PANDEMIC RESPONSE PLAN

HARTNELLCOLLEGE

December 18, 2020

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To the Hartnell Community College District Community:

As the Hartnell Community College District plans for the gradual return of employees, students, and visitors to our campuses, we are working together to ensure that this can occur safely, smoothly, and always with student access, equity, and success at the forefront of our decision-making. We must plan with the needs of the most vulnerable in mind, both in terms of protecting personal health and safeguarding the ability of students to keep learning despite the challenges they face.

I am grateful to staff and faculty who participated in planning discussions during spring, summer and fall 2020, as well as the employees and students on the HCCD Safety Committee who will help us determine how best for Hartnell to proceed in the months to come. Members of the Executive Cabinet, as well as deans and departmental managers, will also play a key consultative role while continuing to provide day-to-day campus leadership.

The speed of our progress toward reopening will depend on many external factors, as well as on the physical capacity of our college and employees to safely move from one stage of reopening to the next.

All of us continue to learn lessons that we will apply in our continued response to the COVID-19 pandemic and our efforts to prepare for an equal or greater threat in the future. Thank you for your vigilance, care, and concern for the well-being of all.

Sincerely,

Dr. Raúl Rodríguez, Ph.D.
Interim Superintendent/President

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Purpose and Background

The Hartnell Community College District (HCCD) performs a vital role in Monterey County, and its mission is more critical than ever as the result of the COVID-19 pandemic of 2020-21. Furthermore, institutions of higher education are identified by the federal government as part of the Government Facilities Sector and an element of the national critical infrastructure. Similarly, California identifies higher education workers as essential support for critical infrastructure as part of Government Operations and Other Community-Based Essential Functions. Both designations underscore how crucial it is that Hartnell College maintain operations despite the challenges posed by the COVID-19 pandemic.

This plan represents the collaborative work of Hartnell faculty, staff, students, and administrators to ensure the continuity of the College mission in the face of uncertainty and change. The California Department of Public Health (CDPH) has recommended that workplaces develop an action plan to adequately respond to the pandemic and designate responsible individuals to execute the plan. Developed in alignment with guidance set by the State of California and Monterey County, this document establishes guidelines for current operations and a safe reopening of the College. It will be distributed widely to campus stakeholders and used for training and communication with staff.

While the document focuses primarily on Academic Year 2020-21 and potentially 2021-22, the guidance and protocols developed through the planning process are intended to provide ongoing direction for the duration of the current COVID-19 pandemic emergency. The plan will guide a staged, flexible reopening that minimizes the risk of transmission in order to make it as safe as possible for students, staff, and faculty to return to Hartnell's campuses. As the situation evolves, this document may evolve in response.

Executive Summary

In mid-March 2020, while responding to the COVID-19 pandemic and the governor's stay-at-home order, the College transitioned nearly all courses to online instruction. The only exceptions were courses in health sciences that continued to meet on-site under new safety protocols. Other courses that required on-site instruction were canceled or suspended until they could be completed with safety protocols in place. College services also transitioned to an online mode, with staff working remotely to offer a full range of academic and student support services via web, online chat, videoconferencing, and telephone.

In early April 2020, with the stay-at-home order still in place and amid uncertainty about conditions during the summer term, the College determined that Summer 2020 courses would be offered through remote learning. Under the Emergency Distance Education Addendum submitted to the Chancellor's Office, courses for Summer and Fall 2020 were transitioned fully online, except for a limited number of hard-to-convert courses, as listed in the Addendum.

This report provides a high-level review of departmental and division plans and safety guidelines, with gradually increasing level of detail.

Section 1, "Reopening Framework, State and County Considerations," identifies the guiding principles, criteria, and authorities consulted in the development of this plan.

Section 2, "Institutional Prevention and Response," reviews the College's COVID-19 workplace coordination structure, as well as the safety protocols and practices adopted in support of a safe campus reopening.

Section 3, "Information Technology, Administrative Services, and Institutional Planning, Research and Effectiveness," provides an overview of College planning and implementation in these three divisions to support the continuity of student services and instruction as emergency conditions continue to change.

Section 4, "Instructional and Service Programs," offers a phased reopening framework to accommodate ongoing changes in safety conditions as the pandemic emergency continues.

Finally, **Section 5, "Special Programs and Services,"** provides more detailed Academic Year 2020-21 planning information for a range of distinct programs and services. Additional resources, including supporting documentation, implementation plans for on-site instruction, and course-level information are included in the appendices and supplemental documents.

Section 1: Reopening Framework, State and County Considerations

Community colleges are vital to the economic recovery of California, as many individuals will seek retraining and skill development during and after the COVID-19 pandemic. In recognition of this key role, both federal and state guidelines designate higher education as essential critical infrastructure. Both designations underscore how crucial it is for the College to maintain operations despite the challenges posed by the COVID-19 pandemic. To establish the safest possible environment to support that imperative, this plan draws on guidance from the CDC and the state, including information and recommendations from the California Department of Public Health COVID-19 Industry Guidance: Institutions of Higher Education, as well as the California Community Colleges' "Report of the Safe Campus Reopening Workgroup."

This guidance, along with the "Reopening Stages" established in California's Resilience Roadmap to guide workplace transitions, provide a framework to support the College's decision-making process and to allow for delivery of instruction and services.

Stage 1 — Safety and preparedness.

Stage 2 — Creating opportunities for lower-risk sectors to adapt and reopen.

Stage 3 — Creating opportunities for higher-risk sectors to adapt and reopen.

Stage 4 — End of stay-at-home order.

STAGE 1: Safety and preparedness

STAGE 2: Lower-risk workplaces

STAGE 3: Higher-risk workplaces

STAGE 4: End of stay-home order

As part of its plan, Hartnell identified action steps to decrease the spread of COVID-19 and reduce the pandemic impact in the workplace. The American College Health Association provides the following guidance for colleges and universities to consider in order to protect the safety and well-being of individuals during the pandemic:

1. Restrictions and limitations in activities will likely be in place for the next 6-9 months, if not longer.

2. Resumption of activities will be gradual and phased based on local public health conditions, as well as institutional capacity.

3. The high-touch, highly interactive, mobile, densely populated living and learning environment typical of most campuses is the exemplar of a congregate setting with multiple risk factors for ready transmission of COVID-19.

4. Protecting the most vulnerable populations (medically susceptible, undocumented, students of color, uninsured or underinsured, non-traditional, older, DACA, and homeless students, faculty, and staff members) is a moral and ethical obligation. Some vulnerable individuals may need to observe ongoing physical distancing for more prolonged periods.

5. Meticulous adherence to public health practices — including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high-traffic areas, symptom assessment, and face covering in public — is the College's new normal. This has been widely communicated to students, employees, and all campus visitors, and should be shared again on a regular basis.

6. The White House's "Opening Up America Again" plan identifies a phased approach to easing restrictions, which will be dictated in large part by COVID-19 activity state to state.

While the College will continue to serve its district despite the challenges presented by the COVID-19 pandemic, the health and safety of students, employees, and their families are of paramount importance. For this reason, Hartnell operations and planning will continue to reflect the current state of knowledge and guidance about the novel coronavirus and the prevention and containment of COVID-19. This plan acknowledges that such guidance from the state and county will shift in response to new developments, and this plan may continue to be adjusted as a result.

SECTION 2
INSTITUTIONAL PREVENTION AND RESPONSE

Section 2: Institutional Prevention and Response

This section will review several procedures and practices the College has identified to protect faculty, staff, students, and visitors to campus and to minimize the transmission of COVID-19. These guidelines align with recommendations made by Cal/OSHA and will provide direction to support a safe campus environment as the College continues to operate under these conditions.

A. **Emergency Operations Center:** In accordance with its emergency response plan, on March 16, 2020, the College progressed from a limited Emergency Operations Center (EOC) to a fully activated EOC to coordinate its COVID-19 pandemic response. For the first time in the College's 100-year history, the superintendent/president declared a Campus State of Emergency. The mission of the Hartnell Community College District (Hartnell) EOC is to protect life and property through the effective use of resources, in coordination with other responding and partnering agencies. Following guidance from the Centers for Disease Control and Prevention (CDC), the Hartnell Community College District EOC created campus-level plans to manage the spread of the COVID-19 virus. The Hartnell EOC coordinated and communicated emergency strategies with the Monterey County Office of Emergency Management on a weekly basis and made decisions with guidance from the California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA).

EOC meetings were held daily at the beginning of the pandemic to institute rapid changes, disseminate information, assess resources, and procure resources, while supporting faculty and students as they transitioned to online learning, counseling, and service platforms. EOC meetings were eventually reduced to a weekly schedule. Due to the unique and changing circumstances of the COVID-19 pandemic, the EOC has been held virtually and for a prolonged period of time. The Hartnell EOC will remain activated, at the appropriate level, throughout the pandemic.

B. **Monterey County Health Department:** Hartnell cooperates and works with the Monterey County Health Department to communicate information about COVID-19 outbreaks among students or staff. The contact information is listed below.

