

# GUIDELINES FOR FALL 2020



MOORPARK COLLEGE

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## **INTRODUCTION**

The Moorpark College faculty and staff have created the following guidelines and procedures with a steadfast commitment to the Moorpark College Mission Statement and embracing our Core Values of integrity, collegiality, equity & success, excellence, and creativity & innovation. We recognize the power of mutual respect and the consideration necessary for all of us to remain healthy members of the Moorpark College community.

The following information is designed to address the daily operational expectations for on-campus activities in the Fall 2020 semester in light of the impact of the COVID-19 pandemic. It is important that you read all the information outlined in this packet to ensure the absolute best possible outcomes.

As noted in the VCCCD Guidelines for Re-Opening, “This guidance is provisional and subject to change. These guidelines and considerations are based on the current best available public health data, national and international best practices, and the practical realities of managing campus operations. As new data and practices emerge, guidance will be updated. Additionally, these guidelines and considerations reflect the full scope of issues that the campus communities will need to address, ranging from day-to-day site-based logistics, to the social and emotional well-being of students and staff, instructional methodology, and campus-based sports & extracurricular activities.”

While it is our goal for our students, faculty, staff, and vendors to voluntarily comply with the guidelines outlined within this packet, Moorpark College must enforce rules and restrictions to ensure the safety, health and well-being of everyone on campus.

The guidelines and procedures outlined in this packet directly affect the daily routine of accessing Moorpark College’s campus. Anticipate that accessing the campus, managing the increased traffic flow, as well as participating in the daily screening process will take more time than usual so please plan accordingly. We appreciate your patience and encourage you to make necessary changes to your daily routine to help ensure you are in the classroom ahead of schedule!

Lastly, students, faculty, and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure or international travel) follow CDC guidance to self-isolate and stay home. Please do not come to the Moorpark College campus if you have symptoms!

These guidelines are not intended to revoke or repeal employee or student rights, either statutory, regulatory, or collectively bargained. These guidelines are not exhaustive, as they do not include County health orders, nor are they a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.

**PLEASE DO NOT COME ONTO THE MOORPARK COLLEGE CAMPUS IF YOU HAVE SYMPTOMS!**

## **HEALTHY RETURN PHONE APP FOR COVID-19 SCREENING**

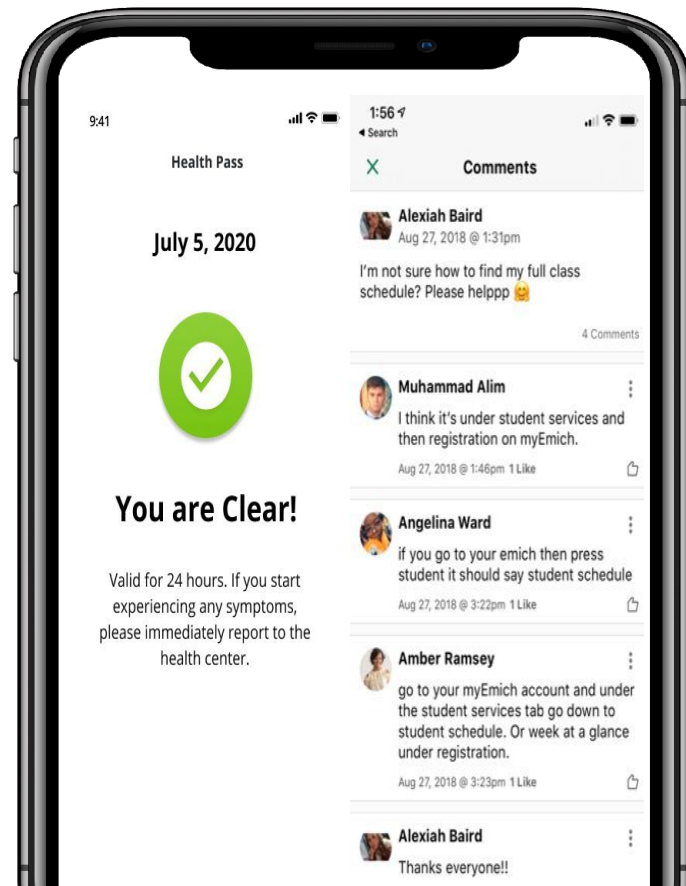
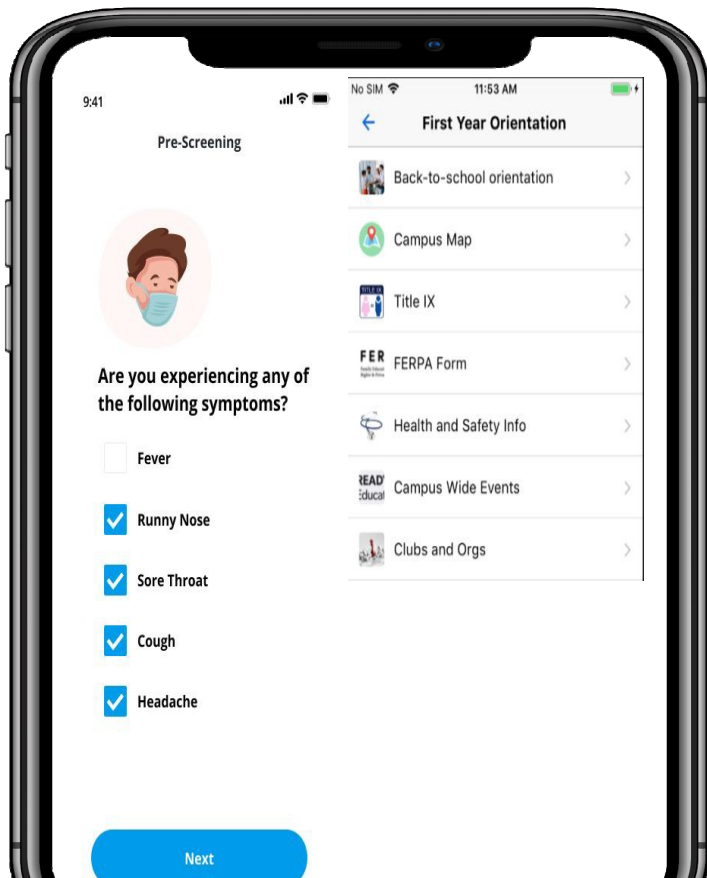
Prior to coming to Moorpark College ALL students, faculty, and staff MUST download the *Healthy Return* phone app to participate in the daily COVID-19 screening process.

Once you have created your account, the app-based survey and COVID-19 Symptom Checklist must be completed before you come to the campus.

In the event of the *Healthy Return* app is not available, the paper version of the COVID-19 Symptom Checklist (found within this packet) must be completed before you come onto the campus. The paper version must be submitted to the Screener at the time of arrival and will be retained by the college. You will not get a copy of the completed checklist.



## **Pre-Screening & Health Pass**



**Pre-screening:** Daily Pre-screening and Admin verification tool

**Health Pass:** Ensure the health and safety of students, staff, faculty

## **ON CAMPUS PARKING AND TRAFFIC FLOW**

**YOU ARE REQUIRED TO PUT ON A MASK BEFORE EXITING YOUR VEHICLE  
AND A MASK MUST BE WORN AT ALL TIMES WHILE ON CAMPUS!**

Moorpark College has designated parking locations for students, faculty, and staff during the Fall 2020 Semester. Parking in any other location on campus is prohibited.

**PARKING LOTS AA, A, B, AND C ARE CLOSED FOR THE FALL SEMESTER!**

- **ON-CAMPUS PARKING** will only be allowed in the following locations:
  1. **Parking Lot PA (Performing Arts Building)**
  2. **Parking Lot M (Music Building)**
  3. **Parking Lot F (Academic Center Building)**
  4. **Parking Lot G (South of the Academic Center Building)**
- **HANDICAP PARKING** will be available to all students, faculty, and staff in the open parking lots. Please display the appropriate placard when parking in any handicap parking spot.
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**Please note, parking permits for students, faculty, and staff will NOT be required for the Fall 2020 Semester.**

### **COVID-19 Testing Location**

The Ventura County Department of Public Health (VCDPH) and the State of California Office of Emergency Services (OES) will maintain an on-campus COVID-19 testing site until further notice. The COVID-19 testing site will be located at the Observatory Parking Lot (Parking Lots D & E). The entrance to the testing site will be located on Campus Road next to the Health Sciences Center Building. The Observatory Parking Lot is closed to students, faculty, and staff parking.

To enter the VCDPH testing site, traffic will be directed to enter Parking Lot E (Observatory Parking Lot) from the south side of Campus Road. Due to the volume of vehicles entering the testing site, the right lane of northbound Campus Road will be coned off to accommodate any overflow traffic.

Traffic for the RIGHT LANE of Campus Road from Campus Drive, will ONLY be for vehicles entering the COVID-19 testing site.

The exit from the VCDPH testing site will be the driveway located at the north end of the Observatory Parking Lot (Parking Lot D). Signs will be placed on Campus Road next to the exit from the testing site directing the exiting traffic toward Collins Drive.

## **SCREENING PROCEDURE**

Students, faculty, and staff coming to Moorpark College **MUST** complete the *Healthy Return COVID-19* screening **BEFORE** arriving to the campus **AND** must report to a Screening Tent **BEFORE** entering **ANY CAMPUS FACILITY OR BUILDING**.

Any person answering **YES** to **ANY** of the following should **NOT** attempt to enter the campus. If you are unsure about your situation or how to interpret any of the items listed below, before entering the campus, please contact the **STUDENT HEALTH CENTER AT 805-378-1413** and await further guidance and direction. If you are feeling ill and require immediate medical attention, call 911.

### **Common Signs and Symptoms associated with COVID-19:**

- Fever (>100.4° F)
- Chills
- Cough
- Shortness of Breath or Pain/Difficulty Breathing
- Extreme Levels of Fatigue
- Muscle or Body Aches
- Headache
- New Loss of Taste or Smell
- Sore Throat
- Congestion or Runny Nose
- Nausea or Vomiting
- Diarrhea

In the event a person answers “YES” to any question within the Symptom Screening checklist procedure or is found to have a fever of 100.4 or higher, **DO NOT** allow entry onto the campus. Refer to the “ILLNESS ON CAMPUS” Procedure and contact the **Student Health Center at 805-378-1413, or the appropriate supervisor.**

**WEARING A MASK IS MANDATORY AT MOORPARK COLLEGE!**

## **ON-CAMPUS SCREENING AND ENTRANCE LOCATIONS**

All students, faculty, and staff will report to a Screening Tent prior to entering the campus. The Screening Tents will be staffed during normal school hours to accommodate arriving students, faculty, and staff. (Screening Tent locations are marked in GREEN on the campus map which can be found at the end of this packet.)

