

DIRECTIONAL GUIDANCE

By Francys Ropohl



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

DISCLAIMER

- ▶ The material in this webinar serves as general background information about the prevention and mitigation of the novel virus, COVID-19. This knowledge is current as of the date of this presentation. New Information and signage are constantly emerging, and guidelines are continuously changing. As a result, education will be ongoing.
- ▶ Due to time constraints, we will not be able to answer questions during the presentation. Any questions that may arise during the webinar will be answered and included in future sessions or individual emails. Do not hesitate to contact us with any questions you may have.

ABOUT YOUR HOST

- ▶ Francys Ropohl
- ▶ Health and Safety Specialist for GCCCD.
- ▶ Working 10 years for the district.
- ▶ Part of the team educating students, faculty and staff on a safe return to campus.
- ▶ In compliance with CAL/OSHA and other federal, state and county regulations.



WHY WAS THIS TRAINING CREATED?

- ▶ This training tool was created by the GCCCD Human Resources Department to provide our faculty and staff with the most updated information regarding the prevention and mitigation of COVID-19.
- ▶ Both Grossmont and Cuyamaca already have visuals displayed around campus. We want you to be able to identify and understand these in an effort to promote awareness of new campus guidelines and available resources related to COVID-19.

Yes! We're Back

We are excited about the reopening of both Grossmont and Cuyamaca College Campuses on
Monday June 21st, 2021

Let's do our share!



ACCESS POINT

Separate entry and exit pathways into building or work areas.



Safety First. Think Safe. Be Safe, Before You Enter.

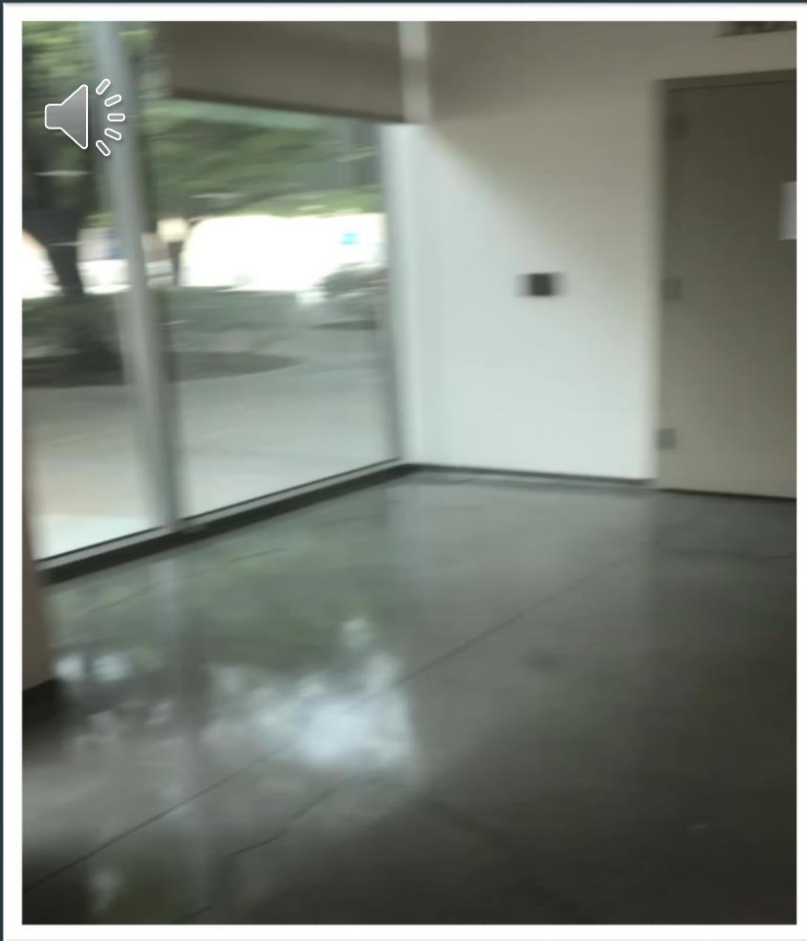
 <p>Remain at least 6 feet in distance from others.</p>	 <p>Wash or sanitize your hands as much as possible.</p>	 <p>Wear a facial covering as required by the State of California: Cover nose and mouth at all times.</p>
<p>Do NOT Enter if you have:</p> <ul style="list-style-type: none">• A FEVER AND/OR HEADACHE• A COUGH, SORE THROAT• SHORTNESS OF BREATH• MUSCLE ACHES OR CHILLS• LOSS OF TASTE OR SMELL• NAUSEA, VOMITING, DIARRHEA	 <p>Wipe down the spaces and items you use with a sanitizing wipe or cleaner before leaving.</p>	

Grossmont-Cuyamaca Community College District

CDC Center for Disease Control and Prevention National Center for Health Statistics



SAFETY FIRST. THINK SAFE. BE SAFE.



Safety First. Think Safe. Be Safe, Before You Enter.