Monterey County Health Department
(831) 755-4500
health@co.monterey.ca.us
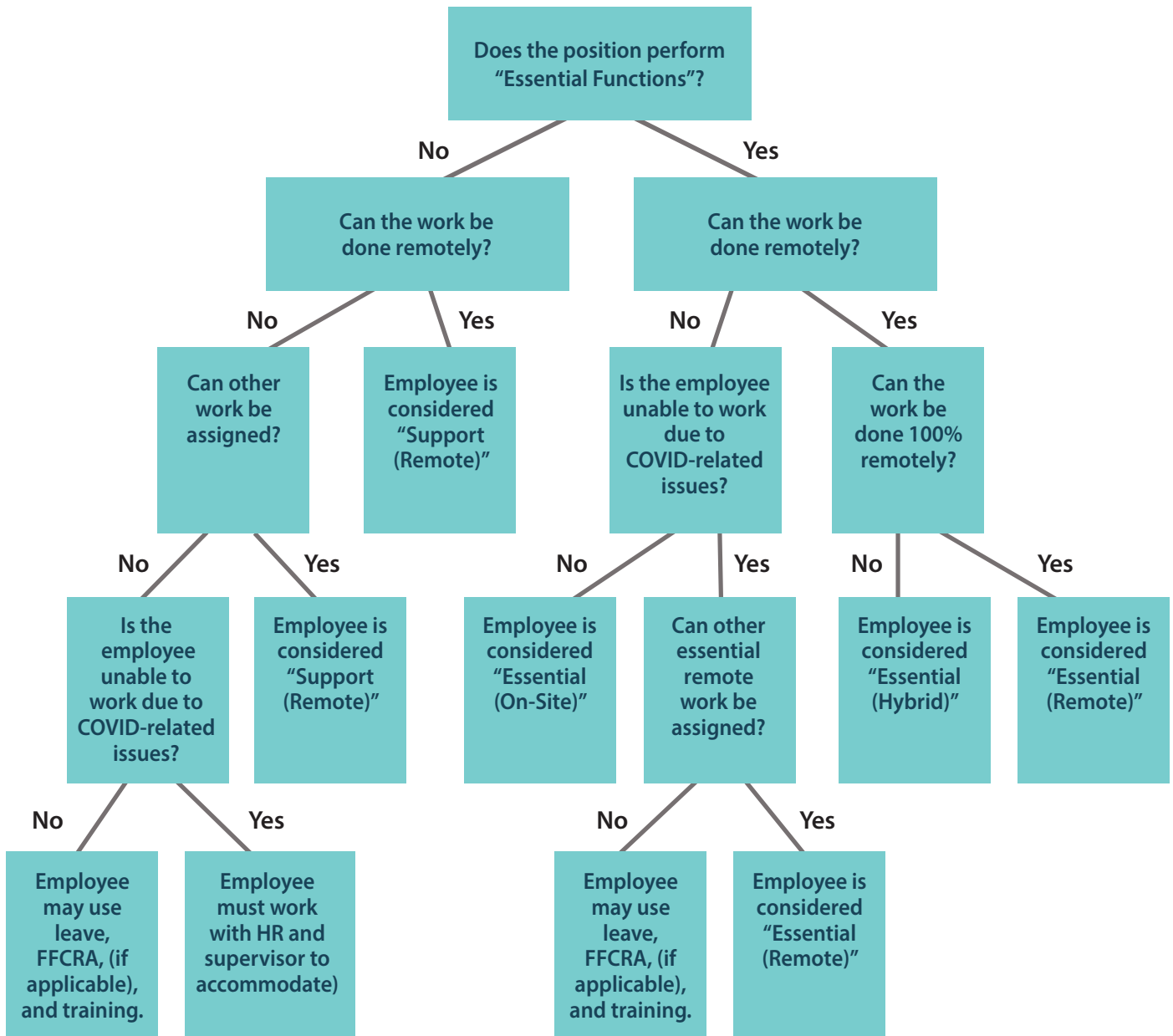https://www.co.monterey.ca.us/government/departments-a-h/health

The College has established regular communication with local and state authorities through the participation of the County's Emergency Operation Center. The College's Emergency Operations Center regularly reviews and disseminates local and county information to campus constituency leaders.

C. Identified workplace coordinators: Managers are responsible for COVID-19 issues and their impact in the workplace as outlined below.

Location	Workplace Coordinator
Main Campus	
Building A – Library/Learning Resources	Dr. Sachiko Matsunaga
Building B – Student Services	Dr. Romero Jalomo
Building C – Student Center	Augustine Nevarez
Building D – Classroom/Administration	Lyle Engeldinger
Building E – Classroom/Administration	Joseph Reyes
Building F – Weightroom	Daniel Teresa
Building G – Auxiliary Gym	Daniel Teresa
Building H – Main Gym	Daniel Teresa
Building J – Visual Arts	Joy Cowden
Building K – Center for Performing Arts	Joy Cowden
Building L – Maintenance, Optns. & Recvg.	Marc Riggillo
Building M – Child Development Center	Anne Adamson
Building N – Merrill Hall	
Building O – Ctr. for Nursing & H. Sciences	Dr. Debra Kaczmar
Building P – Fieldhouse	Daniel Teresa
Building Q – Welcome Kiosk	Nick Cerros (Security Supervisor)
Building R – Continuing Education	Dr. Sachiko Matsunaga
Building S – STEM Center	Mostafa Ghous
Building T – Public Safety	Daniel Scott
Facility U – Swimming pool	Daniel Teresa
Facility V – Tennis courts	Daniel Teresa
Facility W – Soccer field	Daniel Teresa
Facility X – Tony Teresa Diamond	Daniel Teresa
Facility Y – Track	Daniel Teresa
Facility Z – Softball field	Daniel Teresa

Location	Workplace Coordinator
Alisal (East) Campus	
A Wing	Clint Cowden
B Wing	Clint Cowden
C Wing	Clint Cowden
Building D – Technical Training Center	Clint Cowden
Building E – Alisal Campus Early Ed. Center	Clint Cowden
King City Education Center	
Education Center	Mostafa Ghous
Soledad Education Center	
Education Center	Mostafa Ghous

D. Workplace protocol: Hartnell has been identified as "Essential Critical Infrastructure Workers" that allows the continuity of services critical to public health and safety. In order to ensure the student and community needs are being met, the decision tree below identifies how programs and services will be delivered during the pandemic. District needs will vary by programs and services.

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                    │  "Essential Functions"? │
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           │ done remotely? │      │ done remotely? │
           └────────────────┘      └────────────────┘
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    │Can other │  │Employee  │  │Is the    │  │Can the   │
    │work be   │  │is        │  │employee  │  │work be   │
    │assigned? │  │considered│  │unable to │  │done 100% │
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    │          │  │(Remote)" │  │to COVID- │  │          │
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 │unable  ││consid- │      │consid- ││remote   ││consid- ││consid- │
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 │related ││"       │      │(On-    ││         ││(Hybrid)││(Remote)│
 │issues? ││        │      │Site)"  ││         ││"       ││"       │
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  No      Yes                       No      Yes
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│may use ││must    │          │may use ││is      │
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│FFCRA,  ││with HR │          │FFCRA,  ││ered    │
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│applic- ││super-  │          │applic- ││ial     │
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Based on the decision tree, the following staffing options outlined allow for maximum employee safety, as well as the continuation of essential operations.

1. **Remote work**

   Those who can work remotely to fulfill their job responsibilities may continue to do so as determined by their manager. All remote work must be approved by and monitored by the immediate management supervisor and can be completed in a full or partial day/week schedule as appropriate.

2. **On-site work**

   On-site staffing will be coordinated to mitigate potential risks and ensure the safety of staff, faculty, and students, as well as the communities we serve. Once decisions to expand on-site staffing have been made, staff must follow the policies and protocols detailed in this plan for returning to work on-site.

3. **Alternating days**

   To limit the number of individuals and interactions among those on campus, departments, where possible, will schedule partial staffing on alternating days.

4. **Protections for persons at higher risk for severe illness from COVID-19**

   The College has identified options for faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, remote course delivery, and modified job responsibilities). Under the Families First Coronavirus Response Act (FFCRA), Hartnell Community College District must provide employees of the district with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 if the employee is unable to work. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces FFCRA.

   Under the FFCRA, an employee qualifies for paid sick time when unable to work because the employee:

   - is subject to a federal, state, or local quarantine or isolation order related to COVID-19;

   - has been advised by a health care provider to self-quarantine related to COVID-19;

   - is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

   - is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);

   - is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or

   - is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

   For additional information regarding rights under FFCRA, employees may contact the Human Resources Department and visit the U.S. Department of Labor website.

E. COVID-19 signs and symptoms

COVID-19 symptoms, as described by the CDC, include:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

It is recommended that faculty, staff, and students regularly conduct symptom self-checks.

F. Campus safety and training

1. **Employee training:** All employees will be required to complete training on COVID-19 concepts, safety, and prevention in the workplace. Upon completing the training, employees should be able to explain basic facts, assess the risk of workplace exposure, define key steps in worker protection and infection control, and identify methods to prevent and respond to COVID-19 exposure in the workplace.

   a. **Instructions for reducing the spread of COVID-19:**
      i. Follow the College's policies and procedures related to illness, cleaning, and disinfecting; how to conduct safe work meetings; and travel requirements.
      ii. Wear face covering at all times when around other people or in common spaces such as stairways, hallways, and restrooms.
      iii. Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60 percent alcohol if soap and water are not available.
      iv. Avoid touching eyes, nose, and mouth with unwashed hands.
      v. Cover mouth and nose with a tissue when coughing or sneezing or use the inside of the elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60 percent alcohol. Follow coughing and sneezing etiquette recommended by the CDC.
      vi. Encourage staff and students to clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, light switches, and doorknobs. Dirty surfaces are cleaned with soap and water prior to disinfection.
      vii. Avoid use of other employees'/students' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
      viii. Strongly recommend that staff be immunized each autumn against influenza unless contraindicated by personal medical condition to protect the campus community, reduce demands on health care facilities, and decrease illnesses that cannot be distinguished from COVID-19.
      ix. Travel for employees will be approved and based on need with state and local regulations and guidance.

2. **Student training and outreach:** the College will schedule a meeting with the Associated Students of Hartnell College (ASHC) to share this plan before additional students return to campuses. Students will learn about COVID-19 concepts, safety, and prevention. Students will also learn the key steps the College has taken to protect employees, control infection, and identify methods to prevent and respond to COVID-19 exposure in the workplace. The College will host a student town hall and share bilingual information regarding COVID-19 on social media.

   a. **Instructions for reducing the spread of COVID-19:**
      i. Inform students about adhering to the College's policies and procedures.
      ii. Wear face covering at all times.
      iii. Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60 percent alcohol if soap and water are not available.
      iv. Avoid touching eyes, nose, and mouth with unwashed hands.
      v. Cover mouth and nose with a tissue when coughing or sneezing, or use the inside of the elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60 percent alcohol. Follow coughing and sneezing etiquette recommended by the CDC.
      vi. Encourage students to clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, and telephones. Dirty surfaces are cleaned with soap and water prior to disinfection.
      vii. Avoid use of other employees'/students' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
      viii. Strongly recommend that students be immunized each autumn against influenza unless contraindicated by personal medical condition to protect the campus community, reduce demands on health care facilities, and decrease illnesses that cannot be distinguished from COVID-19.

3. **Control measures and symptom screening**

   a. **Face covering:** Anyone who is on campus is required to use a face covering at all times while conducting business among students, faculty, and staff. Face coverings should be worn in public areas and, most importantly, when 6 feet of physical distance is not possible. Individuals should be reminded not to touch face coverings and to wash hands frequently. Information will be provided to all students, faculty, and staff on proper use, removal, and washing of face coverings.

   Note: Face coverings should not be placed on:
      i. Children younger than 2 years old.
      ii. Anyone who has trouble breathing or is unconscious.
      i. Anyone who is incapacitated or otherwise unable to remove the face cover without assistance.
      ii. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. Employees seeking a face covering exemption due to a medical condition, mental health condition, or disability that otherwise prevents wearing a face covering must contact Human Resources.