The screening and check-in procedure, including the *Healthy Return* survey **MUST** be completed **EVERY TIME** you are going to enter the campus.

### **SCREENING TENT LOCATIONS AT MOORPARK COLLEGE:**

- **LOT PA SCREENING TENT** is located at the campus entrance near the Performing Arts Building.
- **LOT M SCREENING TENT** is located at the campus entrance next to the Music Building.
- **LOT F/G SCREENING TENT** is located at the Academic Center walk-way adjacent to the Campus Center.
- **FM&O SCREENING TENT** is located at the southwest side of the campus from Collins Drive. (At this time, this location is NOT open to student and faculty screening.)

### **SCREENING TENT PROCEDURE:**

- Students, faculty, and staff must line up to be screened as directed by the Screeners and in consideration of social distancing guidelines.
- Be prepared to have your temperature taken with a “No Touch” thermometer.
- Once your temperature is taken, record your temperature in the appropriate location in your *Healthy Return* screening phone app.
- A Screener will then place a wristband on your wrist and allow you to proceed onto campus **OR** you may be directed to a waiting location near the Check-In tent to be given further instructions.
- If you are denied entry at any time, please **DO NOT** confront or challenge the Screener. Please allow the necessary steps to be completed to ensure your safety and the safety of those around you.
- The daily wristband must be worn at all times while on campus at Moorpark College. Faculty and staff will be routinely and regularly checking wristbands.

**PLEASE PRACTICE SOCIAL DISTANCING AT THE SCREENING TENTS!**

## **HYGIENE PRACTICES**

Per the CDC Guidelines for Institutions of Higher Learning (IHE), “Students and employees should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. NO FOOD OR DRINK ITEMS are allowed in any classroom at any time.”

ALL drinking fountains will be closed until further notice. Students, faculty, and staff may bring a water bottle with them to use while on-campus but eating and drinking is only permitted in open areas away from offices and classrooms and MUST include adherence to social distancing guidelines.

Students, faculty, and staff will have access to comfort stations at various locations on campus where they can access disposable bottles of water, hand sanitizer and paper towels to dry their hands. The comfort stations will be placed throughout the campus in high traffic areas and will be clearly marked. At these stations, please do not congregate or gather and please adhere to social distancing guidelines.

**WEARING A MASK IS MANDATORY AT MOORPARK COLLEGE!**





## **CLEANING PROCEDURES**

The cleaning and disinfection process of common surfaces found on campus is the responsibility of all students, faculty, and staff representatives. A more thorough cleaning and disinfection process will be handled by the support personnel but every effort should be made by students, faculty, and staff members to clean regularly-used and/or high-risk surfaces as much as possible during the course of daily on-campus activities.

To ensure the safest possible on-campus environment, students, faculty, and staff must be willing to follow the procedures outlined below to mitigate the risk of spreading the COVID-19 virus.

Staff should clean and disinfect frequently touched surfaces within classrooms and worksites after each use. When practical and necessary, cleaning should be done frequently throughout the day by trained custodial staff. Regularly touched surfaces needing attention include, but are not limited to:

- ✦ Door handles
- ✦ Light switches
- ✦ Sink handles
- ✦ Bathroom surfaces
- ✦ Tables
- ✦ Desks
- ✦ Chairs
- ✦ IT Equipment

Custodial and support personnel, charged with the responsibility of cleaning and disinfecting the campus and worksite, must wear proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions.

Students, faculty, and staff must limit the sharing of objects and equipment, such as IT equipment, office supplies, and classroom and lab supplies, to a practical extent. However, where allowed, clean and disinfect between uses.

Utilizing open air ventilation and social distancing practices, in conjunction with effective disinfection measures, can greatly reduce the risk and slow the spread of the COVID-19 virus.

## ILLNESS ON CAMPUS

Although patients who are infected with COVID-19 have varying signs and symptoms, the Symptom Checklist (See page 16) is currently the most accurate list of prevailing patient complaints. If at any time a students, faculty, or staff member exhibits signs and/or symptoms of an infection or illness, please follow the procedure outlined below.

1. Separate the students, faculty, or staff member from others by directing them to an open-air environment closest to their current location. This may be a sitting area, a bench, or a classroom chair moved to an outdoor location away from other people.
2. If the student, faculty, or staff member warrants immediate care, call 911 and stay with them until help arrives. Once help has arrived and the emergency has been mitigated, immediately contact the Student Health Center, your department chair/dean, or a Moorpark College Executive Team Member.
3. If the student, faculty, or staff member does not require emergent care, **contact the Student Health Center during normal business hours (Monday and Thursday 8-5 pm; Tuesday and Wednesday 8-6 pm; and Friday 8-12 noon) at 805-378-1413.** If a Student Health Center representative is not available, immediately contact your department chair/dean, or a Moorpark College Executive Team Member.
4. The Student Health Center may recommend that the student, faculty, or staff member be tested at the Ventura County Department of Public Health Testing Site located in the Observatory Parking Lot (Parking Lots D & E).

Any student, faculty, or staff member who has an illness on-campus must be tracked and reported to the Ventura County Department of Public Health regarding the nature of the illness. For further direction and information regarding this process, please contact the Student Health Center at 805-378-1413.

## **MASK COMPLIANCE PROCEDURE**

If a person on campus refuses to wear a mask as required, please follow this procedure.

### **IF A FACULTY OR STAFF MEMBER FEELS THREATENED BY ANOTHER PERSON AT ANY TIME, IN ANY WAY, CONTACT 911 IMMEDIATELY**

1. Gently remind the person who refuses to wear a mask that masks are required at all times while on the Moorpark College Campus per the Moorpark College Mandatory Mask Policy.
2. If the person refuses to comply with the Moorpark College Mandatory Mask Policy, take necessary steps to ensure the safety of others which may include removing everyone from the immediate area to decrease the risk associated with potential exposure.
3. Advise the person who refuses to wear a mask that they are in violation of the Moorpark College Mandatory Mask Policy and thus the Moorpark College Student Code of Conduct. (Moorpark College Catalog 2020-2021)
4. If the person continues to refuse to wear a mask in violation of the Moorpark College Mandatory Mask Policy and the Moorpark College Student Code of Conduct, immediately contact the **Campus Police at ext. 1455 from a campus phone or 805-378-1455.**
5. If there is any concern about possible exposure, follow the procedure outlined in the “Illness on Campus” guidelines.”
6. The instructor is to report the incident as soon as possible by completing a BIT report at <https://cm.maxient.com/reportingform.php?VenturaCountyCCD>.

*Note that students are subject to all requirements listed in the Moorpark College Student Code of Conduct and are subject to disciplinary action should they fail to comply (Board Policy 5500 Standards of Conduct). Not complying with the “face covering” directive will be further adjudicated by the Dean of Conduct.*

*Employees are also responsible for following college policies in order to maintain a safe work environment (Board Policy 7205 Employee Code of Ethics).*

## **FACILITY MAINTENANCE AND OPERATIONS (FM&O) DEPARTMENT** **COVID-19 GUIDELINES**

The nature of the daily operations of the FM&O Department create challenges for daily screening activities.

A Screening Tent location will be provided for delivery and service providers and on-campus vendors for Moorpark College. The FM&O Screening Tent will be located at the driveway to the west of the Stadium off of Collins Drive, next to the FM&O building.

The on-campus delivery of goods and services, and the entry onto campus of vendors from outside of the community college district or Moorpark College campus, must be monitored in accordance with the same VCCCD guidelines and when possible, using the *Healthy Return* phone app for screening. Each driver or service provider must be screened using the same approved process, including the completion of the Symptom Screening Checklist and a temperature check, prior to entering Moorpark College Campus buildings and/or facilities.

The screening and check-in procedure for **ALL** FM&O Staff will be identical to the procedure for students, faculty, and staff, but may be completed within the FM&O Department based on the course and scope of daily operations. The screening and check-In procedure should be completed for FM&O staff at the beginning of each shift.

The screening and check-in procedure for **ALL** delivery and service providers and on-campus vendors will be completed by the department head and will include completion of the attached Symptom Screening checklist along with a temperature check. The completed screening checklists will be retained by the FM&O department head for the duration of the Fall 2020 semester.

**WEARING A MASK IS MANDATORY AT MOORPARK COLLEGE!**

## **MOORPARK COLLEGE POLICE DEPARTMENT COVID-19 SCREENING GUIDELINES**

The nature of the daily operations of the Moorpark College Police Department create challenges for daily screening activities.

The Moorpark College Police Department personnel must be monitored in accordance with the same VCCCD guidelines and when possible, using the *Healthy Return* phone app for screening. Each member of the department, sworn or unsworn, must complete the *Healthy Return* COVID-19 questionnaire and a temperature check, prior to beginning their shift and before entering Moorpark College campus buildings and/or facilities.

The screening and check-in procedure for all Moorpark College Police staff will be identical to the procedure for all other students, faculty, and staff, but may be completed interdepartmentally based on the course and scope of daily police department operations.

If Moorpark College Police Department personnel are unable to complete the *Healthy Return* COVID-19 screening procedure, completion of the attached Symptom Screening checklist along with a temperature check will be required. Completed screening checklists will be retained by the Moorpark College Police Department supervisor for the duration of the Fall 2020 semester.

In the event any person answers “YES” to any question within the Symptom Screening checklist procedure or is found to have a fever of 100.4 or higher, **DO NOT** allow entry onto the campus. Refer to the “ILLNESS ON CAMPUS” Procedure and contact the **Student Health Center at 805-378-1413, or the appropriate supervisor.**

**WEARING A MASK IS MANDATORY AT MOORPARK COLLEGE!**

## **EXOTIC ANIMAL TRAINING & MANAGEMENT (EATM)**

The schedule and daily routine of the EATM Program is uniquely different than other programs on campus. Therefore, the Screening Procedure for EATM students, faculty and staff will be managed by their department in accordance with the Moorpark College Guidelines for Fall 2020.

EATM students, faculty and staff will use the *Healthy Return* phone app for daily pre-screening. Each student, faculty or staff member must receive a temperature check prior to entering Moorpark College Campus buildings and/or facilities.

Once a student, faculty or staff member completes the Screening Procedure, they will receive a wristband from the department supervisor or department designee. The guidelines and procedures for displaying a daily wristband are the same for all students, faculty and staff regardless of department.

