2020 at 4:30 p.m.
  - b) Supervisors will encourage sick workers, or those showing symptoms, to stay home.
3. COVID-19 testing
  - a) For July 2020 only, all essential employees are required to submit written COVID-19 test results to the Office of Human Resources via email ([rsasser@compton.edu](mailto:rsasser@compton.edu)) by July 30, 2020.
  - b) Going forward, it is recommended that employees only be tested for COVID-19 if they develop symptoms of the coronavirus or have been in contact with someone with COVID-19.

## **Actions Related to Symptomatic and COVID-19 Positive Individuals**

In case of a positive case reported on campus, the College will remain at, or return to, Level 4 of the Pandemic Outbreak – Emergency Operations Plan.

The following procedures will be followed if a positive COVID-19 case is confirmed on campus.

1. The individual will notify the Compton College Pandemic Coordinators via email ([rbox@compton.edu](mailto:rbox@compton.edu), [rjames@compton.edu](mailto:rjames@compton.edu), [hparnock@compton.edu](mailto:hparnock@compton.edu), and [rsasser@compton.edu](mailto:rsasser@compton.edu)).
2. The individual will provide the following information: the student or employee's full name; Compton College student ID, if applicable; date of the test; when and where they were last on campus.
3. Per the [Los Angeles County Health Order issued April 1, 2020](#), all individuals who have been diagnosed with or are likely to have COVID-19 must take immediate actions, including self-isolation and notifying all of their close contacts.
4. Individuals who may have been exposed to the affected individual will be identified and notified via email and advised to self-monitor for symptoms.
5. Areas the affected individual is known to have visited before testing positive for COVID-19 will be identified and undergo thorough disinfection.

Communication Protocol in the event there is a confirmed COVID-19 case on campus:

- A message from President/CEO to the Compton CCD Board of Trustees
- A message from the President/CEO to the President of the Academic Senate
- A message from the President/CEO to the members of our bargaining units
- A message from President/CEO to those who may have been exposed
- A message to faculty, Classified Staff, administrators, and students, which is then be placed on our COVID -19 webpage, and shared on social media (Twitter, Facebook, and Instagram)
- A message from President/CEO to the Chancellor, California Community Colleges

And the Vice President of Human Resources also notifies the County of Los Angeles Public Health Department of all confirmed Compton College COVID-19 case(s).

## **Logistics**

The Eventual Return to Campus Plan is fluid. Therefore, the plan focuses on those areas where the College has some degree of control (i.e. the who, what, where, why and how) and relies on state and local officials to provide guidance as to when it is safe to implement additional phases.

In addition, if pandemic developments require, the College is fully prepared to remain in Phase 1 through the fall semester. This phased-in approach will allow the College to quickly move operations back online should the danger of infection suddenly escalate due to a possible second wave of COVID-19 infections.

Conversely, if the pandemic conditions change dramatically and health and government agencies deem it safe, the College will be poised to fully restore operations quickly.

Phases 2 and 3 will focus on instruction and student services, Child Development Center, as well as the implementation of the California Community College Athletic Association (CCCAA) Contingency Plan for the return of intercollegiate athletics for the 2020-2021 academic year.

The final phase of the Eventual Return to Campus Plan will focus on the transition to standard operations on campus.

## **Appendix Item 1 - Spring 2020 CTE Labs**

Phase 1 includes Spring 2020 Compton College CTE students who need to complete additional laboratory hours during the summer 2020 term. Cosmetology courses are not included in this schedule of lab hours.

To ensure the safety of our students, faculty, and classified staff, these students will have their temperature checked daily before entering campus. Students will also be required to complete the online "Student Wellness Check" questionnaire, and submit their COVID-19 test results to the College's Human Resources Department via email to [klambertmartinez@compton.edu](mailto:klambertmartinez@compton.edu) before being allowed on campus.

As noted above, faculty and instructional support staff will also have their temperature screened daily and will be required to provide written COVID-19 test results to Human Resources via email by July 30, 2020. Faculty and staff will also be required to complete the "Wellness Check" questionnaire (one time only) upon their initial entry to the campus.

In addition to providing written COVID-19 test results, students, faculty, and instructional support staff will follow social distancing protocol and wear a face covering *at all times* while on campus.

## **Appendix Item 2 – Smog Check Referee Center**

The Smog Check Referee Center, located in the Vocational Technology Building, re-opened to the community on May 26, 2020.

The Center is following CDC, state, and local government guidelines and procedures for social distancing, disinfecting, and sanitizing to ensure the safety of our employees and community members. The Center is also limiting the number of consumers who are provided with an in-person appointment.