4. Communication and messaging

a. Hartnell has established communication systems to allow faculty and staff the ability to report COVID-19 related exposures or symptoms. (For more information, see section H., Incident Response).

b. Information and notification processes related to COVID-19 will follow all confidentiality guidelines established by FERPA and state law.

c. Hartnell posts signs in highly visible locations (building entrances, restrooms, dining areas, etc.) that promote protective measures and describe how to stop the spread of germs (such as by properly washing hands, maintaining social distance of 6 feet between persons, and wearing a face covering). Signs will also communicate proper ingress and egress protocols and contact information for college departments and programs. Signage will be in both English and Spanish.

d. Hartnell has established a COVID-19 webpage to inform campus stakeholders and the community. The website contains FAQs, resources, college updates, and more.

e. Hartnell has or will use the website, social media posts, emails, videos, signage, news media, marketing campaigns, town hall meetings, Zoom meetings, virtual events, and more as various means for communication related to the campus operations.

5. Support respiratory etiquette and hand hygiene

a. Hartnell will provide tissues and no-touch disposal receptacles.

b. Soap and water sink areas are available throughout campus and located in all bathrooms. If soap and water are not readily available, employees are encouraged to use alcohol-based hand sanitizer.

c. Hand sanitizer dispensers are located at all points of entry and exit to buildings and in other areas as deemed necessary to encourage sanitized hand hygiene.

d. Posted notifications are displayed by building entrances and in other visible areas encouraging hand hygiene to help stop the infection spread.

G. Facility and distancing guidelines

1. Physical distancing

a. Avoid gatherings and maintain distance (approximately 6 feet or 2 meters) from others when possible.

b. Implement flexible work hours to minimize close contact as people arrive and depart from work (e.g., staggered shifts).

c. Increase physical space between employees/students at the worksite.

d. Increase physical space between employees, students, and customers (e.g., drive through, partitions).

e. Receive products through curbside pick-up or delivery whenever possible.

f. Place markers designating line-start points and 6-foot spacing with floor markers to ensure safe distance is being maintained.

g. Designate separate entry points and exit points whenever possible to ensure, as much as possible, safe distancing is being followed.

2. Modified layouts

    a. Space seating/desks at least 6 feet apart when feasible. For lecture halls, seats and rows are marked or covered and made unusable — designate seats that cannot be used to ensure 6-foot distance between seats.

    b. Host smaller classes in larger rooms.

    c. Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill-building activities).

    d. Create distance between students in rooms (e.g., skipping rows) when possible.

    e. Physical distancing does not alter the guidance to wear face coverings.

    f. Use non-classroom space for instruction, including outdoor space, as appropriate and feasible.

    g. Physical guides and cues in buildings, such as tape on floor markers or sidewalks and signs on walls, to ensure individuals remain at least 6 feet apart in lines and at other times.

    h. Designated routes for entry and exit.

    i. Covering sinks, toilets, and urinals when the 6-foot spacing cannot be accomplished. Where sinks are closer than 6 feet, they are disabled to create more distance. Signage is posted in these areas to promote physical distancing.

3. Physical barriers and guides

    a. Install physical barriers, such as sneeze guards and partitions, particularly where it is difficult for individuals to remain at least 6 feet apart.

    b. Provide physical guides, such as tape on floors or sidewalks and signs on walls, and cordon off areas to ensure individuals remain at least 6 feet apart at all times.

4. Communal spaces

    a. Close shared spaces (dining halls, game rooms, exercise rooms, and lounges); otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart. Clean and disinfect between use.

H. Incident response: All exposures or possible exposures should be reported to Human Resources (HR) as soon as possible. When contacting HR, individuals should be prepared to provide the names and classifications of all employees potentially exposed to COVID-19. Exposure, as defined by the CDC, is close contact with an individual known to have been infected with COVID-19. Close contact is defined as:

- Employee was within 6 feet of someone who has COVID-19 for at least 15 minutes, either at one time or cumulatively over a 24-hour period.

- Employee has provided care at home to someone who is sick with COVID-19.

- Employee has had direct physical contact with a person known to have COVID-19 (e.g., touched, hugged, or kissed).

- Employee has shared eating or drinking utensils.

- Employee has been exposed to respiratory droplets via sneezing, cough, or other transmission methods.

1. **Exposure risk (off-site):** If an employee has been exposed to COVID-19 at home or in the community:

    a. Employees should self-quarantine for 14 days and monitor for symptoms.

    b. Employees may not return to work until released by a healthcare provider and/or are free from all symptoms (without the use of symptom reducing medication) for seven (7) days.

    c. Employees may be able to work from home if tasks can be performed remotely or use appropriate leave.

2. **Department/facility closure:** Facility closure is not necessary. Routine cleaning and disinfection of all high-touch surfaces in the facility should continue. All remaining employees must wear face coverings, physical distance, and regularly wash/sanitize hands.

3. **Employee notification:** Employees who have had direct contact with exposed employee:

    a. HR will inform employees of their possible exposure to COVID-19 in the workplace. Confidentiality will be maintained as required by the Americans with Disabilities Act (ADA).

    b. Employees should work remotely until, if they had been working on campus, they are cleared to return.

    c. For employees who are identified as high-risk, encourage remote work.

    d. Employees who continue to work in the office should self-monitor for COVID-19 symptoms (e.g., fever, cough, shortness of breath) prior to coming to campus.

4. **Exposure risk (on-site):** If an employee has tested positive for COVID-19 or is exhibiting symptoms consistent with COVID-19 (e.g., fever, cough, shortness of breath):

    a. Employee should leave work immediately or not report for duty if at home.

    b. Employee should get tested (if not already tested) by their own healthcare provider.

    c. Employee may not return to work until released by a healthcare provider and/or is free from all symptoms (without the use or symptom reducing medication) for seven (7) days.

5. **Department/facility closure:** In most cases, the facility will not need to be closed. HR will work with Facilities staff to determine appropriate measures. If it has been fewer than seven (7) days since the sick employee has been in the facility, any areas used for prolonged periods of time by the sick person will be closed off and:

    a. Facilities staff will wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.

    b. During this waiting period, open outside doors and windows to increase air circulation in these areas.

    c. If it has been seven (7) days or more since the infected employee used the facility, additional cleaning and disinfection is not necessary. Routine cleaning and disinfecting all high-touch surfaces in the facility will continue. All remaining employees must wear face coverings, physical distance, and regularly wash/sanitize hands.

6. **Employee notification:** Employees who have been exposed to the infected employee may need to take additional precautions:

    a. HR will inform employees of their possible exposure to COVID-19 in the workplace. Confidentiality as required by the Americans with Disabilities Act (ADA) will be maintained.

b. Potentially exposed employees must stay home for 14 days, telework if possible, and self-monitor for symptoms.

c. Potentially exposed employees may get tested at a public testing site or by their own health care provider at any time during self-quarantine or if they become symptomatic.

I. **Classroom/student incident response:** All exposures or possible exposures should be reported to Student Affairs. Student Affairs will report any possible exposures to Human Resources (HR) as soon as possible. Exposure, as defined by the CDC, is close contact with an individual known to have been infected with COVID-19. Close contact is defined as:

- Student was within 6 feet of someone who has COVID-19 for at least 15 minutes.
- Student has provided care at home to someone who is sick with COVID-19.
- Student has had direct physical contact with a person known to have COVID-19 (e.g., touched, hugged, or kissed).
- Student has shared eating or drinking utensils.
- Student has been exposed to respiratory droplets via sneeze, cough, or other transmission method.

1. **Student exposure risk (off-site):** If a student has been exposed to COVID-19 at home or in the community:

a. Student should self-quarantine for 14 days and monitor for symptoms. If no symptoms occur during self-quarantine, the student may return to class.

b. If the student experiences symptoms during self-quarantine, student should not return to class on-site until released by a healthcare provider, and/or
    i. It has been at least 10 days since symptoms first appeared **and**
    ii. At least 24 hours with no fever without the use or fever-reducing medication **and**
    iii. Symptoms have improved

2. **Facility/lab closure:** Classroom/facility closure is not necessary, and on-site instruction can continue. Routine cleaning and disinfection of all high-touch surfaces in the facility should continue, and all remaining students and faculty must continue to observe all safety protocols.

3. **Student notification:** Students who have had close contact with potentially exposed student:

a. Student Affairs will inform students of their possible exposure to COVID-19. Confidentiality will be maintained.

b. Students should continue attending class as long as the students remain asymptomatic.

c. Students who continue to attend class should self-monitor for COVID-19 symptoms (e.g. fever, cough, shortness of breath) prior to coming to campus.

4. **Student exposure risk (on-site):** If a student has tested positive for COVID-19 or is exhibiting symptoms consistent with COVID-19 (e.g., fever, cough, shortness of breath):

a. Student should leave class immediately or not come to class if at home.

b. Student should get tested (if not already tested) by their own healthcare provider.

c. Student may not return to class until released by a healthcare provider, and/or
    i. It has been at least 10 days since symptoms first appeared **and**
    ii. At least 24 hours with no fever without the use or fever-reducing medication **and**
    iii. Symptoms have improved

5. **Facility/lab closure:** The instructor, in consultation with the dean, will determine how to continue instruction safely in the case of on-site exposure. In most cases, the facility/lab will not need to be closed; Human Resources will work with Facilities to determine appropriate measures. If it has been fewer than 7 (seven) days since the sick student has been in the facility, any areas used for prolonged periods of time by the sick person will be closed off and:

   a. Facilities will wait 24 hours before cleaning and disinfecting to minimize potential for employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.

   b. During this waiting period, open outside doors and windows to increase air circulation in these areas.

   c. If it has been 7 (seven) days or more since the sick student used the facility, additional cleaning and disinfection is not necessary. Routine cleaning and disinfecting all high-touch surfaces in the facility will continue. Remaining students and staff must continue to wear face coverings, social distance, and regularly wash/sanitize hands.

6. **Student notification:** Students who have had close contact with sick student:

   a. Student Affairs will inform such students of their possible exposure to COVID-19 in the classroom. Confidentiality will be maintained.

   b. Such students should self-quarantine for 14 days and monitor for symptoms.

   c. Such students should not return to class on-site until released by a healthcare provider, and/or
      i.   It has been at least 10 days since symptoms first appeared **and**
      ii. At least 24 hours with no fever without the use or fever-reducing medication **and**
      iii. Symptoms have improved

J. Sick employees

1. Sick employees at work

   a. When individuals exhibit symptoms while at work (e.g., fever, cough, or shortness of breath), they should immediately isolate from others and contact their supervisor.

   b. It is recommended they seek care from their healthcare provider as soon as possible.

   c. The College may, as a measure to ensure the immediate health and safety of other staff, send the affected employee to their health provider for immediate testing.

   d. Employees must not return to work unless cleared by a healthcare provider and have been free from any symptoms for ten (10) days without the use of fever-reducing or other symptom-altering medication.

   e. If an employee is confirmed to have COVID-19, the manager should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (e.g., fever, cough, or shortness of breath).

   f. When an employee/student tests positive for COVID-19, Hartnell will work with the Monterey County Health Department COVID-19 Team on proper notification and contact tracing.