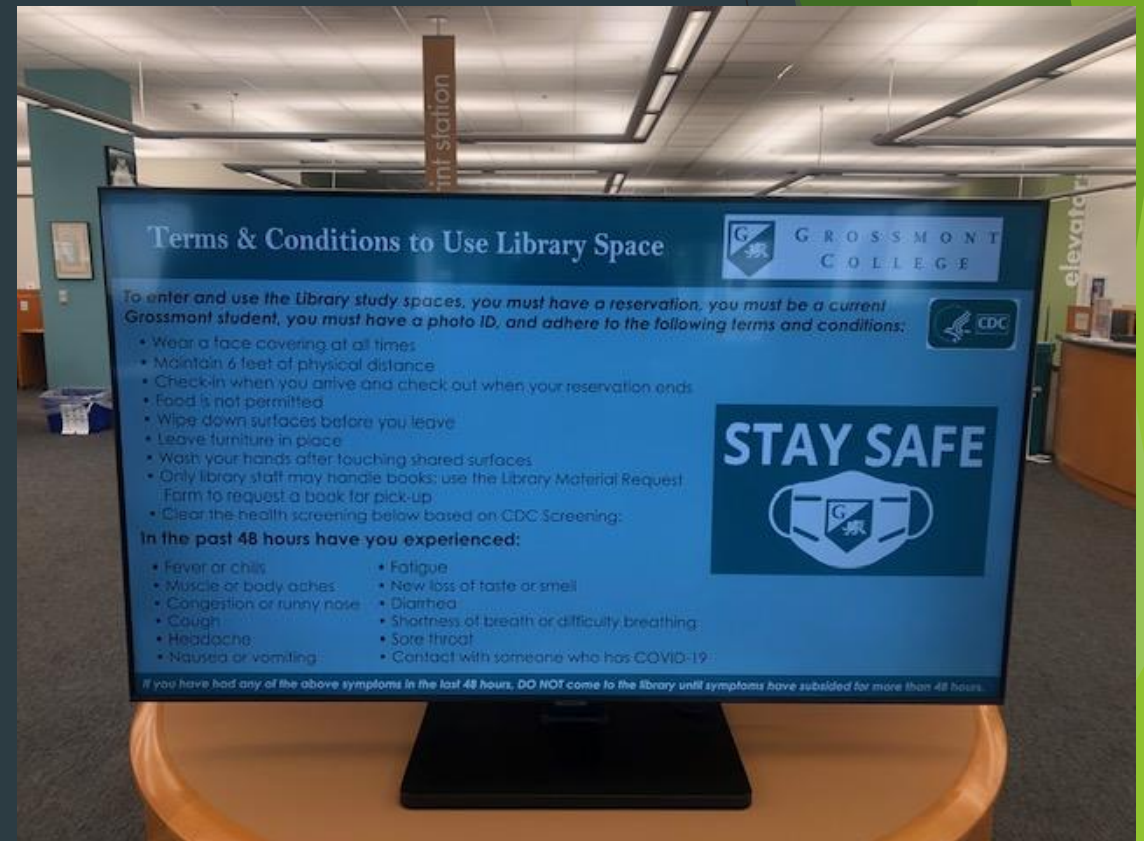
 <p>Remain at least 6 feet in distance from others.</p>	 <p>Wash or sanitize your hands as much as possible.</p>	 <p>Wear a facial covering as required by the State of California: Cover nose and mouth at all times.</p>
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CROSSMOUNT-CORONA, CALIFORNIA
CROSSMOUNT COLLEGE DISTRICT

Centers for Disease Control and Prevention
National Center for Health Statistics



DIGITAL SIGNAGE



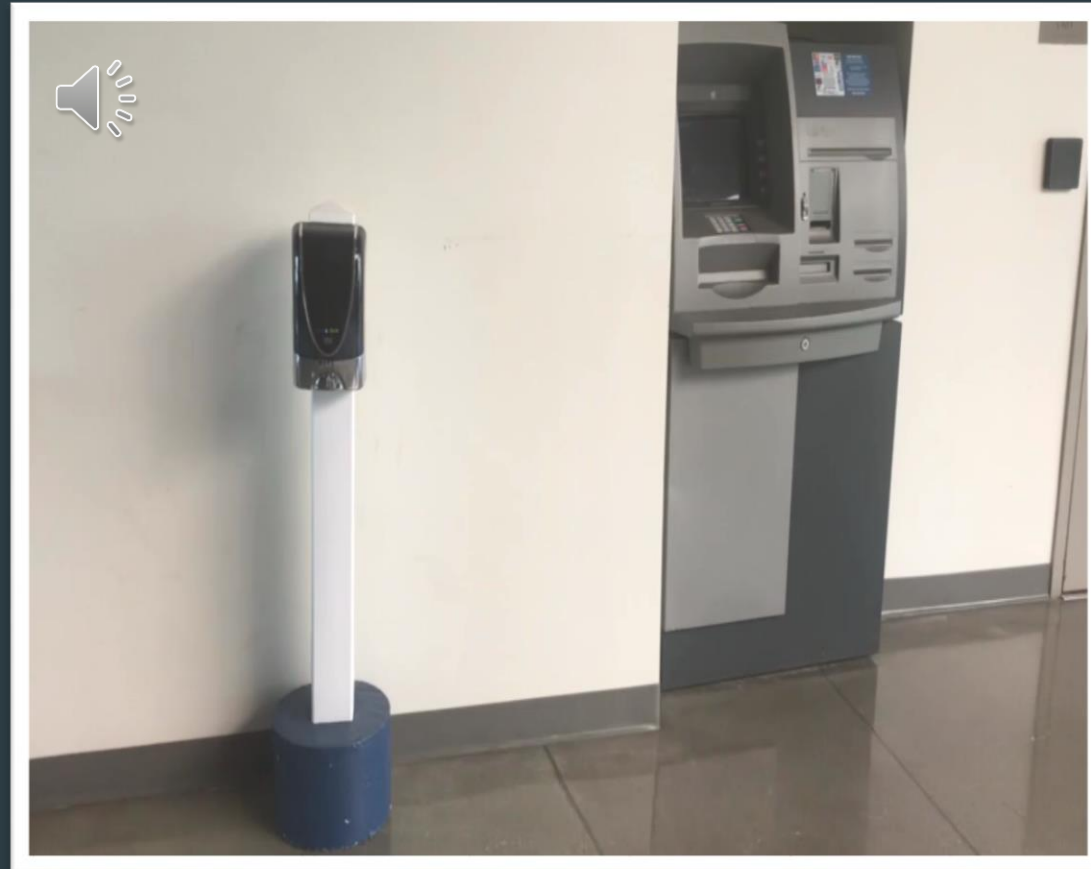
HYGIENE AND SANITATION

- ▶ Stop the spread of germs
- ▶ Ensure good hygiene practices
- ▶ Wash your hands often with soap and water for at least 20 seconds.