In the event any person answers “YES” to any question within the Symptom Screening procedure or is found to have a fever of 100.4 or higher, **DO NOT** allow entry onto the campus. Refer to the “ILLNESS ON CAMPUS” Procedure and contact the **Student Health Center at 805-378-1413, or the appropriate supervisor.**

**WEARING A MASK IS MANDATORY AT MOORPARK COLLEGE!**

## COVID-19 DAILY SYMPTOM CHECKLIST

Name \_\_\_\_\_

Date: \_\_\_\_\_

**If you answer "YES" to any of the following questions, please IMMEDIATELY isolate in an open-air environment and contact the Student Health Center at 805-378-1413.**

<b><u>Do you currently have a...?</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
Fever (>100.4° F) Temp: _____ °F Time: _____ a.m./p.m.		
Cough		
Shortness of Breath/Difficulty Breathing		
Extreme Levels of Fatigue		
Muscle or Body Aches		
Headache		
New Onset of Loss of Taste or Smell		
Sore Throat		
Congestion or Runny Nose		
Nausea/Vomiting		
Diarrhea		

**A MASK MUST BE WORN AT ALL TIMES WHILE ON CAMPUS!**

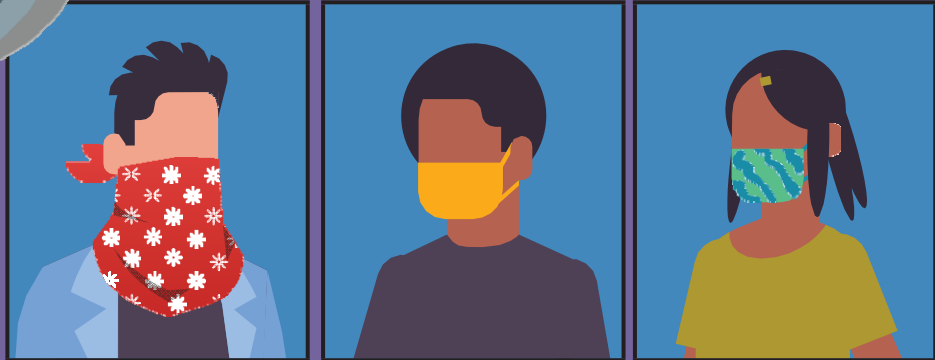


## **ATTACHMENTS**

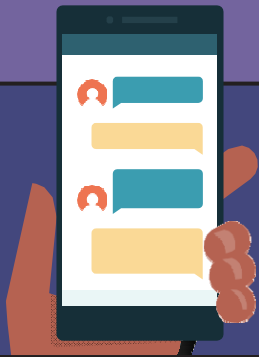
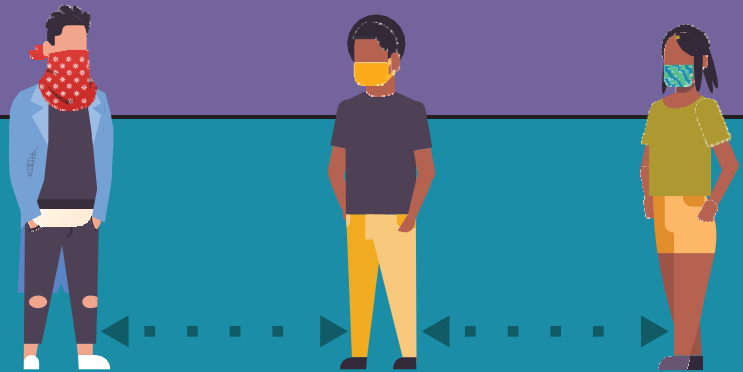
# Slow the Spread of COVID-19



WHEN OUT WITH YOUR FRIENDS,  
WEAR A CLOTH FACE COVERING



AND STAY  
**6 FEET APART**  
FROM OTHERS



CLEAN  
FREQUENTLY  
TOUCHED  
OBJECTS



DO NOT  
TOUCH YOUR  
EYES, NOSE,  
AND MOUTH

COVER  
YOUR  
COUGHS  
AND  
SNEEZES



STAY HOME IF YOU ARE SICK



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Help Protect Yourself and Others from COVID-19



**Stay 6 feet from others**



**Wear a cloth face covering**



**Wash your hands often**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Wear a Cloth Face Covering to Protect You and Your Friends

## PUT ON



WASH YOUR HANDS



PLACE OVER NOSE AND MOUTH

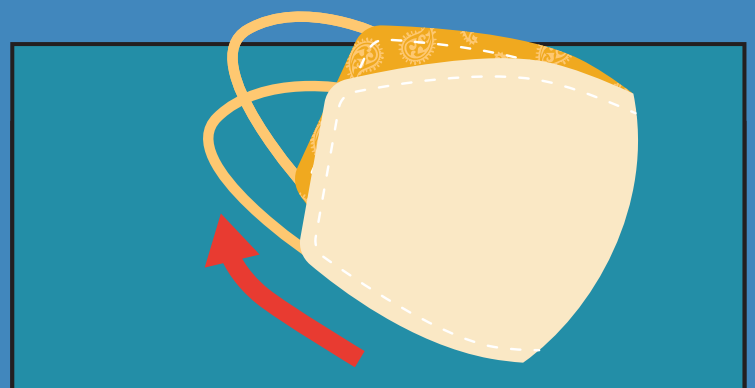


MAKE SURE YOU CAN BREATHE EASILY

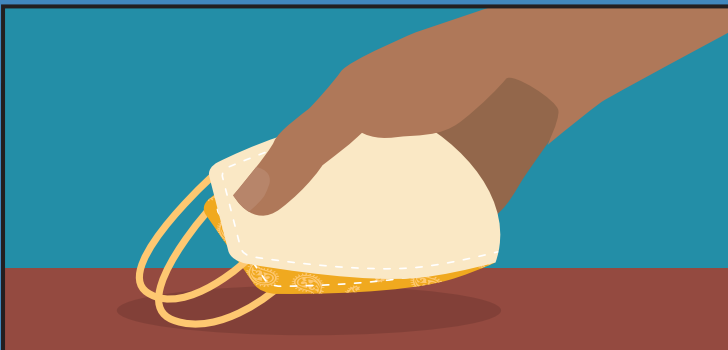
## TAKE OFF



TAKE OFF YOUR FACE COVERING



FOLD OUTSIDE CORNERS TOGETHER



PUT ASIDE FOR WASHING



WASH YOUR HANDS

WASH YOUR HANDS OFTEN, WEAR A MASK, AND STAY 6 FEET FROM OTHERS.



# CLEANING AND DISINFECTING YOUR FACILITY

## How to clean and disinfect

### Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, or a cleaning agent appropriate for the surface, then use disinfectant.**
- Cleaning with soap and water or appropriate cleaning agents for the surface, **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

### Disinfect

- **Recommend use of [EPA-registered household disinfectant](#)**  
**Follow the instructions on the label** to ensure safe and effective use of the product.  
Many products recommend:
  - Keeping surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

**Always read and follow the directions on the label** to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

## Tips For Social Distancing, Quarantine, And Isolation During An Infectious Disease Outbreak

### What Is Social Distancing?

Social distancing is a way to keep people from interacting closely or frequently enough to spread an infectious disease. Schools and other gathering places such as movie theaters may close, and sports events and religious services may be cancelled.

### What Is Quarantine?

Quarantine separates and restricts the movement of people who have been exposed to a contagious disease to see if they become sick. It lasts long enough to ensure the person has not contracted an infectious disease.

### What Is Isolation?

Isolation prevents the spread of an infectious disease by separating people who are sick from those who are not. It lasts as long as the disease is contagious.

## Introduction

In the event of an infectious disease outbreak, local officials may require the public to take measures to limit and control the spread of the disease. This tip sheet provides information about social distancing, quarantine, and isolation. The government has the right to enforce federal and state laws related to public health if people within the country get sick with highly contagious diseases that have the potential to develop into outbreaks or pandemics.

This tip sheet describes feelings and thoughts you may have during and after social distancing, quarantine, and isolation. It also suggests ways to care for your behavioral health during these experiences and provides resources for more help.

## What To Expect: Typical Reactions

Everyone reacts differently to stressful situations such as an infectious disease outbreak that requires social distancing, quarantine, or isolation. People may feel:

Anxiety, worry, or fear related to:

- Your own health status
- The health status of others whom you may have exposed to the disease
- The resentment that your friends and family may feel if they need to go into quarantine as a result of contact with you
- The experience of monitoring yourself, or being monitored by others for signs and symptoms of the disease
- Time taken off from work and the potential loss of income and job security
- The challenges of securing things you need, such as groceries and personal care items
- Concern about being able to effectively care for children or others in your care
- Uncertainty or frustration about how long you will need to remain in this situation, and uncertainty about the future
- Loneliness associated with feeling cut off from the world and from loved ones
- Anger if you think you were exposed to the disease because of others' negligence
- Boredom and frustration because you may not be able to work or engage in regular day-to-day activities
- Uncertainty or ambivalence about the situation
- A desire to use alcohol or drugs to cope
- Symptoms of depression, such as feelings of hopelessness, changes in appetite, or sleeping too little or too much

- Symptoms of post-traumatic stress disorder (PTSD), such as intrusive distressing memories, flashbacks (reliving the event), nightmares, changes in thoughts and mood, and being easily startled

If you or a loved one experience any of these reactions for 2 to 4 weeks or more, contact your health care provider or one of the resources at the end of this tip sheet.

## Ways To Support Yourself During Social Distancing, Quarantine, and Isolation

### UNDERSTAND THE RISK

Consider the real risk of harm to yourself and others around you. The public perception of risk during a situation such as an infectious disease outbreak is often inaccurate. Media coverage may create the impression that people are in immediate danger when really the risk for infection may be very low.

Take steps to get the facts:

- Stay up to date on what is happening, while limiting your media exposure. Avoid watching or listening to news reports 24/7 since this tends to increase anxiety and worry. Remember that children are especially affected by what they hear and see on television.
- Look to credible sources for information on the infectious disease outbreak (see page 3 for sources of reliable outbreak-related information).

### BE YOUR OWN ADVOCATE

Speaking out about your needs is particularly important if you are in quarantine since you may not be in a hospital or other facility where your basic needs are met. Ensure you have what you need to feel safe, secure, and comfortable.

- Work with local, state, or national health of-

officials to find out how you can arrange for groceries and toiletries to be delivered to your home as needed.

- Inform health care providers or health authorities of any needed medications and work with them to ensure that you continue to receive those medications.

### EDUCATE YOURSELF

Health care providers and health authorities should provide information on the disease, its diagnosis, and treatment.

- Do not be afraid to ask questions—clear communication with a health care provider may help reduce any distress associated with social distancing, quarantine, or isolation.
- Ask for written information when available.
- Ask a family member or friend to obtain information in the event that you are unable to secure this information on your own.

### WORK WITH YOUR EMPLOYER TO REDUCE FINANCIAL STRESS

If you're unable to work during this time, you may experience stress related to your job status or financial situation.