2. **Sick employees at home**

   a. Employees/students who display COVID-19 symptoms (e.g., fever, cough, or shortness of breath) should notify their supervisor and stay home.

   b. Sick employees/students should follow CDC-recommended guidelines.

   c. Employees/students should not return to work/school until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

   d. Employees/students who are well, but who have a sick family member at home with COVID-19 should notify their supervisor.

   e. Employees who must stay home for pandemic-related reasons should contact Human Resources to provide appropriate documentation and ensure all appropriate leaves are applied.

   f. If an employee is confirmed to have COVID-19, the manager should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (e.g., fever, cough, or shortness of breath).

   g. When an employee/student tests positive for COVID-19, Hartnell will work with the Monterey County Health Department COVID-19 Team on proper notification and contact tracing.

K. **Cleaning, disinfecting, and prevention protocols**

1. **Routine environmental cleaning and disinfection**

   a. Maintenance staff perform daily cleaning and disinfecting of all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, light switches, and doorknobs.

   b. Maintenance staff perform daily cleaning and disinfecting of all occupied areas — including private offices, classrooms, and group areas — using cleaning products and disinfectants that are approved by the EPA as effective against COVID-19 virus.

   c. Maintenance staff perform weekly disinfecting of individual use areas using electrostatic sprayers to ensure all areas are disinfected.

   d. Maintenance staff daily check unused and unoccupied areas to confirm spaces have not been used. If they find a space was used it is cleaned and disinfected. Building users must notify Maintenance staff of entry into normally unoccupied spaces in order to make sure all areas are cleaned and disinfected properly.

   e. Discourage workers/students from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, employees or students may have to clean and disinfect using supplied products before and after use.

   f. The Maintenance department will provide disposable wipes when available or cleaning supplies such as spray bottles with disinfectant, as well as a Safety Data Sheet (SDS) of the product in the spray bottle so commonly used surfaces (for example, doorknobs, light switches, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.

g. Areas of high use such as childcare, labs, and restrooms will be wiped down and disinfected more frequently to ensure the areas are sanitized.

h. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible (e.g., open windows where possible).

i. Disinfecting is planned only when occupants are not present; fully air out the space before people return, for a minimum of 30 minutes. If the surface or object is visibly soiled, start with soap and water or an all-purpose, asthma-safe cleaning product certified by the U.S. Environmental Protection Agency (EPA) Safer Choice Program.

j. Hartnell Community College District uses Husky brand disinfectant products containing the required ingredients to meet the approved formulation and efficacy requirements from the EPA-approved List "N" for use against the virus that causes COVID-19. Students, faculty, and staff are encouraged to keep their spaces clean by using disinfectant spray or wipes to wipe down shared spaces before use (e.g., desks, lab equipment, doorknobs, light switches, and other shared objects or surfaces).

2. **Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility.**

   a. If a sick employee is suspected or confirmed to have COVID-19, maintenance staff meet (or exceed) the CDC cleaning and disinfection recommendations using proper PPE to protect themselves, staff, and students.

3. **Improve the engineering controls using the building ventilation system**

   a. Outside air circulation has been increased in all buildings through the economizer settings. HVAC systems that are tied into the energy management system are checked daily to insure they are operating properly. New high-efficiency filters as designated by CDC guidelines are installed in all HVAC equipment and documented to ensure they are on schedule to be changed regularly to improve filtering and fresh air injection into classrooms, offices, and group areas.

   b. Equipment is monitored and regular maintenance is performed on all systems to ensure HVAC systems operate properly and increase circulation of outdoor air as much as possible. Campus staff should report any concerns of equipment malfunctions to Facilities to investigate and ensure the systems are operating properly.

   c. In buildings that do not have HVAC systems, it is recommended to open windows and doors to improve air flow within the space.

   d. Introduce as much fresh outdoor air as possible:
      i.   Open windows where possible.
      ii. For mechanically ventilated buildings, increase outdoor air ventilation by disabling demand-controlled ventilation and opening outdoor air dampers to 100 percent or the greatest amount feasible as indoor and outdoor conditions permit.
      iii. Mechanical ventilation systems in buildings are operated continuously when persons are in the building.
      iv. Improve building mechanical ventilation filtration to MERV-8 or the highest possible level. Hartnell has planned on replacing filters at their next change to MERV-8. Currently the College is utilizing high-efficiency MERV-8 or higher. This meets the highest possible level criteria. Some units will not accommodate MERV-8, and these will be replaced with the highest MERV level rating filter possible, which in most cases will be MERV-8.

4. Water systems

    a. Use of drinking fountains is prohibited. Faculty, staff and students are encouraged to bring their own water and to use water refilling stations where available for personal water bottles. Water refilling stations should be cleaned and disinfected regularly and covered drinking fountains, and refilling stations will remain active. Signs will be posted at refilling stations that encourage users to wash or sanitize their hands after refilling.

Section 3: Institutional Planning, Research, and Effectiveness

A. On-campus settings (campus access and study spaces)

Hartnell remains open and operating, with measures in place to protect the health of essential workers and the community, in accordance with state and local mandates. Staff able to perform work functions remotely have continued to do so since the start of the pandemic emergency, but as the county gradually relaxes restrictions and the College transitions to a phased reopening, additional on-campus programs and services will be required as described in the phased plans in Sections 4 and 5.

Alongside these increased services, additional study spaces not directly linked to any program will be available on campus to support student access. The study spaces that are available for students meet the occupancy and distancing guidelines recommended in the COVID-19 Industry Guidance: Institutions for Higher Education.

B. Technology

Hartnell implemented new processes to address the technological needs of the College and students. This includes taking inventory of equipment and purchasing additional items to allow the continuity of operations, instruction, and services. Below is a brief summary of the efforts to support the institution.

1. **Equipment loaning**

   To support student access and the continuity of services during the transition to remote instruction and operations, the Information Technology Resources (ITR) department implemented an emergency equipment loan program. During the spring semester, more than 800 students and 100 employees borrowed a laptop or other device to facilitate remote learning/working.

2. **Expanding internet access**

   Information Technology Resources maintains a laptop and Wi-Fi hotspot loan program for students. In addition, ITR is providing Wi-Fi signals in parking lots at all campuses to enable students to connect to on-campus Wi-Fi from their cars or outdoors. When students or others are on campus to use Wi-Fi connections, all guidelines including physical distancing must be followed.

3. **Information Technology Resources support**

   ITR has staff (both on campus and working remotely) to provide support to the College community. In addition to its long-standing help desk for employees, ITR launched new support options for students. These include an online form and phone support. ITR will continue to assess technology needs to maintain the appropriate level of support during the pandemic.

C. Finance

The office of Administrative Services focused on continued operations and the development of budgeting, purchasing, and financial reporting for all COVID-19-related expenses. These expenses for Academic Year 2020-21 fall into one of two categories; the first category relates to

expenditures eligible to be reimbursed through the institutional portion of the federal Coronavirus Aid, Relief, and Economic Security Act (CARES). These include costs for faculty distance education training, laptop purchases to support students in need of a laptop for online education and staff working remotely, online software education licenses, and technology purchases to support Academic Year 2020-21.

The second category relates to expenditures potentially reimbursable through the Federal Emergency Management Agency (FEMA). These include expenses related to personal protective equipment, physical-distancing measures, cleaning/disinfecting, food share, and communication/ marketing related to the district's COVID-19 response. Unique account codes to track expenses were created. Support and administrative staff are tracking and recording time that is devoted to COVID-19 response to ensure timely reporting and/or reimbursement timelines. All reporting and tracking will follow state and federal requirements.

D. Institutional Planning, Research, and Effectiveness

The Office of Institutional Planning, Research, and Effectiveness (IPRE) will continue to provide institutional planning, research, and assessment support during this pandemic, including: input into effective and inclusive pandemic planning; development of research, surveys, data, and reports that prioritize student, faculty, and staff needs and requirements and that will inform senior-level decision making; and assistance with assessment of the plan as may be desired. In Spring 2020, student and faculty surveys assessed the impact of the transition to online classes on student access, faculty preparedness, online teaching/learning strategies, and the need for additional support. In Fall 2020, a work experience survey targeted to faculty and staff will address elements of their remote work experience, including productivity, assignments, and technology, and how these issues may impact job design in the post-pandemic work environment; results will be utilized to assist Human Resources in considering options for job redesign and development of professional development training. In Spring 2021 or later, IPRE will assess the impact of multi-semester conversion to online learning on student enrollment, student equity, and student success, and share these analyses to ensure ongoing informed decision-making.

Section 4: Instructional and Student Services Guidelines

Instructional and service programs

Instructional and student services planning is guided by public health considerations and CDC, state, and county regulations. The College recognizes the changing nature of the COVID-19 pandemic, and the following plans intentionally reflect a degree of flexibility as state and local public health guidance and regulations change with shifting conditions and within specific environments.

In planning for limiting student, faculty, and staff exposure to COVID-19, the College worked with discipline faculty to determine which courses and programs included content and learning outcomes that could not be taught or assessed using online or remote technologies (e.g., online, videoconferencing, live chat), such as performance, laboratory, and clinical experiences.

In keeping with county and state directives as a result of changing pandemic conditions, these courses identified as hard-to-convert will be considered for offering on-site with symptom screening, physical distancing, and other safety protocols that follow CDC, state, and county safety guidelines. Should a resurgence of local infections lead to increased restrictions that do not allow for on-site instruction, each course will be assessed at that time to provide options to students.

Student support services are available through phone, email, and live virtual sessions using videoconferencing and chat. Hours of operation include evening services to meet the needs of students who require assistance after normal business hours. The delivery of on-site, in-person academic and support services will be assessed and align with the county's recommendation for operations. Health and safety considerations (outlined in Section 2) will be used to make programmatic decisions.

Instructional delivery plans

As described in the Executive Summary, the College determined that instruction for the Fall 2020 semester, with limited exceptions for courses or parts of courses that cannot be delivered in a remote modality, would be delivered primarily through distance education, in accordance with the Chancellor's requirements for emergency online teaching.

Hartnell Community College District Pandemic Response Plan:

1. Conversion of on-site/face-to-face (F2F) courses to online instruction, which is primarily asynchronous.
2. On-site/F2F courses, "hard-to-convert" converted to a mix of online instruction (distance education/learning or DL) and on-site instruction with appropriate safety protocols.
3. Cancelation of courses that cannot be effectively delivered through remote teaching or be offered safely on-site.