HAND SANITIZER DISPENSERS

- Containing at least 60% alcohol.
- Available around campus, including offices and classrooms.



ROUTINE CLEANING

- ▶ Cleaning and disinfecting surfaces can also reduce the risk of infection.
- ▶ Alcohol-based cleansing wipes are available for use on electronics.
- ▶ Clean and disinfect frequently touched objects and surfaces, especially shared equipment, between each use of your workspace.



SAFETY NOTICE

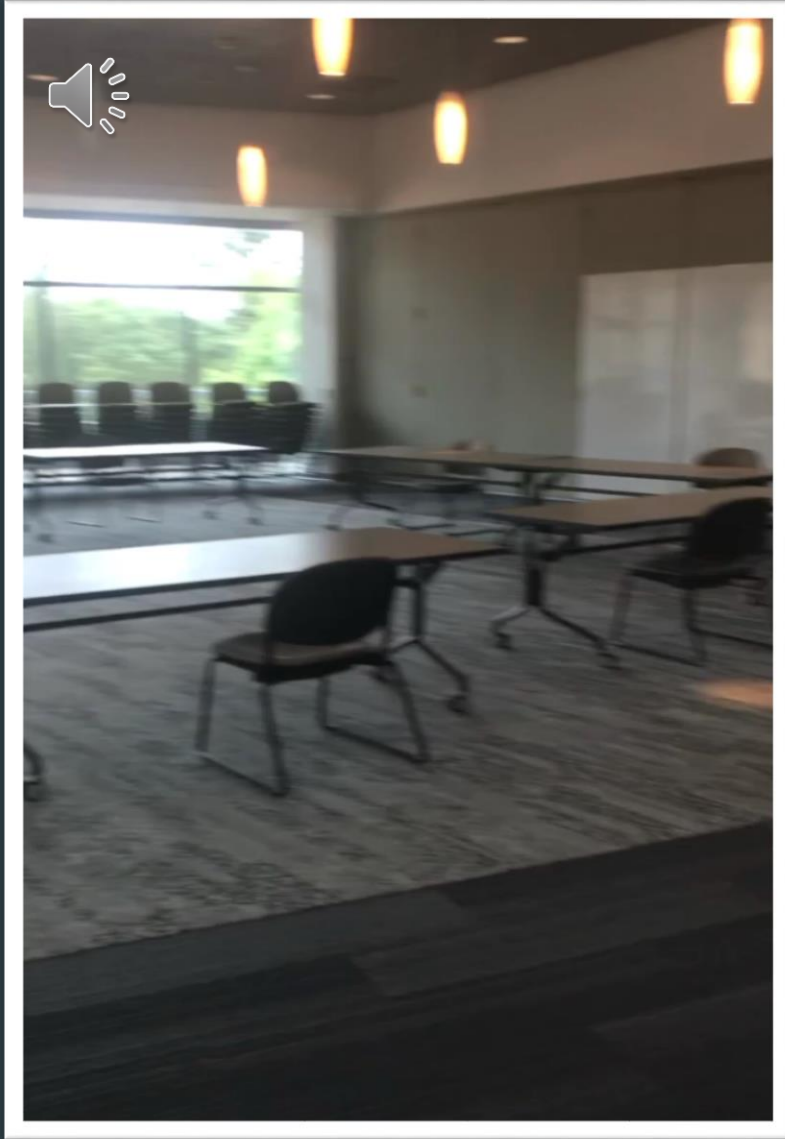
**CLEAN EQUIPMENT
AND TOOLS
BEFORE & AFTER
EACH USE**

Clean Shared Surfaces And Equipment Often

GHOSHMOY-COLEMAN
Community College District

The graphic features a green background with a white icon of a hand being sprayed by a bottle. The text is in bold, black, sans-serif font. At the bottom left, there is a small logo for Ghoshmoy-Coleman Community College District.