- Provide your employer with a clear explanation of why you are away from work.
- Contact the U.S. Department of Labor toll-free at 1-866-487-2365 about the Family and Medical Leave Act (FMLA), which allows U.S. employees up to 12 weeks of unpaid leave for serious medical conditions, or to care for a family member with a serious medical condition.
- Contact your utility providers, cable and Internet provider, and other companies from whom you get monthly bills to explain your situation and request alternative bill payment arrangements as needed.

### CONNECT WITH OTHERS

Reaching out to people you trust is one of the best ways to reduce anxiety, depression, loneliness, and boredom during social distancing, quarantine, and isolation. You can:

- Use the telephone, email, text messaging, and social media to connect with friends, family, and others.
- Talk “face to face” with friends and loved ones using Skype or FaceTime.
- If approved by health authorities and your health care providers, arrange for your friends and loved ones to bring you newspapers, movies, and books.
- Sign up for emergency alerts via text or email to ensure you get updates as soon as they are available.
- Call SAMHSA’s free 24-hour Disaster Distress Helpline at 1-800-985-5990, if you feel lonely or need support.
- Use the Internet, radio, and television to keep up with local, national, and world events.

- If you need to connect with someone because of an ongoing alcohol or drug problem, consider calling your local Alcoholics Anonymous or Narcotics Anonymous offices.

### TALK TO YOUR DOCTOR

If you are in a medical facility, you may have access to health care providers who can answer your questions. However, if you are quarantined at home, and you’re worried about physical symptoms you or your loved ones may be experiencing, call your doctor or other health care provider:

- Ask your provider whether it would be possible to schedule remote appointments via Skype or FaceTime for mental health, substance use, or physical health needs.
- In the event that your doctor is unavailable and you are feeling stressed or are in crisis, call the hotline numbers listed at the end of this tip sheet for support.

### USE PRACTICAL WAYS TO COPE AND RELAX

- Relax your body often by doing things that work for you—take deep breaths, stretch, meditate or pray, or engage in activities you enjoy.
- Pace yourself between stressful activities, and do something fun after a hard task.
- Talk about your experiences and feelings to loved ones and friends, if you find it helpful.
- Maintain a sense of hope and positive thinking; consider keeping a journal where you write down things you are grateful for or that are going well.

### AFTER SOCIAL DISTANCING, QUARANTINE, OR ISOLATION

You may experience mixed emotions, including a sense of relief. If you were isolated because

### Sources for Reliable Outbreak Related Information

Centers for Disease Control and Prevention

1600 Clifton Road  
Atlanta, GA 30329-4027  
1-800-CDC-INFO (1-800-232-4636)  
<http://www.cdc.gov>

World Health Organization  
Regional Office for the Americas of the  
World Health Organization  
525 23rd Street, NW  
Washington, DC 20037  
202-974-3000  
<http://www.who.int/en>



**you had the illness, you may feel sadness or anger because friends and loved ones may have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious.**

**The best way to end this common fear is to learn about the disease and the actual risk to others. Sharing this information will often calm fears in others and allow you to reconnect with them.**

**If you or your loved ones experience symptoms of extreme stress—such as trouble sleeping, problems with eating too much or too little, inability to carry out routine daily activities, or using drugs or alcohol to cope—speak to a health care provider or call one of the hotlines listed to the right for a referral.**

If you are feeling overwhelmed with emotions such as sadness, depression, anxiety, or feel like you want to harm yourself or someone else, call 911 or the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255).

## Helpful Resources

### Hotlines

SAMHSA's Disaster Distress Helpline

**Toll-Free: 1-800-985-5990 (English and español)**

**SMS: Text TalkWithUs to 66746**

**SMS (español): "Hablanos" al 66746**

**TTY: 1-800-846-8517**

**Website (English): <http://www.disasterdistress.samhsa.gov>**

**Website (español): <https://www.samhsa.gov/find-help/disaster-distress-helpline/espanol>**

SAMHSA's National Helpline

**Toll-Free: 1-800-662-HELP (24/7/365 Treatment Referral Information Service in English and español)**

**Website: <http://www.samhsa.gov/find-help/national-helpline>**

National Suicide Prevention Lifeline

**Toll-Free (English): 1-800-273-TALK (8255)**

**Toll-Free (español): 1-888-628-9454**

**TTY: 1-800-799-4TTY (4889)**

**Website (English): <http://www.suicidepreventionlifeline.org>**

**Website (español): <http://www.suicidepreventionlifeline.org/gethelp/spanish.aspx>**

### Treatment Locators

Behavioral Health Treatment Services Locator Website:  
**<https://findtreatment.samhsa.gov>**

FindTreatment.gov

**For help finding treatment 1-800-662-HELP (4357)**

**<https://findtreatment.gov/>**

SAMHSA Disaster Technical Assistance Center

**Toll-Free: 1-800-308-3515**

**Email: [DTAC@samhsa.hhs.gov](mailto:DTAC@samhsa.hhs.gov)**

**Website: <http://www.samhsa.gov/dtac>**

*\*Note: Inclusion or mention of a resource in this fact sheet does not imply endorsement by the Center for Mental Health Services, the Substance Abuse and Mental Health Services Administration, or the U.S. Department of Health and Human Services.*

SAMHSA Publication No. PEP20-01-01-007



**SAMHSA**  
Substance Abuse and Mental Health  
Services Administration



**VCCCD**  
**Healthy Return to Campus**  
**Kick-Off**

Thursday, July 23rd

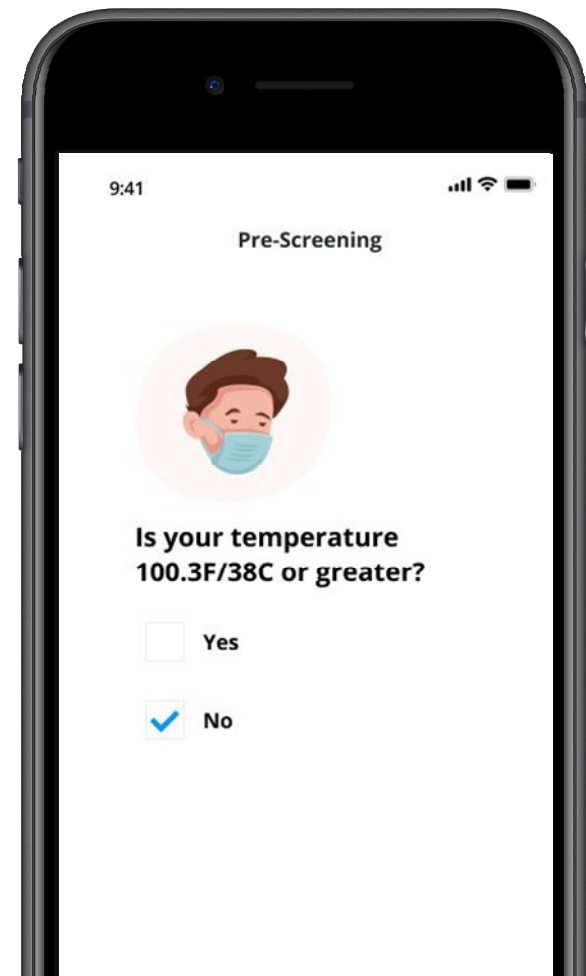
## Agenda

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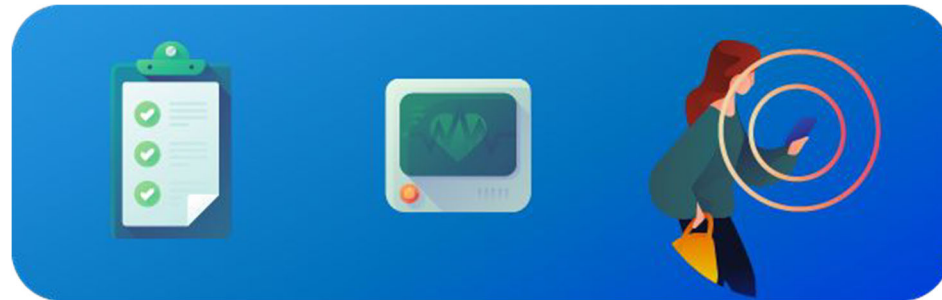
Product & Timelines & Task:  
Pre-screening & Health  
Case management  
Health dashboard

Student, staff, and faculty onboarding

Implementation timeline/next steps



# Product Overview



**Pre-Screening**



**Case Management**



**Contact Tracing**



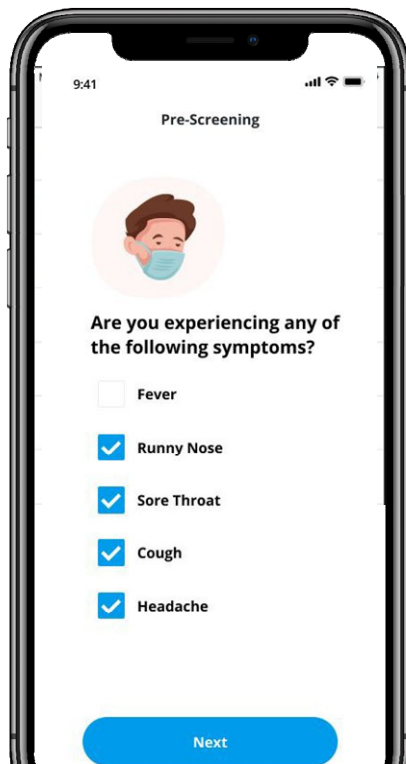
# **Pre-screening, Self-reporting & Health Pass**