Mode of instruction was determined on a course-by-course basis and announced through the course schedule in PAWS.

The College has further determined that instruction for the Spring 2021 semester, with limited exceptions for courses or parts of courses that cannot be delivered in a remote modality, would be delivered primarily through distance education. Discipline faculty have reviewed course content and the Curriculum Committee of the Academic Senate has approved activities to meet course objectives

in an online format under emergency restrictions. Courses with whose objectives cannot be met through distance learning will be offered with limited face to face instruction as county orders permit, or will not be offered in the spring term.

Course schedules for Summer and Fall 2021 will follow these general guidelines:

a. Where course objectives can be met, courses will be offered through online instruction, which may be synchronous, or asynchronous

b. On-site/F2F courses that are "hard-to-convert" will be offered in a hybrid format, with a mix of online instruction, synchronous or asynchronous, and on-site instruction with appropriate safety protocols as county orders permit

c. Courses whose objectives cannot be effectively met through remote teaching or supplemented safely with activities in a hybrid or face-to-face format will not be offered.

Services and support programs — Phase 1-4
The following tables provide a high-level overview of student service areas and support programs. As the key below indicates, each area's plans are divided into four phases of reopening aligned with the four stages of California's Resilience Roadmap. Given the shifting nature of the pandemic and the developing state of public health knowledge about and response to COVID-19, it is important to note that in all phases, each service area will abide by Centers for Disease Control and Prevention (CDC), state, and county public health guidelines current at the time.

Phase definitions:
- **Phase 1:** Remote campus (highest level of restrictions; CA Stage 1)
- **Phase 2:** Limited modified reopening (initial reduced restrictions; CA Stage 2)
- **Phase 3:** Modified reopening (moderately reduced restrictions; CA Stage 3)
- **Phase 4:** Full reopening (opening with safety protocols; CA Stage 4)

Facilities Operations	
Phase 1:	• Maintain physical distancing at all times. • Staff will rotate and work in on-call status two days per week and will work on campus three days per week while maintaining physical distancing. • PPE of masks, safety glasses or shields, and gloves will be required to be worn by all custodial staff while performing their duties. • PPE of mask will be required of all other Facilities staff and supervisors. • CDC guidelines will be followed.
Phase 2:	• PPE of masks, safety glasses and gloves will be required to be worn by all custodial staff while performing their duties. • PPE of mask will be required of all other Facilities staff and supervisors. • CDC guidelines will be followed.
Phase 3:	• PPE of masks, safety glasses, and gloves will be required to be worn by all custodial staff while performing their duties. • PPE of mask will be required of all Facilities staff and supervisors. • CDC guidelines will be followed.
Phase 4:	• Staff work on-site five days per week on-site with Health and Safety protocols • Proper PPE will be worn as needed and required.

Public Safety: Campus Safety Officers

Phase 1:	Staff will be on-site with expansion of patrol hours and following health and safety guidelines.
Phase 2:	Staff will be on-site with expansion of patrol hours and following health and safety guidelines.
Phase 3:	Staff will be on-site with possible patrol hours' adjustments to accommodate student needs
Phase 4:	Staff will be on-site and all services will resume. All health and safety guidelines will be followed.

Child Development Center (CDC)

Phase 1:	Provide remote support and activities for families with children in the center. Staff working remotely.
Phase 2:	Staff return to on-site for limited hours with physical-distancing protocols, to continue providing remote support and activities for families with children in the center.
Phase 3:	Provide services to clients on a limited basis, observing child care guidelines for; admitting faculty and students in ECE/EDU on a limited basis observing physical distancing protocols.
Phase 4:	Full re-opening for all provided services.

Panther Learning Lab

Phase 1:	Remote services only.
Phase 2:	Primarily remote services with possible limited interaction via appointment. All tutor interviews and training will be offered via Zoom. Staff will work staggered work week schedules that include on-site and remote work.
Phase 3:	Remote services offered via Zoom when possible. Limited drop-in tutoring available. Staff will work staggered work week schedules that include on-site and remote work.
Phase 4:	Services available face-to-face.

Continuing Education

Phase 1:	Remote services only.
Phase 2:	Limited on-site services will be prioritized by appointment, with physical distancing and other safety protocols. Remote services will continue. Re-establishment of extended business hours.
Phase 3:	On-site/in-person student services under physical distancing guidelines and other safety protocols approved by Monterey County Health Department.
Phase 4:	Operations return to face-to-face operations.

Business Services	
Phase 1:	• Limited services will be provided on-site by appointment with physical distancing and other safety protocols. • Staff will work staggered on-site/remote schedules.
Phase 2:	• Limited services will be provided on-site by appointment with physical distancing and other safety protocols. • Staff will work staggered on-site/remote schedules.
Phase 3:	• All services will be provided on-site by appointment with physical distancing and other safety protocols. • Staff will work staggered on-site/remote schedules.
Phase 4:	• All services will be provided on-site with health and safety protocols as directed by Monterey County Health Department. • All staff will work on-site.

TRiO	
Phase 1:	Remote services only.
Phase 2:	• Limited on-site services will be prioritized by appointment, with physical distancing and other safety protocols. • Staff work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.
Phase 3:	• Limited number of students as recommended by the Monterey County Health Department, with physical distancing and safety protocols. • Staff work on campus. Health and safety protocols will be followed.
Phase 4:	• All services and programs will be available on-site with health and safety protocols as directed by Monterey County Health Department.

EOPS	
Phase 1:	Remote services only.
Phase 2:	• Limited on-site services will be prioritized by appointment, with physical distancing and other safety protocols. • Virtual drop-ins: peer advisors will continue in a virtual capacity. • Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed. • Food dispersed is non-perishable. Online orientations and workshops, virtual department meetings, virtual tutoring on Cranium Café, use of videos on EOPS website to promote services. • Specialists will continue daily outreach phone calls and connect students to virtual counseling appointments. • Continue laptop lending and sanitization of laptops, pens, and loaner bags.
Phase 3:	• Services with a limited number of students as recommended by the Monterey County Health Department, with physical distancing and other safety protocols. • Professional staff and peer advisors will work on campus; tutoring will continue virtually. All health and safety protocols will be followed.
Phase 4:	All services and programs will be available on-site with health and safety protocols as directed by Monterey County Health Department.

Career Center	
Phase 1:	Remote services only.
Phase 2:	• Limited on-site services will be prioritized by appointment, with physical distancing and other safety protocols. Virtual contingencies will be in place if large events are prohibited at that time. • Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.
Phase 3:	• Services with a limited number of students as recommended by the Monterey County Health Department, with physical distancing and other safety protocols. • Staff will work on campus. All health and safety protocols will be followed. • Career Readiness Academy and other cohort programs will continue remotely. • Career Services for individual students will begin to be offered on-site in accordance with safe student/staff physical distancing ratios monitored daily.
Phase 4:	All services and programs will be available on-site with health and safety protocols as directed by Monterey County Health Department.

Financial Aid	
Phase 1:	Limited staff on-site with remote services. Staff to follow physical distancing and other safety protocols.
Phase 2:	• Limited on-site services, with physical distancing and other safety protocols. Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.
Phase 3:	• Services with a limited number of students as recommended by the Monterey County Health Department, with physical distancing and other safety protocols. Staff will work on campus. All health and safety protocols will be followed.
Phase 4:	All services and programs will be available on-site with health and safety protocols as directed by Monterey County Health Department.

STEM services for K-12 Partnerships, MESA, and Science and Math Institute	
Phase 1:	Remote services with curbside pickup of kits to support classes.
Phase 2:	• Some services offered remotely. Tutoring via online platforms; counseling via Zoom, email, and phone; and webinar workshops via online platforms. • Some one-on-one services may be available face-to-face via appointment. • Low-attendance workshops may be offered face-to-face if adequate space is available. • No field trips. • All face-to-face meetings require physical distancing and safety protocols.
Phase 3:	• Some services offered remotely. Tutoring via online platforms; counseling via Zoom, email, and phone; and webinar workshops via Zoom and other online platforms. • Some one-on-one services may be available face-to-face via appointment. • With proper protocols, some use of study areas, center computers, and other services may be offered. • Low-attendance workshops may be offered face-to-face if adequate space is available. • No field trips. • All face-to-face meetings require physical distancing and safety protocols.
Phase 4:	• All services and programs will be available on-site with health and safety protocols as directed by Monterey County Health Department. • Field trips reinstated based on prevailing health guidelines.

Library/Learning Resource Center	
Phase 1:	Remote Service Only with limited return of materials through contactless drop-off. .
Phase 2:	• Remote services for reference and circulation. Physical materials available by request with contactless (curbside) pick-up and return. Staff will work staggered work-week schedules that include on-site and remote work.
Phase 3:	• Remote services and limited face-to-face: quiet study areas and study rooms, computer use, reference interviews available by appointment. • Physical materials available by request with contactless or limited contact pick-up and return. • Staff will work staggered work week schedules that include on-site and remote work. • Physical library opens with reduced open hours and strictly enforced capacity limits and physical distancing facilitated by reorganization of furniture and equipment. Signage and barriers will reinforce health requirements.
Phase 4:	Reference and circulation services available online and face-to-face.

Counseling	
Phase 1:	Remote Service with limited on campus services.
Phase 2:	• Limited on-site services with physical distancing and other safety protocols. Staff work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed. Students will be given the option of online, phone, or in-person appointments.
Phase 3:	• Services with a limited number of students as recommended by the Monterey County Health Department, with physical distancing and other safety protocols. Staff will work on campus. All health and safety protocols will be followed. Students will be given the option of online, phone, or in-person appointments. Special hour for immunosuppressed students who wish to come in.
Phase 4:	All services and programs will be available on-site with health and safety protocols as directed by Monterey County Health Department.

Admissions and Records	
Phase 1:	Remote services only.
Phase 2:	• Limited on-site services will be prioritized by appointment with the director, with physical distancing and other safety protocols. • Staff will work staggered workdays that will include in-office and remote work. All health and safety protocols will be followed.
Phase 3:	• Limited number of students as recommended by the Monterey County Health Department, with physical distancing and other safety protocols. • Staff will work on campus. All health and safety protocols will be followed.
Phase 4:	All services and programs will be available on-site with health and safety protocols as directed by the Monterey County Health Department.

Section 5: Special Programs and Services

The following section provides a brief summary of the planning for specialized programs and services. Additional information, references, and supporting materials can be found in the appendices.