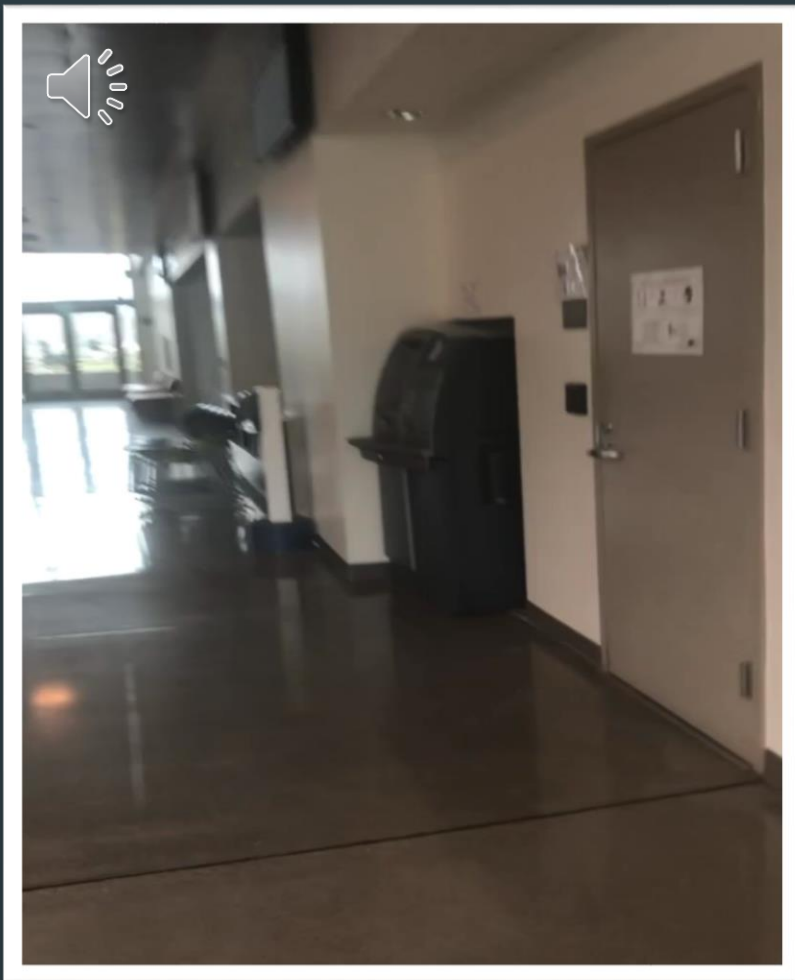




**WIPE DOWN SURFACES BEFORE AND
AFTER MEETING
CONDUCT MEETINGS VIA ZOOM WHEN
POSSIBLE**



ALWAYS TAKE THE NECESSARY SAFETY PRECAUTIONS



CAUTION:
THIS IS A HIGH TOUCH ITEM.
WASH YOUR HANDS OR USE HAND
SANITIZER AFTER USE.n

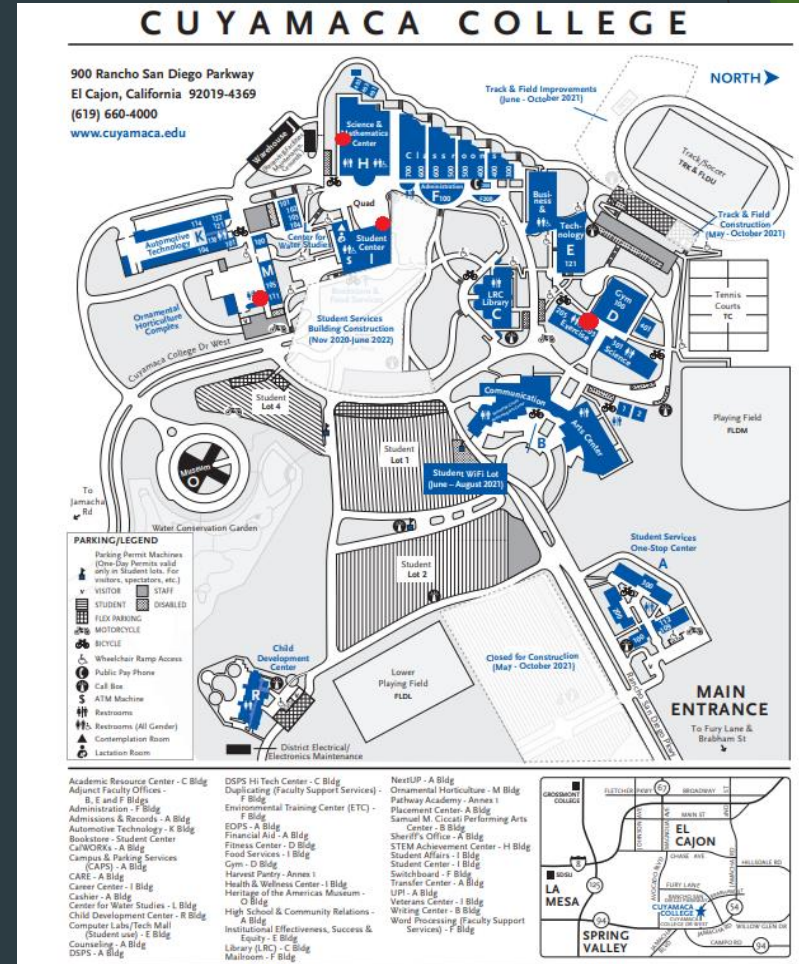
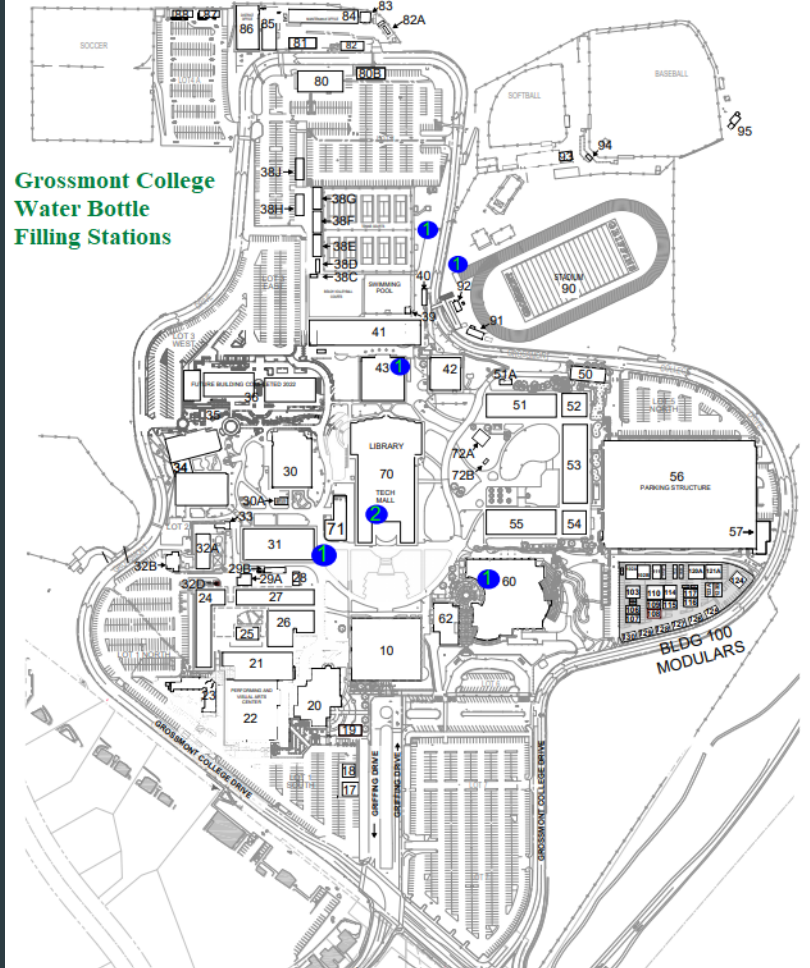