## **Delivery**

Pre-screening: Aug 12th

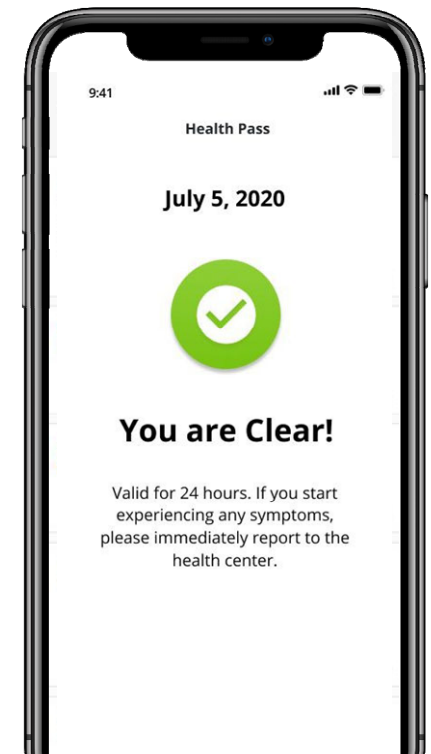
Health passes: August 14th

## Pre-Screening & Health Pass



**Pre-screening:** Daily Pre-screening and Admin verification tool

**Health Pass:** Ensure the health and safety of students, staff, faculty



# Pre-Screening & Health Pass

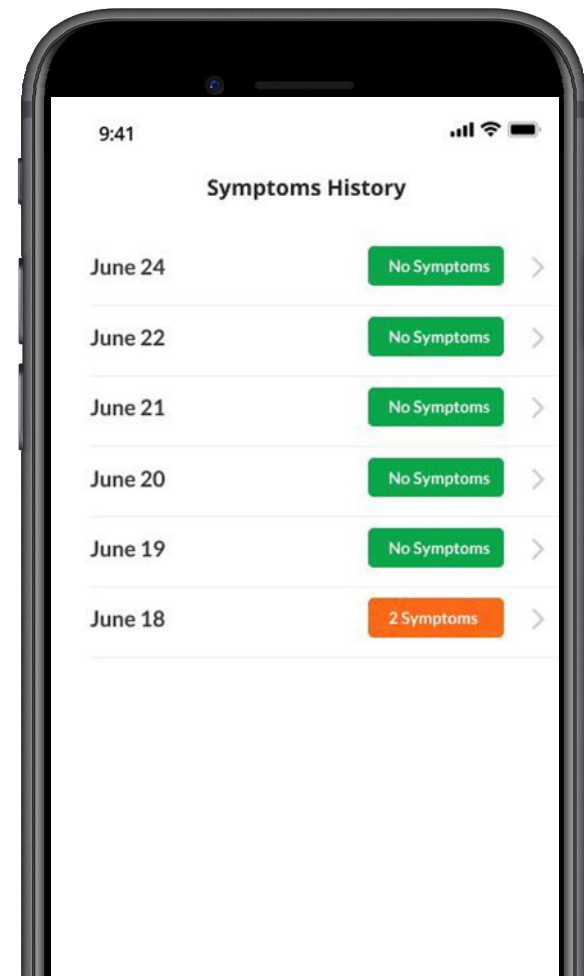
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## Pre-Screening Form

- Daily reminder
- Questions regarding symptoms and travel history
- Prompts pass/fail results based on answers
- History of form results through the app

## Clear Health Pass

- Requires student to conduct the pre-screening AND not have an active case
- Expires at the beginning of each day





# Form Builder

## Building

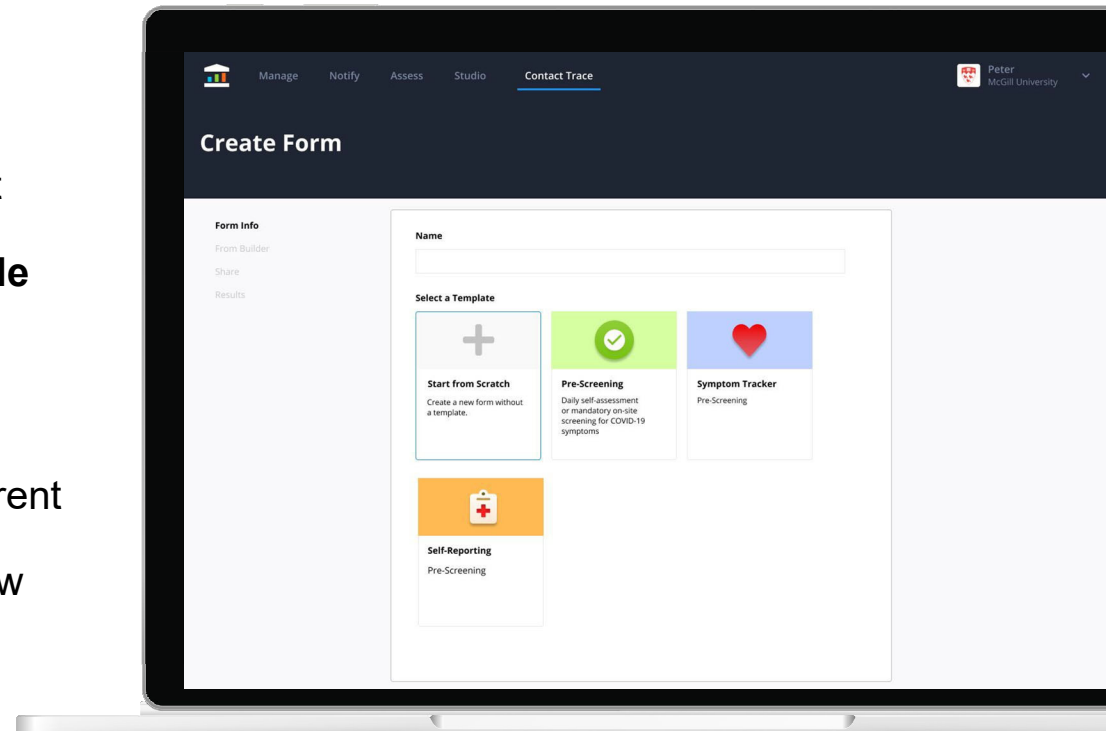
- Only available as part of Contact Trace permissions
- **Templates & Fully customizable Forms** for Pre-Screening
- Multiple choice, text, number

## Form Logic for Passes

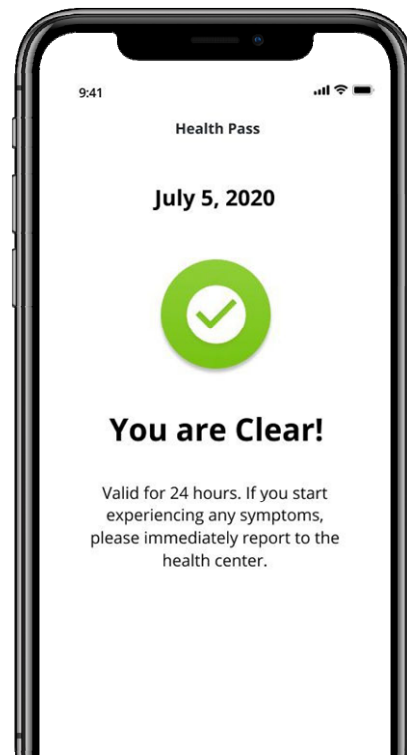
- Logic to skip questions and different results
- Results can prompt CT+ workflow actions

## Analytics:

Symptoms tracker



## Types of health passes: Green/Orange/Red

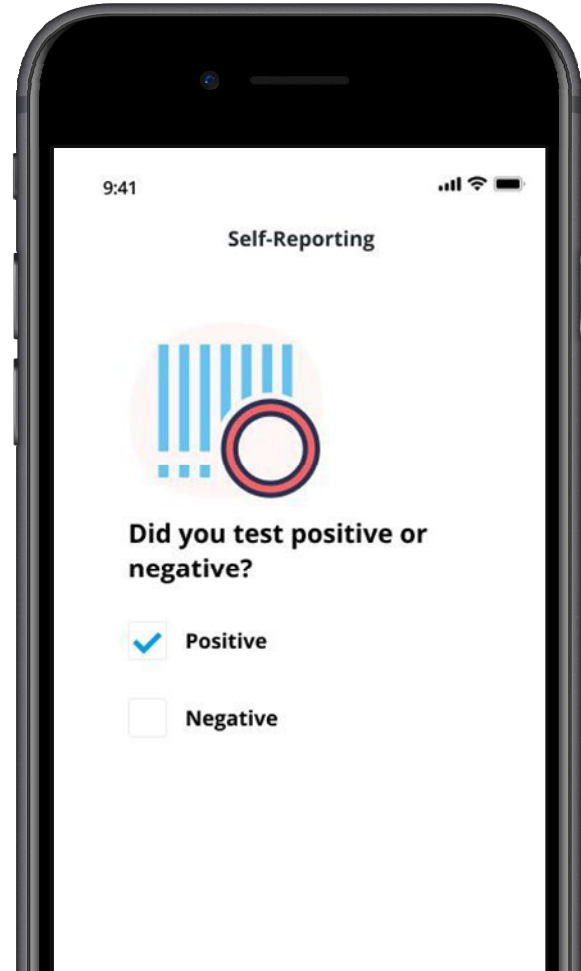


# Positive Case Self-Reporting

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## Form

Students can self-report test results  
from health authority  
Associate with test identification  
Customizable



9:41 📶 🔋

Self-Reporting



Did you test positive or negative?

Positive

Negative

# Implementation Plan:

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## **Pre-screening/Symptom Tracker/ Self-reporting Forms & Health Pass**

### **Institution:**

- Review Pre-screening form template, adjust accordingly and provide final version
- Review health pass template and approve language for the 3 health passes: green, orange, and red
- Designate administrator that will manage symptoms tracker, form adjustments

### **Ready:**

- Ready will input confirmed pre-screening and health passes by August 10th

# QR Codes

## **Delivery:**

QR code scanning: Ready today

QR code validation with health pass pass: Aug 15

# QR Scan Contact Trace

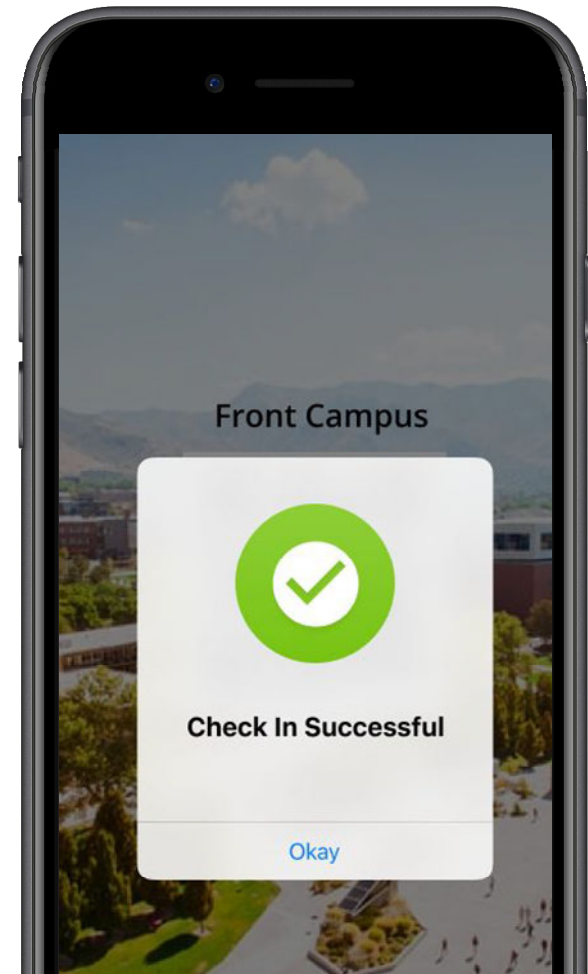
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## Scanning

