



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.

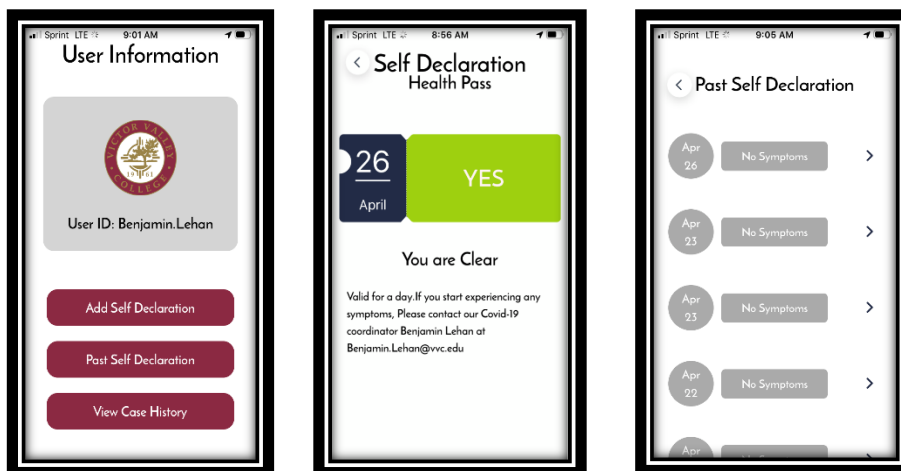
2. What are the social distancing requirements for Phase 2?

- a. Physical distancing requirements have been eliminated except where an employer determines there is a hazard and during major outbreaks.
- b. Although social distancing is not required, employees are still encouraged to socially distance when possible.

- c. 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 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. The link can be found here: <https://vvcsafe.vvc.edu/>
- 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. Fully vaccinated employees do not need to wear face coverings.
- b. Unvaccinated employees need to wear a face covering when indoors or traveling in a vehicle with other employees on work related business.
- c. 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.
- d. Regardless of vaccination status, no one needs to wear face coverings when outdoors.
- e. Unvaccinated employees have the option to request an N95 Respirator. To request an N95 Respirator, please contact your direct supervisor, or Benjamin Lehan at Benjamin.Lehan@vvc.edu.

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).

These barriers will remain installed for an additional layer of protection against the spreading of germs. These barriers will also remain installed to assist in the event of a potential increase in protective regulations, or to assist in the event of a worksite outbreak.

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. The County of San Bernardino has a COVID-19 testing site on lower main campus that is available at no cost to all VVC employees and accessible Mondays through Saturdays, 9:00 a.m. to 6:00 p.m. - To make an appointment please visit the link below:
<https://sb.fulgentgenetics.com/appointment/screen/landing>
- d. 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?

- a. Fully vaccinated employees do not need to be offered testing or be quarantined after an exposure to COVID-19.
- b. Although a quarantine is not required in this scenario, fully vaccinated employees are still required to inform Benjamin Lehan of a possible exposure.
- c. If a fully vaccinated employee experiences COVID-19 related symptoms, a quarantine may still be issued and a COVID-19 test may be requested.

9. Are vaccinations mandatory for employees and students?

- a) No, not at this time. Although they are not mandatory, the District strongly encourages all employees and students to get vaccinated.
- b) 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?

- a. 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.
- b. Student athletes can be required to participate in COVID-19 surveillance testing through the CCCAA and NCAA in order to compete.

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

Please refer to Question #5 and Question #8. There are currently no changes to protocols related to students.

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.
- c. Unvaccinated employees have the option to request an N95 Respirator. To request an N95 Respirator, please contact your direct supervisor, or Benjamin Lehan at Benjamin.Lehan@vvc.edu. If an N95 respirator is requested, training will be provided through Keenan services, and the training links will be sent to the individual employees directly.

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?

- a. No, not at this time.

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

- a. No.

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

- a. No
- b. Temperature checks are being discontinued throughout the entire VVC campus.

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 removed the Tier System.

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.

29. How will Victor Valley College document Vaccination Status?

- a. Based on the definitions used by Cal OSHA, an employee is not considered “fully vaccinated” unless Human Resources has documentation of the vaccination.

Interim Process/Temporary Authorization

- Effective July, 6, 2021, any employee currently working on campus may orally attest and show proof of COVID vaccination* to Benjamin Lehan, Interim COVID 19 Risk Manager.
- Upon verification of documentation, Benjamin Lehan will notify employee’s immediate supervisor of status.

- On the following business day, the employee will no longer be required to wear a mask while on campus.
- This authorization is temporary and will expire upon implementation of Human Resources Verification of Vaccination Status Process for all college employees.

Permanent Process

- All employees will be emailed instructions on how to complete the Verification of Vaccination Status Process.
- All employees will be required to complete an electronic self-attestation form on their vaccination status and a medical information release form and (if vaccinated) upload a copy of proof of their vaccination.
- Upon verification of documentation, Human Resources will notify employee and their supervisor of vaccination status and any safety protocols in place for employees in that status.

There are multiple ways an employee can verify vaccination:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.

GLOSSARY

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.

Exposed Group - All employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period.

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).

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 Or 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 COVID-19 cases within a 14-day period within the same worksite.

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

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.