LIMITED USE OF SHARED ITEMS

- Communal drinking fountains are unavailable at this moment.
- Bottle Water Refill Stations around campus can be used instead.



Water Bottle Station



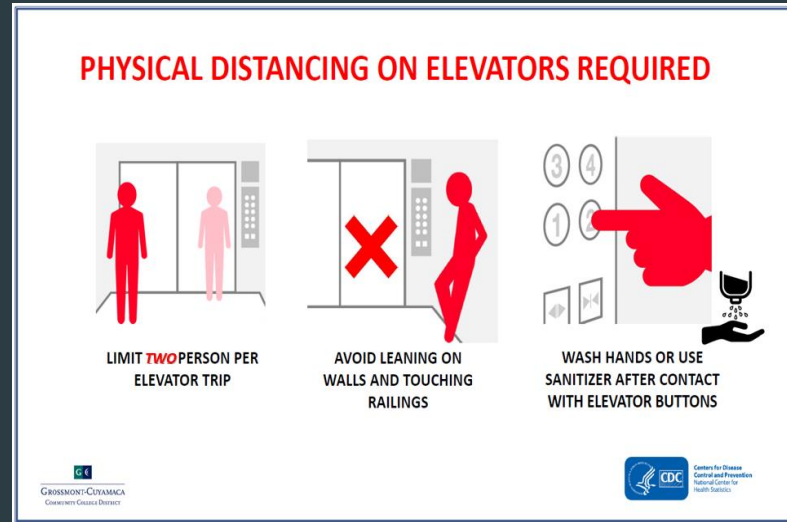
SOCIAL DISTANCING

- Social Distance signs remind students, staff and faculty to maintain a distance of at least 6 feet between each other as well as where to stand in order to help keep everyone safe and healthy.





TOGETHER, WE ARE ACTING RESPONSIBLY

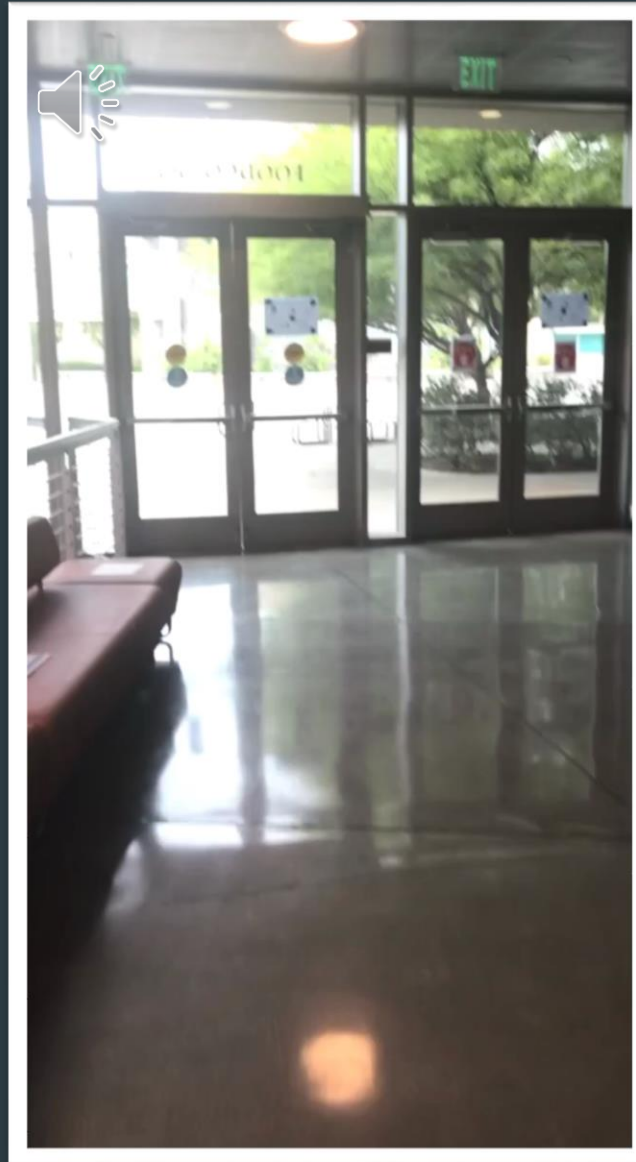


- ▶ Limit the number of people riding in elevators.



APPROVED SEATING

- ▶ Space students' desks and seating at least six feet apart.