Scan using the QR Scan in the app (not possible outside of the app)  
App account required (no visitors)

## Data & Dashboard

Individual location records  
CSV export  
Location traffic (late September)



# Symptomatic Case Tracking

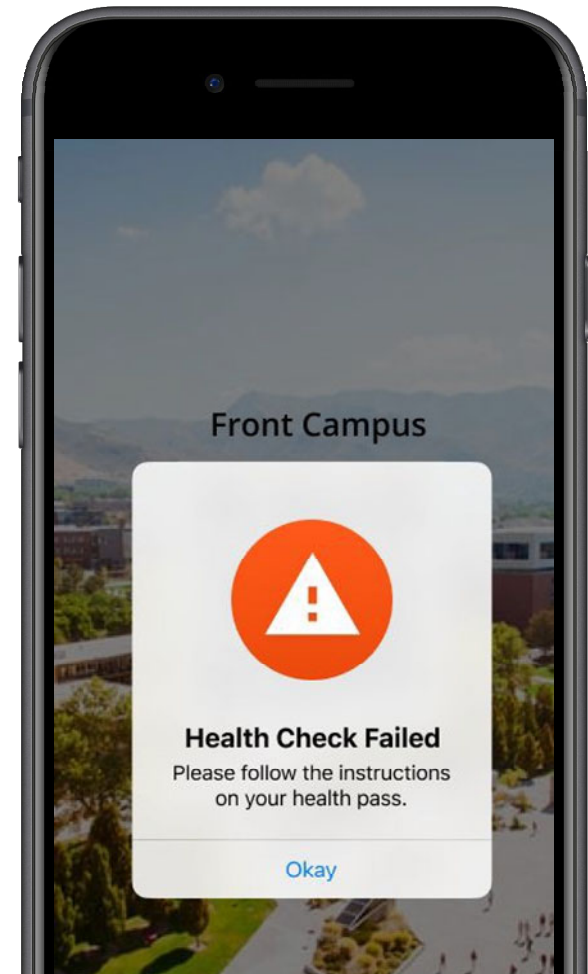
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## Targeted Resource

Provide targeted guidelines and instructions for students who fail pre-screening

## Non-Clear Health Pass

If student has an active case or failed pre-screening  
QR scans will show a warning if student checks in with non-clear health pass (Aug 15)



# Implementation Plan

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## QR Codes

### Institution:

- Create “**contact trace service**” in campus cloud, establish Email for contact trace
- Provide list buildings, rooms, Non building locations/venues
- Print and laminate the QR codes and post them at the entrance
- Select a **date** when QR codes are strongly recommended to be scanned
- Designate a person/team that will access QR codes creation/data

### Ready:

- Ready education can help create a QR code contact trace bundle document once all locations are provided
- **On Aug 15**, Ready team will convert the “Contact trace Service” Into a private “contact trace QR”. Note QR codes will remain the same, only admin rights will be changed



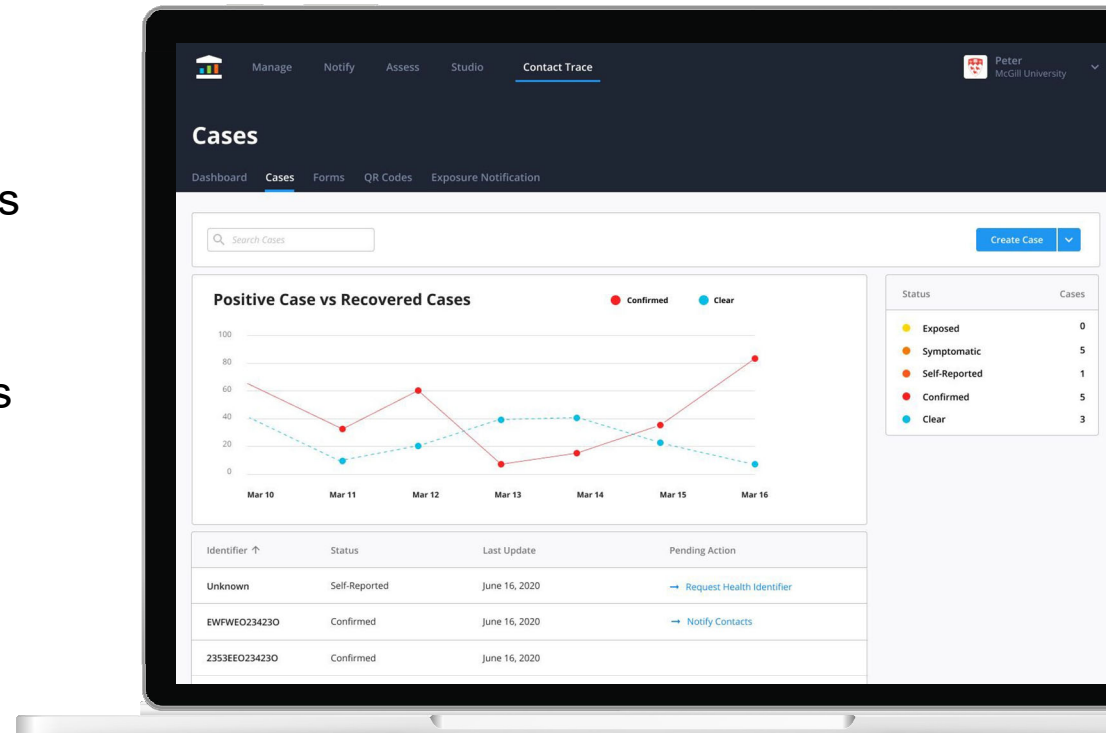
# Case Management

Delivery *August 28*

# Symptomatic Case Tracking

## Case Management

- **Symptomatic status** triggers admin email notification in Case Management
- Campus Cloud Case Management tracks all cases
- Admin can manually change case statuses
- Export / import data

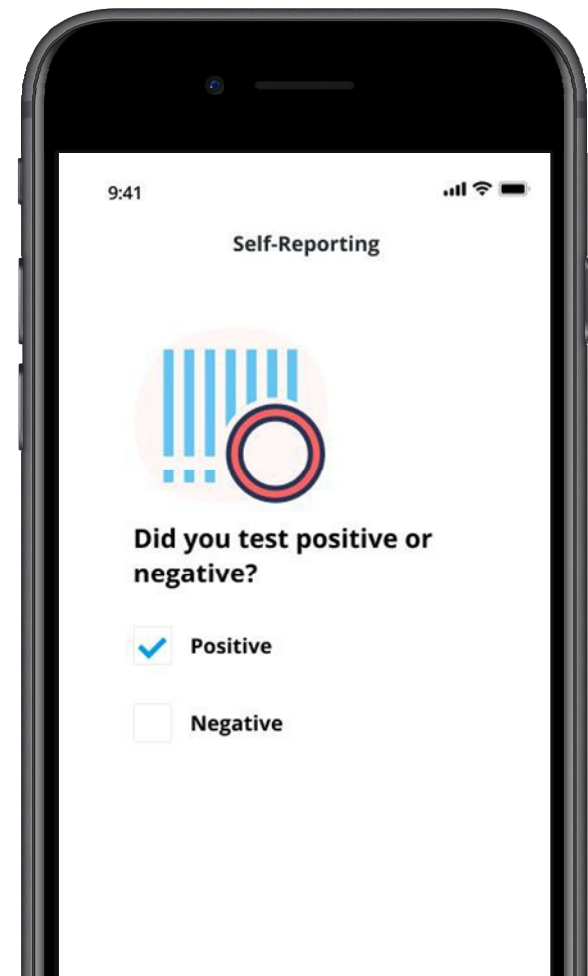


# Positive Case Self-Reporting

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## Case Management

Self-reported status in Case Management  
Email notification  
Admin verification to confirm case