A. Athletics

In accordance with the California Community Colleges' Vision for Success, the College mission must be about student success, retention, and equity. Athletics are vital to that effort, and Hartnell is working diligently to reinforce that foundation as much as possible in order to keep up with an ever-changing landscape. Guiding principles used to support framework are as follows:

1. **Health, safety, and mitigation** (ensuring participation is safe for all student-athletes and staff, ensuring mitigation of the spread of the disease)

2. **Student retention and completion** (ensure student-athletes have the opportunity to complete a degree, certificate, or transfer)

3. **Budget considerations**

4. **Equity** (preserving opportunity for student-athletes in which nearly 80 percent are a disproportionately impacted group)

5. Uncertain conditions (flexible planning due to the numerous differences with state and individual county requirements)

6. **Informed decision-making** (guidance from multiple agencies, including State of California Guidelines; Centers for Disease Control and Prevention (CDC); California Community College Athletic Training Association (CCCATA); CEO survey; sport coaches association surveys; input from Management Council; California Community College Athletic Directors Association (CCCADA) White Paper; higher education athletic associations; Chief Student Services Officers (CSSO); Chief Instructional Officers (CCCCIO)

The California Community College Athletic Directors Association established an executive working group to provide a specific framework that each member college is to follow. The framework was approved by the governing body (CCCAA Board of Directors), and Hartnell has worked closely with sport memberships, athletic directors, and most importantly, the athletic trainers, to ensure our compliance is sound and consistent with the membership and outlined framework.

On July 9, 2020, the CCCAA Board voted to prepare member schools to implement the "Contingent Plan," which moves all intercollegiate competitions to the spring semester. Originally, member schools would have implemented the 2020-21 athletic calendars based on the phase of opening in the State of California on July 17, 2020.On November 6, 2020, the CCCAA Board voted to continue abiding by the provisions of the "Contingent Plan."

Due to the current climate and rising positive cases, all athletics competition has been postponed until the Spring 2021 semester. On November 6, 2020, the CCCAA Board voted to continue abiding by the provisions of the "Contingent Plan." Teams are expected to operate with the number of contests and number of weeks across a season to be determined within county guidelines .

The most critical component of implementation is to ensure that the Department of Athletics has safe and sound return-to-play protocols in place. Hartnell has established a "COVID-19 Return to Play" Advisory Group as recommended by the National Athletic Trainers Association. Membership

includes the team physician, dean/athletic director, athletic trainers, department chair, head football coach, equipment manager, and Facilities representative. Members have been meeting weekly in order to properly execute the approved return-to-play protocols outlined by the CCCATA and endorsed by the CCCAA Board of Directors (*see table below).

Results and outcomes of advisory meetings have established the following:

1. Ingress/egress of student-athletes, coaches, staff
2. COVID-19 education with written tests for understanding
3. Sanitization protocols
4. Submittal of practice plans by each coach adhering to sports-specific phase requirements
5. Reservation system to access sports medicine team
6. Facility planning (athletics training room, weight room access, outdoor spaces)
7. Screening protocols
8. Securing PPE and necessary equipment for COVID-19 screening
9. Updating necessary assumption of risk forms to include COVID-19 language
10. Adoption of all CCCATA resocialization back-to-sport guidelines
11. Testing procedures and protocol are still in the development phase as new guidelines have been recently provided by the COVID-19 Industry Guidance: Institutions of Higher Education

The Department of Athletics continues to advance and adapt in order to support the student-athlete population. Coaches continue to advise, recruit, encourage, and prepare to support intercollegiate activities in a most challenging environment.

*The table below outlines sport-specific resocialization guidelines each sport program proposes to follow within the limits permitted under county orders.

CCCATA SPORT-SPECIFIC RESOCIALIZATION GUIDELINES ADOPTED BY HARTNELL	
"A" Level Sports	**TRACK/FIELD INDIVIDUAL RUNNING EVENTS, THROWING, EVENTS, INDIVIDUAL SWIMMING, CROSS COUNTRY, GOLF**
PHASE 1	Return to conditioning (strength/fitness); groups of 10 or fewer with physical distancing, no vulnerable student-athletes
PHASE 2	Return-practice: groups of 10 or fewer with physical distancing
PHASE 3	Return to competition (remote): groups of 10 or fewer with CDC-defined physical distancing
PHASE 3B	Return to competition (in-person): groups of 50 or fewer with CDC-defined physical distancing i.e. staggered starts in cross country
"B" Level Sports	**SWIMMING RELAYS, TRACK RELAYS, POLE VAULT, HIGH JUMP, LONG JUMP**
PHASE 1	Conditioning w/10 or fewer, physical distancing, no vulnerable student-athletes
PHASE 2	Return to practice with no shared equipment: groups of 50 or fewer, no vulnerable student-athletes
PHASE 3	Return to practice with appropriately sanitized shared equipment: vulnerable student-athletes with physical distancing/no contact
PHASE 4	Return to competition: vulnerable student-athletes may practice with physical distancing
"C" Level Sports	**BASKETBALL, VOLLEYBALL, BASEBALL, SOFTBALL, SOCCER**
PHASE 1	Conditioning w/10 or fewer, physical distancing, no vulnerable student-athletes
PHASE 2	Return to practice with no shared equipment/no contact: groups of 50 or fewer, no vulnerable student-athletes
PHASE 3	Return to practice with appropriately sanitized shared equipment: vulnerable student-athletes with physical distancing/no contact
PHASE 4	Return to competition, monitor vulnerable student-athletes
"D" Level Sports	**FOOTBALL**
PHASE 1	Conditioning w/10 or fewer, physical distancing, no vulnerable student-athletes
PHASE 2	Return to practice with no shared equipment/no contact: Groups of 50 or fewer, no vulnerable student-athletes
PHASE 3	Return to practice with appropriately sanitized shared equipment/no contact: vulnerable student-athletes may practice with physical distancing/no contact
PHASE 4	Return to practice with appropriately sanitized shared equipment with contact: monitor vulnerable student-athletes, return to competition, monitor vulnerable student-athletes

B. Bookstore

In mid-March 2020, bookstore management vendor Follett sent operational information to all college personnel and other campus partners regarding bookstore hours, free shipping for all online orders, free return labels for rental books, and free EBooks on the website. Stanchions were placed outside Hartnell's Panther Bookstore, along with directional arrows and signs, to promote physical distancing.

The information below outlines Hartnell's plan for the Academic Year 2020-21.

1. Hours of operation

Academic Year 2020-21 hours are as follows at the main campus: 10 a.m. to 5 p.m. Monday through Thursday, 10 a.m. to 2 p.m. Friday.

2. Physical-distancing measures

- Face coverings required for team members and customers entering the bookstore.
- Stanchions and floor markers used to separate customers and keep lines in one direction.
- A door greeter will count numbers in and out to allow flow and not exceed occupancy.
- Spaces for online pick-up orders have been designated.
- Partitions will be installed between two windows so both windows can be used safely.
- Windows will be used for online order pick-up with the current line set up outside.
- Every other register will be used to maintain physical distancing for staff.
- Breaks for staff members will be staggered and scheduled.
- Small side door will be used for exit from the store.
- Signage will be posted directing customers to entrance and exit areas.

3. Sanitation procedures

- Staff will follow county retail guidelines for PPE.
- Plexiglass shields have been installed in front of all registers.
- Staff will self-certify that they have taken their temperature prior to every shift.
- Pin pads will be sanitized after each use.
- Register counters will be cleaned regularly. Cleaning schedule followed every two hours for surfaces and areas within the store and break area.
- HVAC and air flow will be monitored throughout the day.
- Returned merchandise and daily received merchandise will be quarantined for 72 hours.
- Restrict returns on headwear, accessories, health and beauty, PPE, and food items.
- All required supplies will be on hand: face covering, hand sanitizer, wipes or spray, cleaning products, paper towels, facial tissues, company signage.
- Store manager will be required to certify weekly that all sanitation and safety processes are being followed.

4. Team member onboarding and training

a. Team members are required to take their temperature daily and report any symptoms of ill health. Team members will not report to work if any of these conditions are present:

   i. If a team member experienced any of the following within the past 72 hours:

   - A fever greater than 100 F (37.8 C), cough, shortness of breath, or any other symptoms of ill health.
   - Team members had contact with someone within the past 72 hours with a confirmed case of COVID-19 or symptoms of COVID-19.

- Any confirmed cases or any doctor required self-isolation with team members or family must be reported to the 24/7 incident call center.

b. Team members who do not feel well or develop symptoms at work are required to go home and remain at home until symptom free.

c. Team members will be trained to follow these safety procedures while at work:

    i. Team members must clean their hands when they report to work.

    ii. A face mask is required while at work if mandated by state or local authority.

    iii. Team members are required to practice physical distancing and stay 6 feet from other individuals.

    iv. Team members are encouraged to wash hands frequently, use hand sanitizer or antibacterial wipes.

    v. Team members should avoid touching their face with unwashed hands.

    vi. All common surfaces and areas must be sanitized every two hours (e.g., door handles, counters, break area).

    vii. Back receiving area cleaned and sanitized every two hours (e.g., counters, computer area, chair, desk, receiving counter, tables).

    viii. Team members are required to clean and sanitize the register area after completing any transaction.

5. Signage

a. Campus signage on windows and near door area will be displayed as follows:

    i. Floor markers will be placed by the entrance, physical distancing will be enforced, and face coverings will be required.

    ii. Exit areas have signage to direct customer traffic.

    iii. Apparel area: clothing and headwear will not be allowed to be tried on.

    iv. Break area: 6 feet enforced, "Stop the Spread of Germs", team member COVID-19 policies.

    v. Back receiving area: 6 feet enforced, face coverings required.

C. Child Development Center

In accordance with the Centers for Disease Control and Prevention (CDC), Community Care Licensing Guidelines, and Monterey County's guidance for reopening childcare centers, the Hartnell Child Development Center on the Main Campus has implemented the following protocol to serve as a critical resource for essential workers in the community upon re-opening to provide face-to-face services

1. Staff training

a. Mandatory staff training implemented before providing emergency childcare services. All staff required to participate in training. Training content includes:

    i. Steps to operate safely during this outbreak using CDC guidance.

    ii. Health screening protocol for both children and staff.

    iii. COVID-19 best practices (wearing a face mask, physical distancing, proper hygiene).

    iv. Cleaning and disinfecting guidance.

    v. Caring for infants and toddlers (staff comfort and diaper changing).

2. **Face protection**

   a. Face covering, which must be worn at all times, provided for staff. Information on proper use of face coverings as outlined by the CDC were reviewed with staff.

3. **Arrival procedures**

   a. Sign-in/out sheets located outside of Building I.

   b. Child and adult temperatures taken at arrival.

   c. Parents asked survey questions regarding symptoms and exposure.

   d. Designated staff escort children to their classrooms.

   e. Parents informed to knock for assistance.

   f. Postings are visible at the entrance door.

   g. Families are responsible to bring their own pens.

   h. Steps to reduce contact between children and adults are implemented by floor visuals.

   i. Same parent/caregiver drops off and picks up the child daily, if possible.

   j. Staggered arrival and drop-off times for families encouraged.