GOVERNMENT COMMUNICATIONS
GOVERNMENT COMMUNICATIONS


THIS SEAT IS AVAILABLE



THANK YOU FOR SOCIAL DISTANCING

GOVERNMENT COMMUNICATIONS
GOVERNMENT COMMUNICATIONS

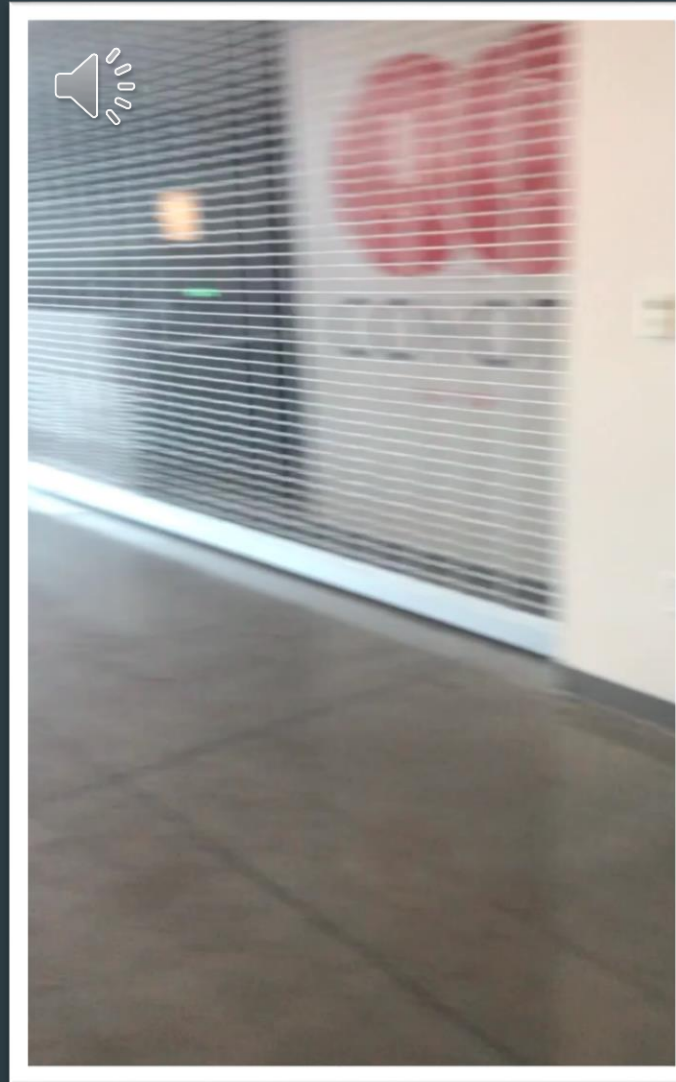
THIS SEAT IS UNAVAILABLE



PLEASE FIND SEATS MARKED WITH GREEN CHECK MARKS
THANK YOU FOR SOCIAL DISTANCING

LIMITED USE OF FURNITURE

- ▶ Chairs in communal seating areas are rearranged and/or removed.
- ▶ Don't move tables, chairs and other furniture that are draped.
- ▶ Goals:
 - Minimize gatherings.
 - Maintain social distancing.



ONE WAY TRAFFIC

- Signs will provide a guide for students, staff and faculty



**ONE WAY SYSTEM IN OPERATION
PLEASE FOLLOW THE
ARROWS**



G-1
GROSSMONT-CUYAMACA
Cuyahoga County District

Centers for Disease Control and Prevention
National Center for Health Statistics

**CAUTION:
NARROW HALLWAY
KEEP RIGHT
FACE COVERING REQUIRED**

Refrain from talking and socializing in hallway.



Quickly continue on to destination, no stopping.

G-1
GROSSMONT-CUYAMACA
Cuyahoga County District


Centers for Disease Control and Prevention
National Center for Health Statistics

NO ACCESS POINT



SAFE RE-OPENING PLAN

- Safe reopening plan documents are located outside of buildings.
- They are intended to help us prepare for our reopening as per the Governor's order.
- Mandatory guidelines are listed as well as other applicable measures to be implemented for a safe reopening plan.

 **SAFE REOPENING PLAN**

Business Name: Grossmont-Cuyamaca Community College District

Facility Address: 8800 Grossmont College Drive, El Cajon, CA and 900 Rancho San Diego Parkway, El Cajon, CA

This plan does not need to be submitted at this time. This plan is to be used to prepare when businesses open per the Governor's Order. The County will not require approval for this plan. Please check back for further information on 5/8/2020. Businesses must implement all mandatory measures listed in A and B below. Businesses shall select applicable measures listed in C and D below and be prepared to explain why any measure that is not implemented is inapplicable to the business. Businesses shall also provide specific details regarding their Safe Reopening Plan pertaining to their business in section E below.

A. Signage (Mandatory):

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility.

B. Measures To Protect Employee Health (Mandatory):

- Teleworking opportunities have been maximized.
- All employees have been told not to come to work if sick.
- All employees must have temperature taken upon reporting to work; if 100 degrees or more, should not be allowed in workplace. If a thermometer is not available, employees must be screened for symptoms (cough, shortness of breath or trouble breathing; or at least two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell)
- All employees must wear facial coverings in the workplace, if within six feet of others.
- All desks or individual work stations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
The campus is currently closed and only open to essential employees. To be updated upon opening. 6/24/2020

Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below)
Masks, gloves and protective eye wear have been provided to FMO and Public Safety Staff.

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County of San Diego

SOCIAL DISTANCING AND SANITATION PROTOCOL

B. Measures To Protect Employee Safety (Mandatory) Continued:

- Soap and water are available to all employees at the following location(s):

Only in open restrooms, available only to essential employees.

- Copies of the Protocol have been distributed to all employees.

C. Measures To Protect Customer Safety (Check all that apply to the facility):

- Limit the number of customers in the store at any one time to which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- All patrons/visitors must wear facial coverings.
- Curbside or outdoor service is made available where feasible.
- Optional – Describe other measures:

Limited Maximum Capacity signs are being calculated and dispersed before opening.
8/24/2020

D. Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

- Placing signs outside the store reminding people to be at least six feet apart, including when in line. Including encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Appointment system is utilized, when appropriate.
- Optional – Describe other measures:

Training has been provided to essential personnel.

SAFE REOPENING PLAN

E. Additional Measures Specific to Business (Mandatory):

The college district is committed to the health and safety of our staff and students.

*Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the Health and Safety Coordinator with any questions or comments about this protocol:

Name: Nicole Conklin, Director of Public Safety Phone Number: 619-644-7654

Signature, Appointing Authority or Designee Nicole Conklin

Date of Form Completed: Revised and Updated on 8/24/2020

Social Distancing and Sanitation Protocol

- The social distancing and sanitation protocols document is located outside all buildings.
- Mandatory measures to be executed on our campuses include signage, ways to protect employee health and increase sanitation as well as other applicable measures.

SOCIAL DISTANCING AND SANITATION PROTOCOL

Business Name: Grossmont-Cuyamaca Community College District

Facility Address: 8800 Grossmont College Drive, El Cajon, CA and 900 Rancho San Diego Parkway, El Cajon, CA

Businesses must implement all mandatory measures listed in A, B, and F below. Businesses shall select applicable measures listed in C, D, and E below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

A. Signage (Mandatory):

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

B. Measures To Protect Employee Health (Mandatory):

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- All desks or individual work stations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Breakrooms:**
The campus is currently closed and only open to essential employees. To be updated upon opening. 6/24/2020
 - Bathrooms:**
The campus is currently closed and only open to essential employees. To be updated upon opening. 6/24/2020
 - Other:** _____ : _____
- Disinfectant and related supplies are available to all employees at the following location(s):
Essential employees have disinfectants available in proper storage areas and high use areas.
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
All essential employees have access to hand sanitizer stations which have been placed strategically throughout campus.

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County of San Diego

SOCIAL DISTANCING AND SANITATION PROTOCOL

B. Measures To Protect Employee Health (Mandatory) Continued:

- Soap and water are available to all employees at the following location(s):

Restrooms which are currently in use by essential employees all have soap and water.

- Copies of the Protocol have been distributed to all employees.

C. Measures To Prevent Crowds From Gathering (Check all that apply to the facility):

- Limit the number of customers in the store at any one time to **TBD** which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- Ensure an employee is at the door to monitor that the maximum number of customers in the facility set forth above is not exceeded.
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.
- Optional – Describe other measures:

Limited Maximum Capacity signs are being calculated and dispersed before opening.
6/24/2020

D. Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Optional – Describe other measures:

Training has been provided to essential personnel.

SOCIAL DISTANCING AND SANITATION PROTOCOL

E. Measures To Prevent Unnecessary Contact (Check all that apply to the facility):

- Preventing people from self-serving any items that are food-related.
- Lids for cups and food-bar type items are provided by staff, not to customers to grab.
 - Bulk-item food bins are not available for customer self-service use.
- Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe below:

Not applicable

- Optional – Describe other measures (e.g., providing senior-only hours):

F. Measures To Increase Sanitization (Mandatory):

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Employee(s) assigned to disinfect carts and baskets regularly.
- Hand sanitizer, soap, and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.

G. Hospitals/Health Care Facility Only:

- Symptoms/temperature checks to ensure any staff or visitors (allowed pursuant to Section 2c of the Order) entering the facility are not ill.

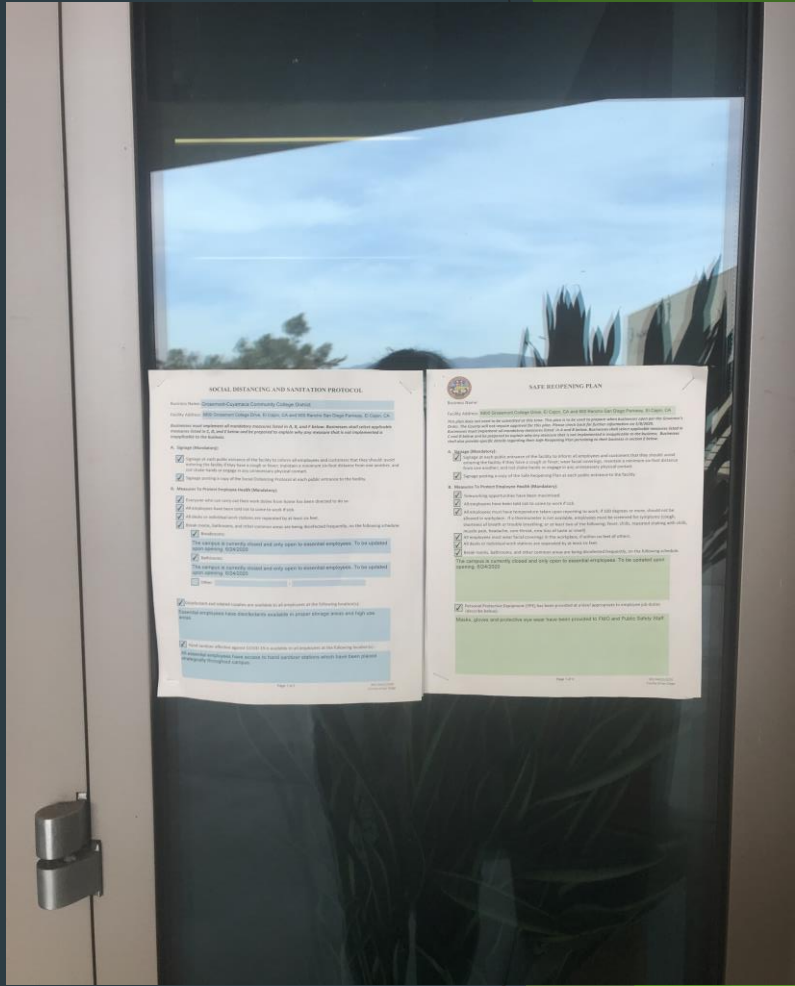
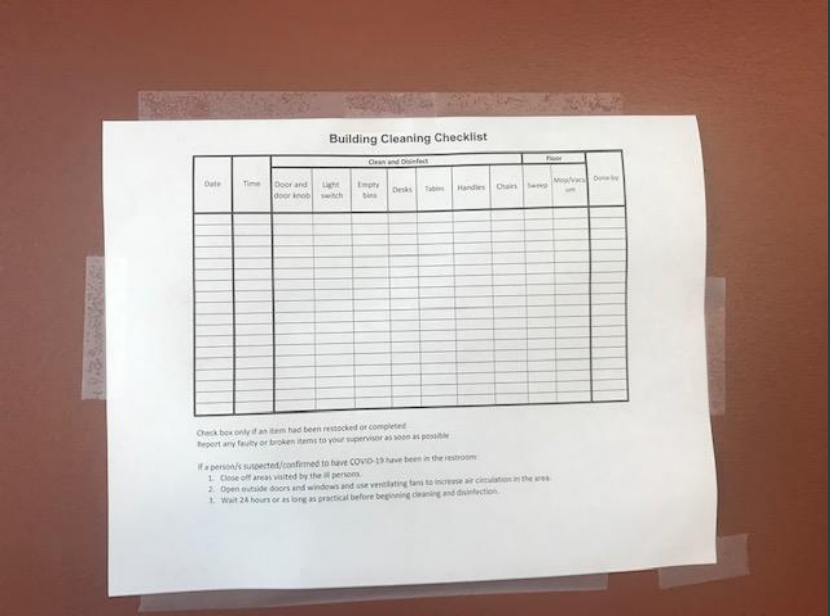
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You may contact the following person with any questions or comments about this protocol:

