



Victor Valley College

PHASE 2: REINTEGRATION/REOPENING *FREQUENTLY ASKED QUESTIONS*

1. How are the reintegration plans and protocols being developed?

- a. Victor Valley College District (VVC) has to follow the guidelines set forth by the *Centers for Disease Control (CDC)*, *California Occupational and Safety Health Administration (Cal OSHA)*, *California Department of Public Health (CDPH)*, as well as the *San Bernardino County Department of Public Health (SBCDH)*.
- b. In the event the above health agencies offer conflicting suggestions or policies, VVC will implement the Cal OSHA guidelines across our campus.
- c. These guidelines are constantly changing, and over the next few months, VVC's protocols will change based on new information from Federal, State, and County sources.

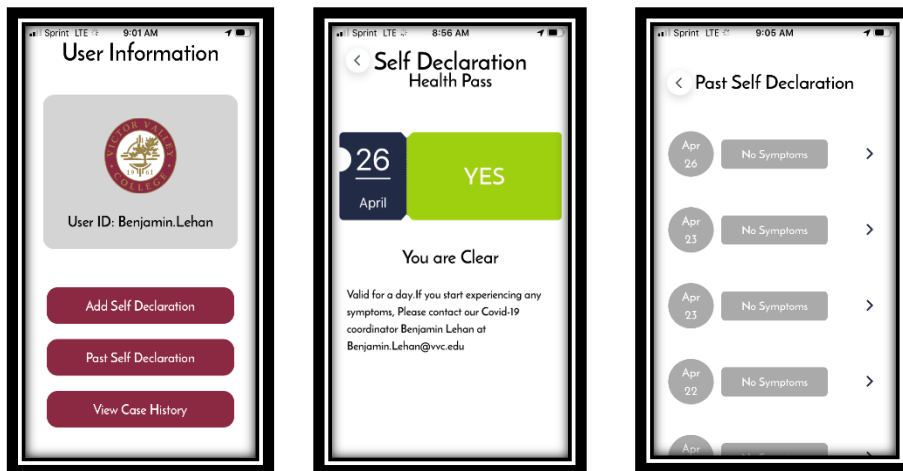
2. What are the social distancing requirements for Phase 2?

- a. Employees and students must maintain at least six feet of distance from other persons unless it is not possible, in which case be as far from others as possible. Momentary contact closer than 6 feet while in movement, such as in a hallway or aisle is not considered a violation.
- b. 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.

3. What are the requirements of the VVC SAFE Self-Declaration?

- a. Employees and students are required to complete the VVC Safe self-declaration *every time they visit campus*. This can be completed online with the VVCSAFE application through MyVVC, or through the Android/iOS phone application.
- b. This is mandatory as it is required through multiple regulations from the State of California.
- c. I.T. will send information on how to download the phone application.



4. How do supervisors know the VVC SAFE Self-Declaration has been completed?

- a. I.T. will create an automatic notification for supervisors. This will be implemented before May 10, 2021.

5. What are the face covering requirements for Phase 2?

- a. Employees, students, and visitors are required to wear a covering over the nose and mouth when indoors and outdoors, and within 6 feet of another person.
- b. Exceptions include:
 - i. Sitting alone at your desk when NOT within 6 feet of someone else.
 - ii. Walking outside when NOT within 6 feet of someone else.
 - iii. Being alone in a room,
 - iv. Eating or drinking.
 - v. Using a respirator or other respiratory protection.
 - vi. Communicating with a hearing-impaired person.
 - vii. Any exceptions for employees due to a medical condition must be approved by Human Resources.
 - viii. Any exceptions for students due to a medical condition must be approved by ACCESS.

6. What are the protocols if physical distancing is not possible?

In addition to maximizing physical distance, at fixed work locations an employer may install cleanable solid partitions (such as Plexiglas barriers).

7. What do I do if I feel sick or have symptoms?

- a. Notify Benjamin Lehan (Benjamin.Lehan@vvc.edu) and your immediate supervisor.
- b. Schedule a COVID-19 test.
- c. Quarantine and wait for further instructions from Benjamin Lehan.

8. Do I still have to quarantine after a COVID-19 exposure, if I am fully vaccinated?

Yes, and you must notify Benjamin Lehan (Benjamin.Lehan@vvc.edu) for further instructions.

9. Are vaccinations mandatory for employees and students?

No, not at this time. Although they are not mandatory, the District strongly encourages all employees and students to get vaccinated. Getting the vaccine gives you an added layer of protection against COVID-19 and could also protect your coworkers, your family, and other students.

10. Are regular COVID-19 tests mandatory for employees and students?

No, not at this time. Although they are not mandatory, the District strongly encourages all employees and students to take regularly scheduled COVID-19 tests through the San Bernardino County testing site located on lower campus.

11. Will the District have different policies and protocols for COVID-19 vaccinated and unvaccinated employees and students?

No. Policies and protocols apply to all employees and students regardless of vaccination status.

12. Will Personal Protective Equipment (PPE) be provided by the District?

- a. Yes. PPE will be provided to you and readily available through your building or department.
- b. If you need additional PPE, notify your supervisor and submit a Work Order through M&O. Please note 'PPE' on the work order form.

13. How will cleaning duties be managed?

- a. Maintenance and Operations staff will disinfect high traffic buildings twice a day, once during the day and once during the evening.