4. **Health screening**

   a. Designated staff implement screening procedures for all staff and children before they enter the facility.

   b. Staff and parents asked about COVID-19 symptoms within the last 24 hours, if anyone in their home has had COVID-19 symptoms or has tested positive for COVID-19.

   c. Temperature logs are used to track temperature screenings.

   d. Visual wellness checks conducted of all children upon arrival and health questions are asked when concerned.

   e. Children's temperatures are taken each morning with a touchless thermometer.

   f. Monitor staff and children throughout the day for signs of illness; send children home with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms, after isolating from the general room population and notify parents.

5. **Group size and staffing**

   a. Children remain in groups as small as possible.

   b. The same children and teacher or staff stay in the same group

6. **Classroom space**

   a. Developmentally appropriate arrangements for activities, smaller group activities, and rearranged furniture and play spaces to maintain 6 feet of separation, when possible.

   b. Cots, cribs, and mats 6 feet apart, with heads in opposite directions during naptime.

   c. More opportunities for individual play are encouraged.

7. **Mealtime**

   a. More tables utilized to distance children apart from one another.

   b. Proper handwashing practiced before and after eating.

c. Paper goods and disposable plastic utensils used when possible, following CDC and California Department of Public Health COVID-19 food handling guidelines.

d. Designated staff to serve children's meals. Home-style dining is eliminated.

e. Staff immediately clean and disinfect trays and tables after meals.

8. **Cleaning and disinfecting**

a. Fresh outdoor air introduced as much as possible. Example: opening windows.

b. Space aired out while cleaning prior to children arriving.

c. Designated staff clean and sanitize the area throughout the day.

d. Clean and sanitize during naptime.

e. Procedures implemented by lead teachers to frequently clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles.

f. Designated container established for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the classroom environment.

D. Food services

In response to the COVID-19 pandemic, all college dining services were suspended. The College will plan a gradual reopening of Dining Services, offering food pickup. To prepare for this transition, the following protocols have been recommended by the guidance for dine-in restaurants to support a safe, clean environment for workers and customers. The U.S. Food and Drug Administration has guidance for restaurants, and the CDC has additional requirements in their guidance for businesses and employers. These include the development of a specific work plan, employee training; individual control measures; screening, cleaning, and disinfecting protocols; and physical distancing guidelines.

Below are the guidelines outlined by the FDA to manage food pick-up:

1. Observe established food safety practices for time/temp control, preventing cross contamination, cleaning hands, no sick workers, and storage of food, etc.

2. Have employees wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing their nose, coughing or sneezing, or after touching high-touch surfaces (e.g., doorknobs).

3. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if your hands are visibly dirty. Increase the frequency of cleaning and disinfecting of high-touch surfaces such as counter tops and touch pads and within the vehicle, by wiping down surfaces using a regular household cleaning spray or wipe.

    • Make sure to read the label and follow manufacturer's instructions on use.

4. Establish designated pick-up zones for customers to help maintain physical distancing.

5. Practice physical distancing and sending alerts or calling when deliveries have arrived.

6. Conduct an evaluation of the facility to identify and apply operational changes in order to maintain physical distancing if offering take-out/carry-out option by maintaining a 6-foot distance from others, when possible.

7. Keep hot foods hot and cold foods cold by storing in appropriate transport vessels.

- Keep cold foods cold by keeping enough coolant materials, e.g., gel packs.

- Keep hot foods hot by ensuring insulated cases are properly functioning.

8. Keep foods separated to avoid cross contamination, e.g., keeping raw foods separated from cooked and ready-to-eat foods.

9. Ensure that any wrapping and packaging used for food transport is done so that contamination of the food is prevented.

10. Routinely clean and sanitize coolers and insulated bags used to deliver foods.

E. Advanced Technology at Alisal Campus

Seven programs comprise the Advanced Technology Center at the Alisal Campus including: Not-for-Credit Education, Welding, Manufacturing, Computer Science in 3 years, Agriculture, Automotive and Diesel. Courses will be offered in asynchronous emergency remote teaching/distance learning modality wherever possible and with accommodations for face-to-face skills lab components only offered under strictly monitored environments in Phases 2 through 4.

Students engaged in face-to-face skills lab instruction will be subject to health screenings for attendance and contact tracing, and other health and safety precautions, which may include no-touch temperature checks and acknowledgement-of-risk forms in compliance with CDC recommendations and/or Monterey County health orders. Face-to-face instructional environments will also require strict adherence to physical distancing, scrupulous hand washing/sanitizing, and use of appropriate PPE. Installation of any engineering controls along with surface cleaning and disinfection protocols have

F. Department of Supportive Programs and Services

The Department of Supportive Programs and Services (DSPS) provides services to accommodate students with disabilities. Students in certain disability categories have been recognized as high-risk groups. Additionally, students using technology and instructional accommodations face unique barriers with the move to online instruction. In order to provide uninterrupted services and supports to students, DSPS has done the following:

Phase 1: All services will be provided remotely through video conferencing and telephone.

i. All appointments and services will be provided remotely through video conferencing (via Zoom or Cranium Cafe), email, and telephone. Email: dsps@hartnell.edu; Phone: 831-755-6760; Website: https://www.hartnell.edu/students/programs/dsps/index.html/

ii. For remote access, DSPS offers online forms on its departmental webpages.

iii. Academic Accommodation Plans are developed through the interactive process between DSPS counselors and students through virtual interactions. Accommodation letters are sent directly to instructors by DSPS staff.

iv. DSPS facilitates and provides sign language interpreters for eligible students.

v. DSPS provides free loaned equipment, devices, and assistive technology software with carry cases for eligible students. Loans can at times be continued from one semester to another, when accommodation letters for the current semester have been completed.

vi.   DSPS Lead Specialist provides access to alternative formats (e-text and Braille) through online delivery and access modes.

vii.   DSPS counselors provide specialized counseling for DSPS students that takes into account the functional limitations of the disability(ies), the student's strengths and weaknesses, and the class/program requirements.

viii.   DSPS counselors issue student educational plans that include balancing course loads and course selection with individual student needs.

ix.   DSPS partners virtually with area high schools, adult schools, and state/county agencies in support of DSPS students having a successful transition to Hartnell College, as well as transferring to CSU and other universities.

x.   DSPS partners with College Readiness in serving DSPS students participating in dual enrollment classes.

xi.   DSPS offers an online chat feature, available 24/7 to answer general questions by DSPS students.

xii.   Learning Skills (LSK) classes continue to be offered online (LSK90- Memory Skills, 1 unit transferable to CSU; LSK105 - Emotional Management Skills, 1.5 units; and LSK126 - Learning Strategies, 1.5 units.

xiii.   Due to standardized testing and normative data requirements, DSPS is not able to offer assessment for learning disabilities virtually, although temporary accommodations may be provided. Interested students need to contact DSPS to schedule a virtual appointment with our LD Specialist.

xiv.   DSPS provides instructional faculty with information on how online accommodations and services for DSPS students are being offered, promoting clarity to ensure students receive eligible accommodations and services.

xv.   DSPS offers instructors with information on Canvas settings to provide eligible DSPS students with extended time on exams and quizzes for equal treatment of students, as well as captioning resources.

xvi.   DSPS offers syllabi statements for instructors to include for both on-line and in-person class offerings.

xvii.   Referrals for instructors are provided to the Professional Development Center (PDC) for resources and training on developing accessible electronic materials in Canvas.

Phase 2: Services

i.   Remote access to services continues, as outlined in Phase 1.

Space: Students utilize lab and office spaces for group study sessions and regular meetings. The space use will have to be changed as students return to campus in order to maximize distance between individuals, allow for reasonable sanitizing of lab equipment, and create student traffic flows that follow CDC and public health guidelines. Computers and seats will be removed from alternating workstations, and plexiglass barriers will be added between workstations in the lab. Offices will be adjusted to allow for limited student traffic through the department. Directional signage and floor markers will be used in the main office to direct students to enter the front office and exit through the center door.

Phase 3: All services offered in Phase 2 will continue.

Students utilize lab and testing areas for exams and quizzes will be limited to those for face-to-face (F2F) classes. The space use will have to be changed as students return to campus in order to maximize distance between individuals, allow for reasonable sanitizing of lab equipment, and to create student traffic flows that follow CDC and public health guidelines. Computers and seats will be removed from alternating workstations, and plexiglass barriers will be added between workstations in the lab. Offices will be adjusted to allow for limited student traffic through the department. Directional signage and floor markers will be used in the main office to direct students to enter the front office and exit through the center door.

Phase 4: All services return to normal with appropriate safety protocols.

G. Library and Learning Resource Center

Phase 1

Physical Building: Hartnell Library is closed to all including staff, faculty, and students.

Modification of workspace: With the building closed, there is no need for modification.

Reference: Reference services are offered remotely using email, chat (through Cranium Cafe), and phone. All three modalities are available during all open hours (64 hours per week). Digital resources including article databases, streaming videos, and ebooks are available anytime. An instructional library video created by the Student Services Librarian is used by faculty in lieu of in-person instructional sessions; synchronous sessions are also available by appointment. Library research guides authored by the Hartnell librarians are available covering a variety of disciplines and topics. A page providing access to library resources and services is embedded in each Canvas course.

Circulation: Circulation services are offered remotely by email and phone. No library materials are available for check-out; this includes course reserve materials such as textbooks and calculators. Limited return of items currently checked out has been arranged through a contact-less system. In most cases students have been instructed to retain their items until further notice. No fines or fees are being assessed for items checked out in the Spring 2020 semester. Students with fees accrued prior to this date are referred to the Student Services Librarian.

Phase 2

Physical Building: Hartnell Library is closed to all except library staff. Staff will follow Hartnell guidelines governing on-site work.

Modification of workspace: 6ft distance will be maintained with desks moved to accommodate required distancing. Masks will be required. Staff will be required to disinfect shared equipment after each use and personal equipment on a scheduled basis (as per MOU with CSEA and district). Breaks will be staggered to allow for only one person in the break room at any given time. Staff will be required to wipe down the surfaces in the break room after using.

Reference: Reference services continue to be offered remotely as described in Phase 1.

Circulation: Circulation services will be offered remotely as well as curbside. Schedules will be adjusted so that a limited number of library technicians are in the building at any given time. Hours for on-site services will be limited to daytime with a periodic review to determine if evening hours need to be added. Staff working remotely will cover phone and email services.

Library staff will scan chapters from course reserve materials for faculty (as per digitization policy) to embed in Canvas for a limited period of time. Curbside checkout outside A113 by appointment and checkin of library materials including semester-long course reserve textbooks and calculators will be offered. Library-use only and short-term check out materials will not be available for curbside checkout.