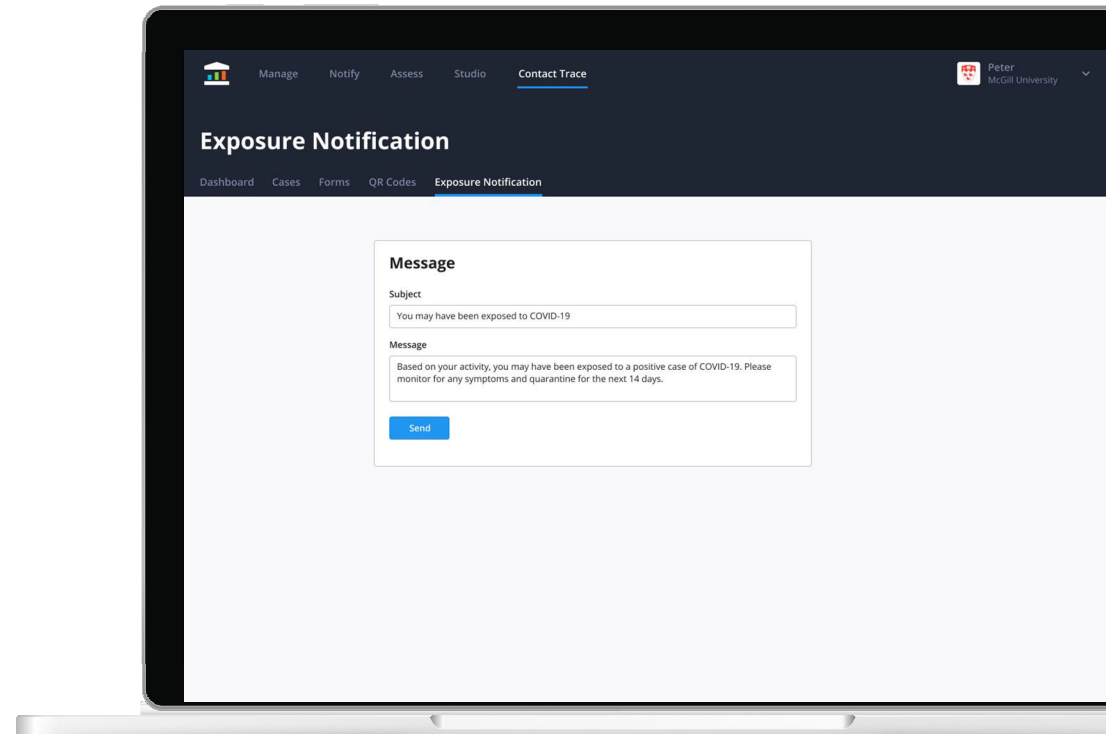


# Exposure Notification

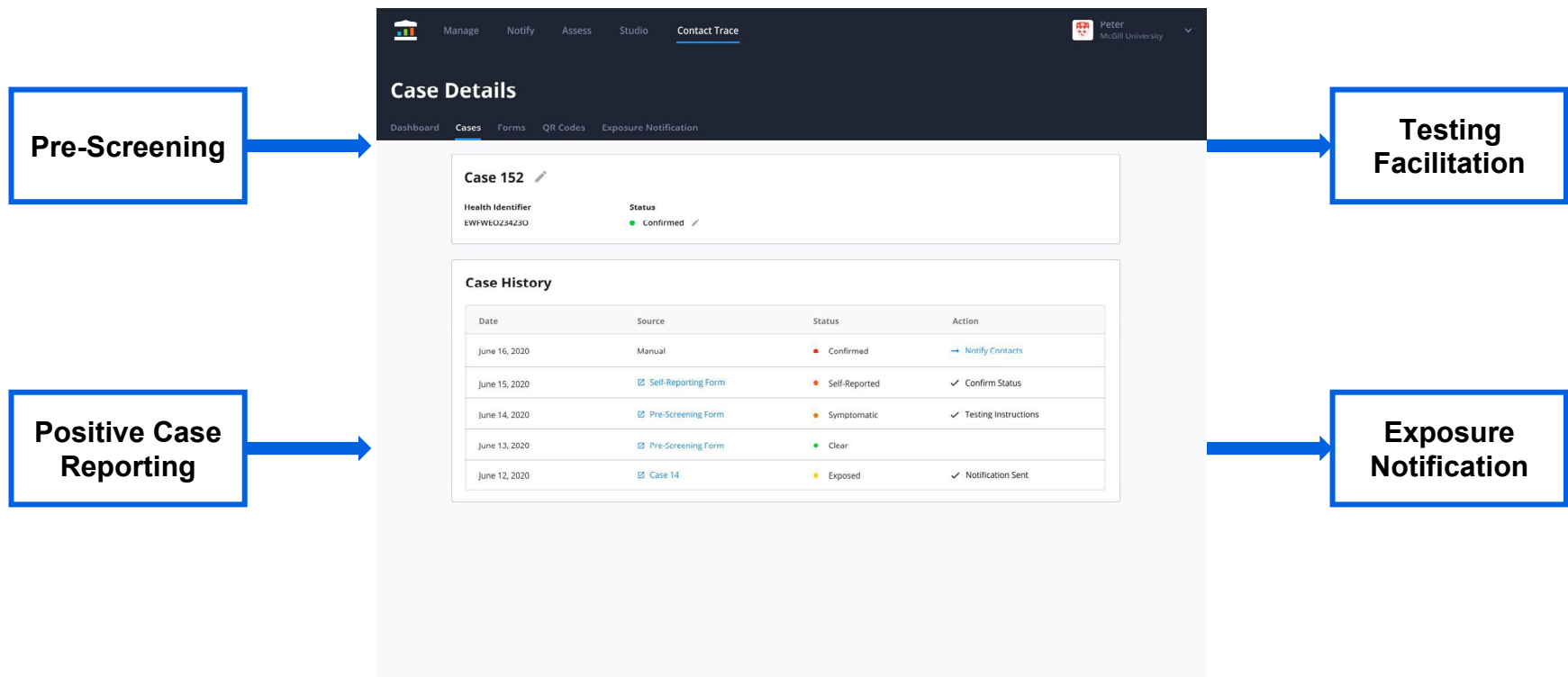
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## Case Management

Confirm status manually or through import  
Contact tracing algorithm creates list of potentially exposed students  
Automatically creates exposure notification draft  
Send notification **manually**



# One-Stop Case Management (Aug 28)



# Implementation Plan

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## Case Management, Exposure notification, Symptoms tracker

### Institution:

- Select designated team that will monitor **case management & Symptoms** tracker
- Select designated person/team that will send exposure notification

### Ready:

- Training the week of August 24th or earlier
- Give access to the admins

# Health Dashboard

**Delivery**

Sep 18

# Health Dashboard (Sep 18)





# Privacy-First Solution (Sep 18)



**The most complete privacy-first  
solution for contact tracing in  
Higher Education**

# Implementation Plan

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## **Health Dashboard:**

### **Institution:**

- Select designated team that will access **Health Dashboard**
- Make a decision if you will opt in on fully private or semi-private

### **Ready:**

- Training the week of September 14th or earlier
- Give access to the admins



# **Student, Staff, and Faculty onboarding**

## App Experience

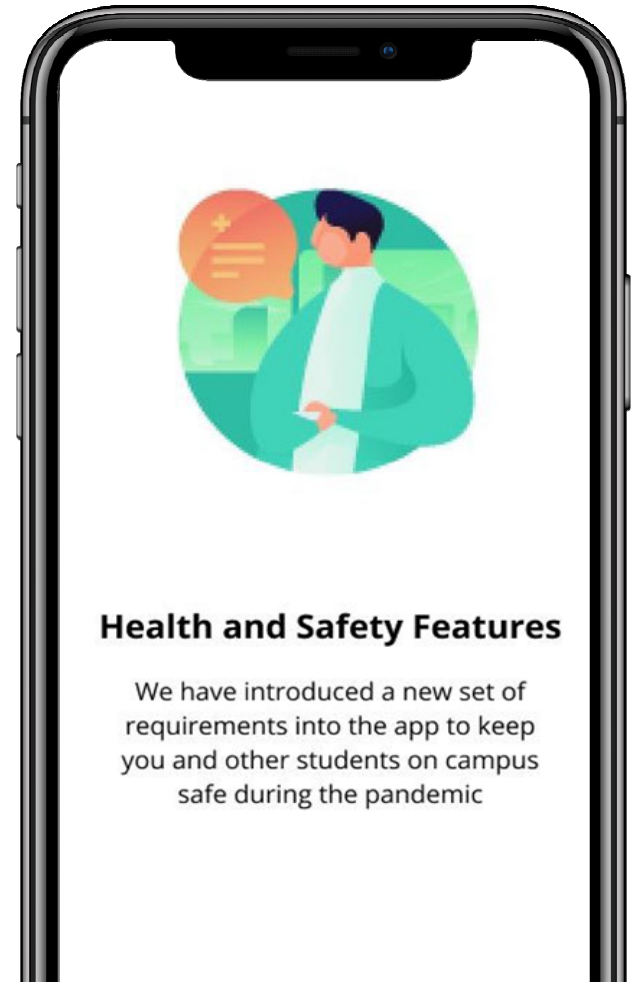
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### App Onboarding

Step-by-step instructions for students, staff & faculty  
Ensure everyone registers to the app

### Centralized Resources:

Pre-screening history  
Health Pass  
COVID-19 Resource Center  
Contact Tracing

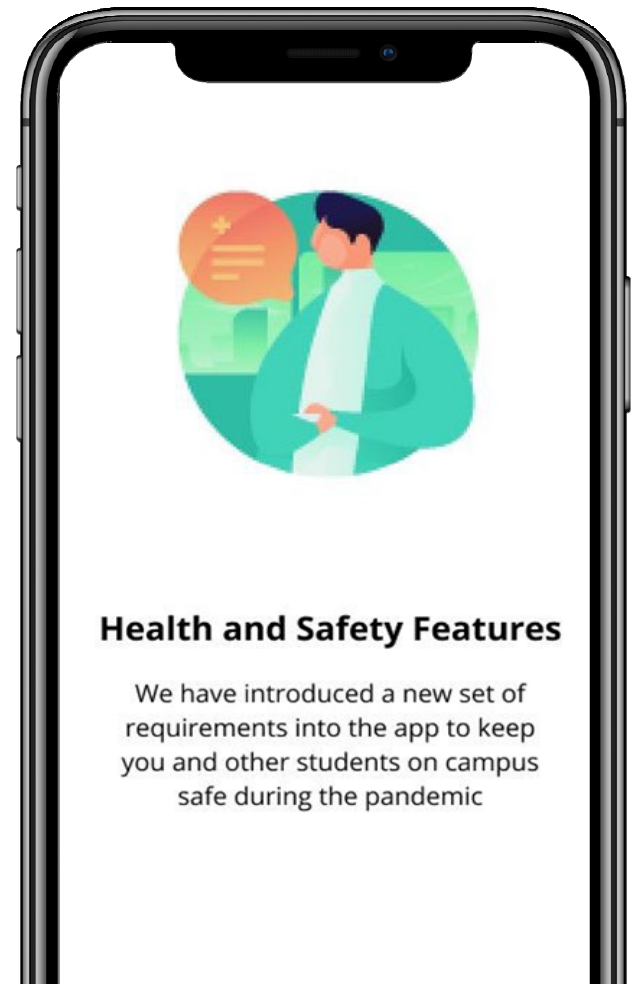


# App Promotion

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## Campus-wide email

- **Posters**
- **Website**



# **Timeline/Next Steps**



# VCCCD Healthy Return to Campus

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## Main Contacts for each campus:

- **Ventura College**
- **Moorpark College**
- **Oxnard College**

**Return to campus date:** August 17th

## Workflows:

Health passes protocols  
Faculty/staff pre-screening  
Visitor kiosks



# Timeline

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## ***Phase 1 - Live***

QR Contact Tracing

## ***Phase 2 - August 12th-14th***

QR Contact Tracing permissions

Forms and form customization for Pre-Screening, Symptom Checker and Self-Reporting

Health Pass

Form Beta Available on Apps July 31 (*ability for Ready to demo*)

## ***Phase 3 - August 28 (Training week of August 24th or sooner)***

Case Management System

Exposure Notification

## ***Phase 4 - September 18 (Training week of September 14th or sooner)***

Health Dashboard

Privacy Identifier

API



# Next Steps

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## Institution Tasks:

### *Phase 1*

Pre-Screening & Health Pass, Symptoms monitoring: Approve and confirm form and health pass, identify admin  
QR codes: Identify location, print QR, identify admins

- **Demo Training Webinar: Friday, July 31st, 2:30pm EST**  
Review forms

### *Phase 2*

Case Management & Exposure notification: Identify team who will need these permissions  
Join training the week of August 24th

### *Phase 3*

Health Dashboard & Privacy decision: Identify team who will need these permissions  
Join training the week of September 14th

- **Schedule Follow-up Call**

**Questions?**

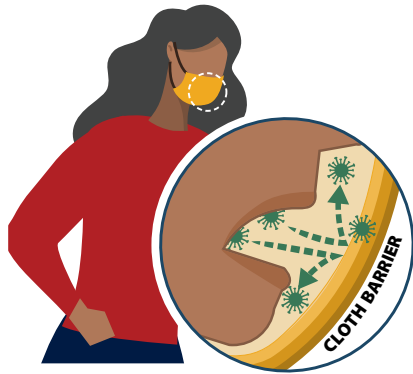
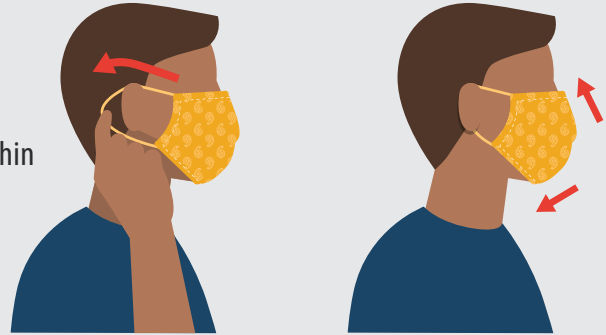
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# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



**Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# LEGEND

- AC - ACADEMIC CENTER
- ADMIN - ADMINISTRATION
- AA - APPLIED ARTS
- CC - CAMPUS CENTER
- CDC - CHILD DEVELOPMENT CENTER
- COM - COMMUNICATIONS
- EATM - EXOTIC ANIMAL TRAINING & MANAGEMENT BUILDING
- FMO - FACILITIES, MAINTENANCE, & OPERATIONS
- FH - FIELD HOUSE
- FHS - FIELD HOUSE STORAGE
- FH - FOUNTAIN HALL
- ST - GRIFFIN STADIUM
- G - GYMNASIUM
- HSC - HEALTH SCIENCE CENTER
- HSS - HUMANITIES SOCIAL SCIENCES
- KIN - KINESIOLOGY OUTDOOR CLASSROOM
- LLR - LIBRARY LEARNING RESOURCES
- LMC - LIFE SCIENCES, MATHEMATICS, COMPUTER SCIENCE
- M - MUSIC
- O - OBSERVATORY
- PK - PARKING STRUCTURE
- PA - PERFORMING ARTS
- P - POLICE STATION
- PE - PHYSICAL EDUCATION ANNEX
- PS - PHYSICAL SCIENCES
- RS - RESTROOM/SNACK BAR (FUTURE)
- SSA - STUDENT SERVICES ANNEX
- SSSP - STUDENT SUCCESS
- TECH - TECHNOLOGY
- ZOO - AMERICA'S TEACHING ZOO

**LIGHTED PPE SIGN**

**LOT PA**

**LOT M**

**LOT F**

**LOT G**

**DAILY CHECK-IN TENTS**

**SCREENING TENT DELIVERIES/FM&O STAFF ONLY**

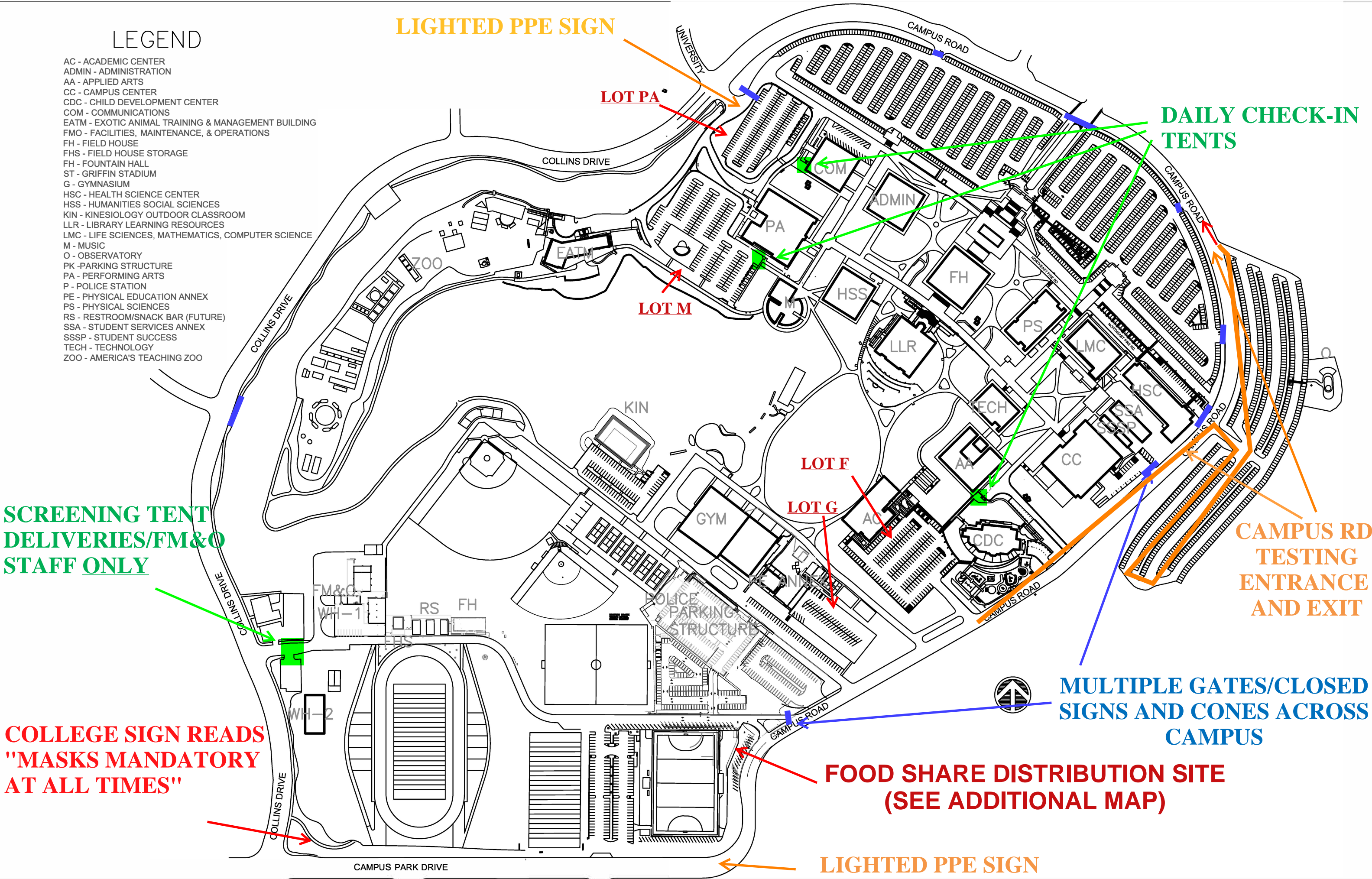
**CAMPUS RD. TESTING ENTRANCE AND EXIT**

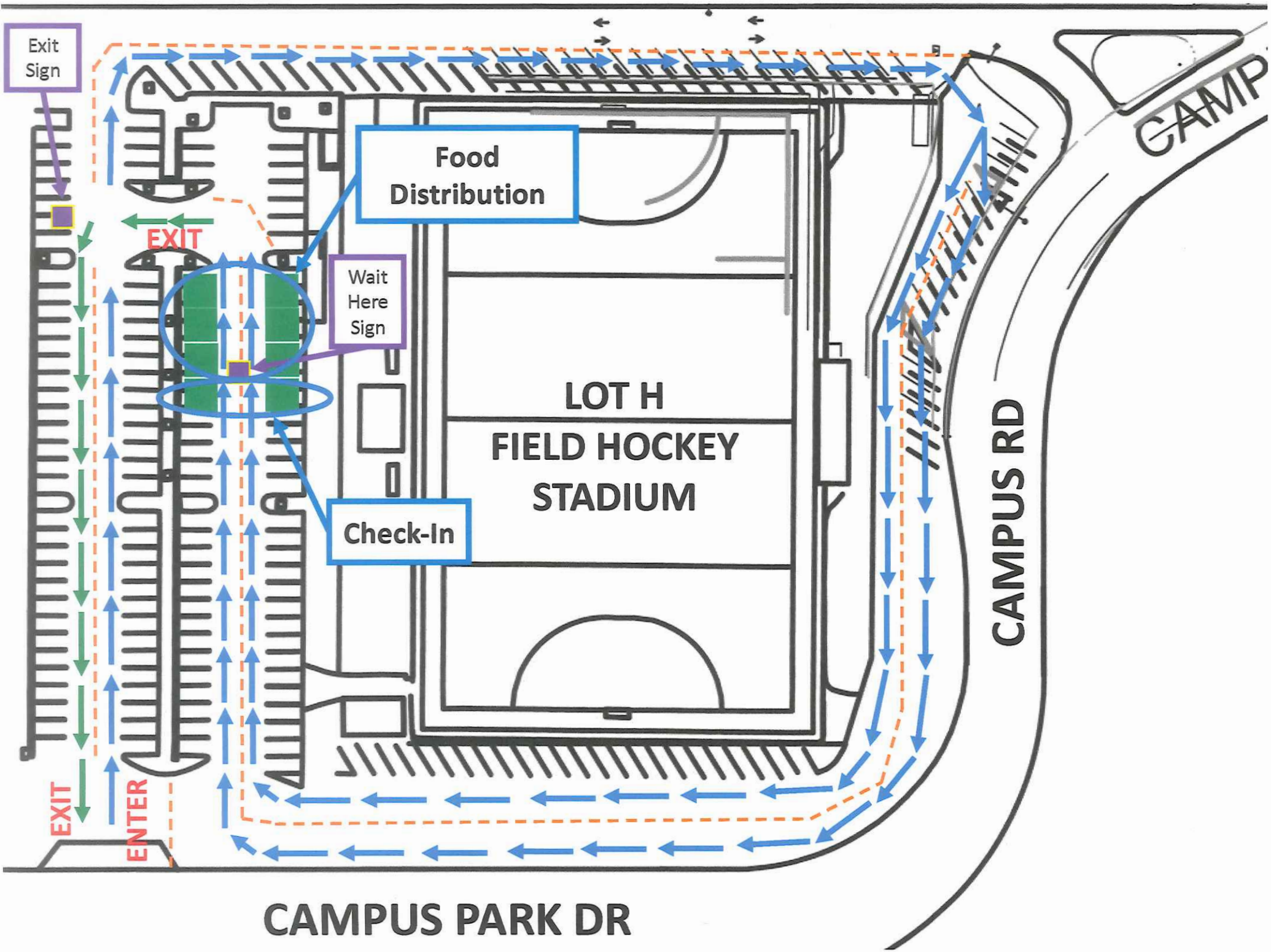
**COLLEGE SIGN READS "MASKS MANDATORY AT ALL TIMES"**

**MULTIPLE GATES/CLOSED SIGNS AND CONES ACROSS CAMPUS**

**FOOD SHARE DISTRIBUTION SITE (SEE ADDITIONAL MAP)**

**LIGHTED PPE SIGN**





Exit Sign

Food Distribution

Wait Here Sign

Check-In

LOT H  
FIELD HOCKEY  
STADIUM

EXIT

EXIT

ENTER

CAMPUS PARK DR

CAMPUS RD

CAMP