Name: Nicole Conklin, Director of Public Safety Phone Number: 619-644-7654

Date of Form Completed: Revised and Updated on 6/24/2020

PROTOCOLS ON DISPLAY



QUESTIONS & ANSWERS

- ✓ **Are there COVID-19 Daily Checklist signs located around campus?**

A COVID-19 Daily Checklist will only be available on the GCCCD website under the COVID-19 resources.

- ✓ **Can I request extra signs for my department?**

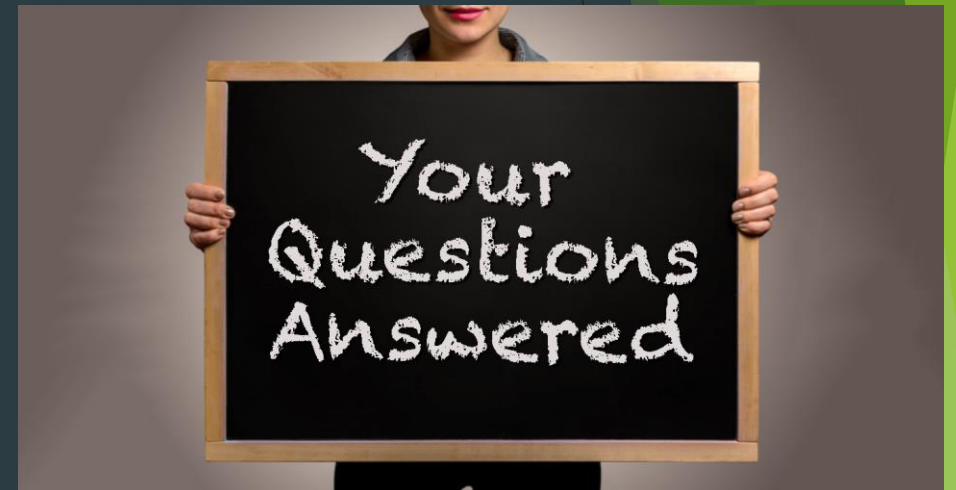
Yes, feel free to contact me or any other health and safety specialists.

- ✓ **Will the cleaning and sanitization supplies will be distributed to all departments?**

We will be providing cleaning and sanitization supplies as requested. So please, do not hesitate to reach out to me or any other health and safety specialists.

- ✓ **Can I move or remove any posted signs?**

No. If you would like to make any changes to the posted signs around your department, please consult it with any health and safety specialists first.



Please take responsibility
for the energy you bring
into this space.

Your Words Matter
Your Behavior Matters

Understand that we are all
doing the best we can
right now.

Kindness Matters

be
KIND



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

JOIN OUR NEXT HUMAN RESOURCES WEBINAR

- ▶ Topic: Cleaning and Sanitation
- ▶ Overview of:
 - Cleaning requirements according to Cal/OSHA
 - Personal space vs. Shared space expectations
 - FMO cleaning/sanitation procedures

Hosted by Kelly Brase
Thursday - June 17, 2021
9:30 AM

Registration Link

- ▶ <https://cccconfer.zoom.us/meeting/register/tJcsf-uhrTMoGNBV3nbBC8EOvFRkOIfU5bGL>

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REFERENCES

- ▶ Center for Disease Control and Prevention (CDC)

[Print Resources | CDC](#)

- ▶ California Department of Public Health (CDPH)

[Guidance Higher Education](#)

- ▶ Occupational Safety and Health Administration (OSHA)

<https://www.osha.gov/>

- ▶ Cal/OSHA - Division of Occupational Safety and Health (DOSH)

[COVID-19 Prevention Emergency Temporary Standards - Fact Sheets, Model Written Program and Other Resources \(ca.gov\)](#)

- ▶ San Diego County Public Health Services

[Public Health Services \(sandiegocounty.gov\)](#)

THANK YOU

For questions or comments, please contact:

- ▶ **Francys Ropohl**, Health and Safety Specialist.

619-660-4203

Francys_reyes@gcccd.edu

- ▶ **Cheryl Detwiler**, HR Coordinator.

619-644-7571

Cheryl.detwiler@gcccd.edu