Specific tasks: Materials that have been in quarantine will be processed following best practice recommendations; materials returned will be placed in quarantine and processed after a seven day period (as per REALM recommendation).

Phase 3

Physical Building: Open to Hartnell students, staff, and faculty only (no community users) for limited hours. Library staff, librarians, and others who have offices in the LLRC are able to work in the building on staggered work schedules. To limit the number of visitors in the building, permission to enter will be by appointment; students will check in when they arrive at the library. Computers will be at front doors for walk-in users to make an appointment. Masks are required for all who are in the building. Security will be called for anyone not willing to comply with mask requirement, though training of staff may be necessary. Computers are spaced out; computer usage will be limited to a 2-hour period to serve a maximum number of students; chairs at study tables are removed to allow for 6ft distance; copy machines are moved to a more central location in the library; glass shields are installed at the point-of-service desks; two study rooms are reserved for staff to use as quarantine areas; remaining study rooms are locked to allow for staff to clean hard surfaces before next reservation; routine disinfection for high touch areas; hand sanitizer available at all services counters. The book stacks will be closed to students and faculty but remain accessible to library staff to retrieve books (by appointment) for checkout.

Modification of workspace: Continued implementation of modifications from Phase 2.

Reference: The library staff will continue reference services remotely (phone, email, and chat). On-site face-to-face reference service will be offered by appointment only. An online form to request an appointment for a consultation will be posted on the library homepage and on the library page in Canvas.

Circulation: All circulation services will be offered in the library. Managers will develop schedules for staff who work remotely covering phone and email. Phone and email services will continue for students unable to come to campus. Check-out will be offered at circulation and media desks with continued curbside checkout by appointment. Course reserve materials will be checked out for a one-day period reserving one copy for staff to make copies of pages. Anatomical models and bones will be available for a 2-hour checkout and will be quarantined for 7 days after each use.

Signage: Decals will be placed on floor to indicate 6ft distance. Signs will be posted in all visible areas in the library including the bathrooms to stress maintaining 6ft distance, mask use, use of washing hands and using hand sanitizer. Hand sanitizer will be available at all point-of-service desks and in the bathrooms. A stand-alone dispenser for the lobby will be available as well as a disinfectant wipe dispenser in the computer area and by study carrels.

Specific tasks: All circulating items will continue to be quarantined and processed according to procedures outlined in Phase 2.

All services re-instituted following best practices allowed by Monterey County

H. The Western Stage and Mainstage Theater

The Western Stage is developing detailed return-to-campus plans for each department within the administrative (artistic, business services, marketing, box office), production (costumes, painting, properties, lighting, scenery, sound, stage management) and educational aspects of the organization and every work site. These plans are based on the Cal/OSHA guidelines for the specific applicable sectors, based on the department's activities and site-specific requirements. The activities of these plans will be undertaken in accordance with the state and county's recommended phases for re-opening. Current information about The Western Stage public performance plans and other community engagement activities will be available at: https://westernstage.com/

I. Nursing and Allied Health

The College supports programs in the essential areas of law enforcement, nursing, respiratory care, public health, and emergency medical services. Hartnell has and will provide clinical and skill-based courses needed by essential personnel during the COVID-19 pandemic crisis, adhering to health and safety protocols to keep students, faculty, and staff safe.

Hartnell formalized an entry screening procedure for all persons entering teaching spaces . Screening includes a central entry point, a health inventory that includes a set of pre-listed symptomatic questions, and a no-touch infrared skin temperature check to make sure the individual is not above the CDC-recommended temperature of 100.4° F. Any person who exhibits symptoms of COVID-19 is referred to their own physician

Students and faculty adhere to Hartnell College protocols during on-campus clinical courses and adhere to agency protocols when in the acute care and community settings. Courses not requiring face-to-face instruction to meet objectives have been converted to a remote instruction modality.

J. STEM labs

Courses that will require some element of face-to-face instruction for lab activities in Stages 3-4 (see above for definitions) and as permitted by the county, will limit lab periods, limit number of labs, limit lab scheduling options, and will limit the total number of persons in the lab, including one faculty member and one lab specialist/assistant, with the following specifics:

1. Plan to evaluate our procedure at specific time intervals during the semester.
2. Specific triggers (e.g. positive covid test) may cause immediate shut down of labs and related communication procedures.
3. Labs may be on a compressed schedule to minimize the number of people accessing the lab at a given time (i.e. 25% of room capacity, equipment/fume hoods availables, and/or with occupancy levels commensurate with current state and county health guidelines), and impact on evaluation and assessment.
4. Plan to provide enough equipment for each table/station to promote social distancing and eliminate sharing of supplies/equipment

Prior to Lab Room access:

a. Provide training online before the first lab that shows lab and model behavior and protocols, including what is described below, as well as appropriate lab safety paperwork for signature and what to bring for in-person lab.

b. Parts of each lab can be done online asynchronously/synchronously and beforehand, such as activities and procedures via video or other platforms, as well as post in-person lab meeting for analysis of results, to minimize time spent in the actual in-person lab and give more time for the air to ventilate between labs and processes described below.

c. No one should come to campus as described in the college protocol to access campus, such as if they are not feeling well or have been exposed to someone withCOVID-19.

d. College may require anyone planning to access campus to adhere to the college plan for monitoring wellness, that may include answering online specifically designed surveys and allowing temperature checks.

Room set-up:

a. Reconfigure rooms to adhere to up-to-date guidelines given by the CDC and professional organizations

b. Furniture is reduced in each room to promote appropriate physical distancing.

c. Ingress and egress pathways are indicated.

d. Hand sanitizer will be provided at entry and exit points.

e. COVID-19 Symptom Self-Screening signage will be posted.

Open multiple windows in each lab and frequently change appropriate and approved CDC filters.

Lab processes:

a. Stations are placed to promote appropriate physical distancing spacing.

b. Pathways to fume hoods and other equipment are clearly marked on the floor.

c. At the end of lab experiments, adequate instructions regarding shut down of equipment and sealing of any containers at student stations will be given by the teacher and followed by students.

d. Movable items, that may include computers, monitors, microscopes, will be left from the end of the labs until the next use for labs using the same equipment or, otherwise, to be removed as described below.

e. Maintenance sanitation of the space, equipment, computers and laptop carts, will occur immediately after lab equipment is moved or removed as described above to allow time before the next use, and performed as described in item (h) below. If special care cannot be provided to disinfect sensitive instruments, such as microscopes, those instruments cannot be used.

f. Faculty, lab specialists/assistants, and students will be provided and required to use appropriate personal protective equipment, such as protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer from injury and infection.

g. In STEM labs, a smaller and appropriate number (i.e. 25% of room capacity or no more than one student per fume hood, lab computer or lab equipment) of students may be in the room at any given time, with occupancy levels commensurate with current state and county health guidelines.

h. The lab students will wipe down their areas at the beginning of class with Terminator spray and paper towels. They will wipe down their areas before they leave with Terminator spray and paper towels. There will be approximately 40 minutes between occupancies to help with air exchange, and for extra professional cleaning to be performed by the cleaning team. Note that this will have an impact on the lab scheduling, the length of each lab, the number of possible lab sessions and the ability to offer a lab for each section for courses with multiple sections (typically there are approximately 10 minutes in between lab sessions).

K. STEM and MESA centers

The STEM Center, in addition to remote services, may provide critical need face-to-face tutoring, critical need face-to-face counseling, and critical need single and group study spaces as permitted by county orders in Stages 3-4. These services will be by appointment only to maintain indoor occupancy levels commensurate with current state and county health guidelines. If possible, those can be preferably held in outdoor spaces with safe and appropriate natural ventilation. One to Two staff members will be onsite as needed.

A detailed plan for management of the STEM Center and activities is as follows:

Physical space:

a. The MESA Center does not provide for separate ingress/egress. Space will be used only for one-on-one emergency face-to-face counseling sessions during inclement weather.

b. The entry door will have a removable plexiglass shield on the upper half and small table to conduct business.

c. There will be a plexiglass shield at the desk for when Center reopens to more use.

d. The MESA Center will be used for face-to-face tutoring by appointment only as needed and when MESA ambassadors/tutors are available. All facility users will enter and exit through a specifically designed entrance and exits marked.

e. The MESA Center occupancy levels commensurate with current state and county health guidelines, may be limited to two staff members — one in the open area and one in the private offices — and no more than two students.

f. MESA and STEM individual study and/or group work activities will take place designed space commensurate with current state and county guidelines.

g. Occupancy will be limited and commensurate with current state and county health guidelines.

h. For both the STEM Center and MESA, users will be expected to spray and wipe down their areas before and after use and follow all other campus health and safety guidelines.

Tutoring:

a. Tutoring will be offered primarily virtually via Cranium Café by appointment and drop-in, when available.

b. Face-to-face tutoring will be offered by appointment only, when tutors are available in Stages 3-4.

Counseling:

    a. Counseling will be offered primarily remotely.

    b. Emergency face-to-face counseling will be offered by appointment in Stages 3-4. These appointments will occur in outdoor spaces and will follow campus health and safety guidelines. Should inclement weather prevent outdoor meetings, these emergency face-to-face counseling sessions will occur in the MESA Center and will follow campus health and safety guidelines.

Workshops:

    a. Workshops will occur virtually until state and county guidelines allow for gathering sizes that accommodate these workshops.

L. Veterans Service Center

The Veterans Service Center (VSC) provides a central location for student veterans to study, socialize, meet with community service agencies and college counselors, as well as get information about the College. All veteran services, including counseling, tutoring, certification of education benefits, and referral to campus offices have continued through virtual services.

    a. **Shift to online services:** The VSC has moved to online services via Cranium Café. The VSC phone has been forwarded to staff working remotely to allow seamless answering of phones and service provision. Classified staff are continuing to make appointments, refer students to services, and train students on using remote platforms. Staff will be on-site as needed for disbursing items such as book cards. The program administrator will be on campus for in-person needs. Counselors continue to offer services through Cranium Café and phone meetings.

    b. **Student space and traffic:** The VSC is used by students for social gathering and study groups. Due to COVID-19 limitations, these activities cannot occur in space. The counseling office in the current VSC location does not allow for physical distancing recommendations. Veteran services will continue remotely through the Academic Year 2020-21, with ongoing evaluation of the guidelines presented by Monterey County.

    c. **Education benefits:** Students have access to education benefit information via phone or video conference. Appointments can be made with the certifying official through the VSC, financial aid, or Cranium Café.

References

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California Department of Public Health: Higher Education Guidance on Novel Coronavirus or COVID-19. March 7, 2020.

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Appendices