- b. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or disinfected between uses by non faculty employees.
- c. All employees will be issued sanitizing wipes, hand sanitizer, and other cleaning supplies.
- d. If needed, an electromagnetic sprayer may be issued to various departments.
- e. All employees are responsible for the regular cleaning of their own workspace, and will be issued cleaning supplies through M&O.
- f. For public use areas such as computers and desks, cleaning will be required after each use.
 - i. The user of the public equipment will be asked to clean their own workstation **BEFORE AND AFTER** each use. This will be done with sanitizing wipes.
 - ii. All non faculty employees and students are *strongly encouraged* to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces **before** and **after** each use.
 - iii. All non faculty employees are responsible for maintaining and monitoring the regular cleaning of public use equipment and areas. This includes cleaning after each public use of a computer or desk.
 - iv. Cleaning a public workspace is done by:
 - 1. Wiping the keyboard, mouse, and desk with sanitizing wipes or
 - 2. Spraying the workspace with a disinfectant spray.
- g. For public restrooms, capacity will be limited to 2 persons, and cleaning will be done by M&O during their normal cleaning duties.
- h. Per Cal OSHA standards, cleaning and disinfecting must be done in a manner that does not create a hazard to employees. Based on Cal OSHA COVID-19 Standards, wiping keyboards or desks with a sanitizing wipe or spray is not considered a hazard to employees.
- i. Every member of Victor Valley College must participate in cleaning (in varying degrees) in order to maintain facilities according to current requirements imposed by the County, State and Federal laws, including but not limited to the County ordinances policed by County Safety Inspectors through the Central Services Department, the

Occupational Safety and Health Act of 1973 (29 U.S.C. Sections 651 et seq.) administered by the OSHA Review Commission and the California Occupational Safety and Health Act (California Labor Code Sections 6300 et seq.) administered by the Division of Industrial Safety.

14. What is being done about ventilation and airflow concerns?

- a. Employees, when possible, should open doors and windows to maintain adequate airflow and introduce fresh outdoor air.
- b. Mechanical ventilation will be increased to the highest feasible level that each building can permit.
- c. Portable Air Cleaners (Intellipure 468 DFS and DFS Compact 5 Stage) will be installed in select rooms that lack adequate airflow.

15. What is the maximum capacity of buildings during Phase 2?

- a. Buildings will be limited at 50% capacity, or 50 people maximum, whichever is lower.
- b. Drinking fountains are off limits during Phase 2, unless they have touchless automatic dispensers.
- c. Exceptions are made for Building 23, which has a maximum capacity of 80 during Phase 2.
- d. Exceptions are made for Building 21, which has a maximum capacity of 120 during Phase 2.
- e. Bathrooms are limited to 2 people at a time during Phase 2, regardless of the bathroom size.

16. Will any “Hours of Operation” be modified?

No, not at this time.

17. Is the District required to take temperatures of employees entering buildings?

No.

18. Is the District required to take temperatures of students or members of the public entering buildings?

- a. Non faculty employees are required to take temperatures of students and the public.
- b. Anyone with a temperature over 100.3 F will be asked to wait five minutes and re-test.
- c. After a second reading over 100.3 F, the person will be asked to leave and re-schedule their visit.

19. Can the District have medical professionals take the temperatures of students and visitors?

No. We do not have the necessary personnel to staff medical professionals at every building during Phase 2.

20. COVID-19 Related Training

Human Resources will assign online training through *Keenan Safe Schools* to all employees. Training is to be completed by May 14, 2021.

21. What do I do if someone refuses to follow the District protocols?

- a. If the person is an employee, contact your immediate supervisor.
- b. If the person is a student or member of the public, remind them of the policy and offer them the necessary PPE to stay in compliance with current VVC protocols. If the person does not comply, contact Campus Police.

22. What is the status of the California “Tier System”?

The State of California has announced a removal of the Tier System and a complete reopening on June 15, 2021. If this happens, the Tier system will no longer exist.

23. Can departments continue to work remotely and/or provide services virtually?

All non-instructional employees will return to campus on May 10, 2021. Students are being encouraged to continue to access services virtually but will have the option to access in person services.

24. How do I request additional PPE or COVID related supplies?

- a. Submit a Maintenance and Operations Work Order Request. Please note ‘PPE’ on the form.
- b. If these supplies are not in inventory or you need assistance, contact Benjamin Lehan (Benjamin.Lehan@vvc.edu).

25. Will employees be permitted to work remotely due to child care issues due to COVID related issues?

All non-instructional employees will return to campus on May 10, 2021. Employees who have child care issues due to COVID related issues are eligible for up to 80 hours of supplemental sick leave, retroactive to January 1, 2021 through September 30, 2021. In order to utilize this leave, an employee must complete the certification and request forms, which are located on the VVC website at http://www.vvc.edu/offices/human_resources/COVID.shtml.

26. Can my department have a hybrid return, with staff returning 2 or 3 days a week during Phase 2?

All non-instructional employees will return to campus on May 10, 2021. Any rotation of staff onsite and/or the continuance of virtual services will

be based on operational needs and at the discretion of the manager in consultation with the area Vice President.

27. Can staff meetings still be held over Zoom after May 10, 2021?

Yes, staff meetings can still be conducted over Zoom. The decision to conduct staff meetings by Zoom will be at the discretion of the manager.

28. What is the process for an employee to request an accommodation under the Americans with Disabilities Act (ADA)?

- a. If you need to request an accommodation to perform the essential functions of your job due to a disability, please read the [*Policy/Procedure on the Employee Request for Reasonable Accommodation under ADA, ADAAA and FEHA*](#) and complete the [*Request for Reasonable Accommodation Form which are located on the VVC website at vvc.edu/offices/human_resources/ADA-ADAAA-FEHA-policy-procedure.shtml*](#). It should be noted, a portion of the form will need to be completed by your physician/health care provider.
- b. Your request will be processed as confidential in accordance with applicable law. As the employer, the District is ultimately responsible for determining what a reasonable accommodation is by reviewing all of the pertinent information and the needs of each employee on a case-by-case basis.
- c. In order to process all requests in advance of May 10, 2021, we ask that you submit your completed form as soon as possible and schedule an appointment for an interactive.