

**From:** Gregory Smith  
**Sent:** Thursday, July 01, 2021 9:01 AM  
**Subject:** PLEASE READ: Fall 2021 Operating Protocols and Return to Onsite Work

**Importance:** High

Good Morning SDCCD Community,

**This email contains important information regarding:**

- 1) Health and Safety Protocols for Employees Currently Working Onsite;**
- 2) Timeline for a Phased-In Return to Onsite Work for All Employees;**
- 3) Planning for a full reopening.**

**Please read this entire document carefully.**

The Chancellor's Cabinet, in consultation with the COVID Advisory Taskforce, Return to Onsite Activities Workgroup, collective bargaining representatives, and other stakeholders, have reviewed the revised Cal OSHA emergency standards for COVID-19 prevention, Centers for Disease Control (CDC) guidance for higher education, state and local requirements and recommendations, and the public health conditions in San Diego County to determine the appropriate protocols as we resume in-person work, instruction, and services. With a majority of the eligible population in San Diego County fully vaccinated, the rate of COVID-19 infection has fallen to the point we can increase the amount of onsite work and activities safely. This email provides the minimum health and safety protocols throughout the District, effective immediately. Please note some programs may have additional requirements, such as athletic competitions and clinical placements in Nursing programs. For specific guidance, please talk with your supervisor. This email also provides a timeline for employees who have been working primarily remotely to be able to resume working onsite in the fall semester.

**Most importantly**, while state and local health agencies have issued different guidelines for fully vaccinated and unvaccinated individuals, at this time, the District will primarily treat all individuals the same regarding health and safety measures. **This means fully vaccinated individuals will need to follow more strict safety protocols than may be required in many other public settings.**

The protocols below are based on the current public health conditions in San Diego County. As conditions evolve, these requirements may change. We will provide as much advance notice as possible before any changes are made.

## **Face Coverings**

**All individuals** present at a District facility **must** wear face coverings, regardless of vaccination status.

**Face coverings** means a surgical mask, a medical procedure mask, a respirator worn voluntarily (N95 mask), or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering **does not** include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

Face coverings may be removed while individuals are outdoors and physically distanced (six feet apart), when alone in a workspace, when in a vehicle alone, while eating or drinking and physically distanced, or while performing duties that cannot be done safely while wearing a face covering.

The District will provide face coverings to employees, students, and other visitors as needed, including N-95 masks upon request.

### **Physical Distancing**

Individuals are not required to be physically distanced while working, attending classes, or receiving services at a District facility (but are still required to wear face coverings as detailed above). All classes scheduled for in-person instruction during the fall semester may be conducted at full enrollment without physical distancing.

Physical distancing may be provided as an added safety measure where appropriate. Each College and District Division may determine specific activities, programs, and work locations where physical distancing will be provided.

Physical distancing may also be provided to individual employees as part of a reasonable accommodation for medical needs, as determined in consultation with the District's Risk Management Department.

### **COVID-19 Screening**

All employees must conduct a self-assessment for COVID-19-related symptoms before reporting to work at any District facility. Any employee experiencing symptoms must report their symptoms to their supervisor and request leave or work remotely.

The District will not broadly require temperature checks when employees report to work onsite; however, each College, District Division, and specific programs may implement additional screening measures, including temperature checks, as appropriate to maintain health and safety and/or comply with regulatory requirements as part of a reopening plan approved by the Risk Management Department.

### **Quarantine Requirements**

The District will follow Cal OSHA requirements when an employee is exposed to an individual who has tested positive for COVID-19.

Vaccinated employees will only be required to quarantine following a confirmed exposure if they are experiencing COVID-19 symptoms.

Unvaccinated employees will be required to quarantine following a confirmed exposure, regardless of whether they are experiencing COVID-19 symptoms.

Employees required to quarantine who are not experiencing symptoms will be required to work remotely while in quarantine if their job duties can be performed remotely. Employees experiencing symptoms or whose job duties cannot be performed remotely will be placed on leave while in quarantine.

### **Facilities**

The HVAC systems in all District buildings have been upgraded to meet the air filtration standard recommended by the Centers for Disease Control. The flow of outside air through the systems has been increased to help prevent any spread of COVID-19 through contaminated air particles. Facilities will be cleaned regularly, each day in classrooms and occupied

workspaces, with products effective at eliminating the coronavirus. Hand sanitizer and sanitation wipes will be available for employees to use to wipe down work surfaces and equipment.

### **Phased-in Return to Onsite Work**

**Beginning July 1<sup>st</sup>**, all fully vaccinated employees who have submitted the required forms to Human Resources may resume working onsite. Unvaccinated employees who have an approved exemption from Human Resources may also resume working onsite. Employees who have been working onsite throughout the pandemic will continue to work onsite.

**Beginning August 16<sup>th</sup>**, employees who have been working remotely may be required to return to onsite work up to two (2) days per week, regardless of vaccination status. Supervisors must give employees at least 10 days' notice before they are required to resume onsite work.

**Beginning September 7<sup>th</sup>**, employees who have been working remotely may be required to return to onsite work up to four (4) days per week, regardless of vaccination status. Supervisors must give employees at least 10 days' notice before they are required to increase the number of days of onsite work required.

**Beginning September 20<sup>th</sup>**, employees who have been working remotely may be required to return to onsite work completely, regardless of vaccination status. Supervisors must give employees' at least 10 days' notice before they are required to return to onsite work completely.

While employees may be required to return to work as outlined above, **supervisors are encouraged to work with employees to continue to provide remote work flexibilities.**

**If an employee can provide evidence that the place of care for an employee's dependent is closed or no longer available due to COVID-19, the timelines for return to onsite work may be extended. Supervisors must contact the Human Resources Division when notified by an employee of a COVID-19-related dependent care concern.**

**\*\*\*Supervisors are encouraged to give as much advanced notice as possible before requiring any employee to resume working onsite\*\*\***

### **Fall 2021 Instruction and Student Services**

At this time, the District expects to proceed with the fall 2021 instructional schedule as currently planned. The announced schedule of in-person and remote classes for the fall 2021 semester will only be modified with approval by the appropriate Vice President of Instruction. Students will continue to be required to be vaccinated, or have an approved exemption and accommodation, to enroll in classes with any in-person component.

The Colleges may now begin planning to resume services for students, prospective students, and the public during the fall semester within the health and safety protocols stated above. Unvaccinated students, prospective students, and the public may be allowed to access services with appropriate safety measures in place as detailed above.

### **Planning for Spring 2022**

The District continues to plan towards a full reopening for the spring 2022 semester. Decisions regarding health and safety protocols, vaccination status, and other COVID-19-related considerations will be announced during the fall semester with as much notice as possible.

The Human Resources Division is preparing a Frequently Asked Questions document to address specific questions related to the health and safety protocols, phased-in timeline for resuming onsite work, and related concerns. The FAQs will be posted here: <https://www.sdccd.edu/about/departments-and-offices/human-resources/risk-management/covid-employees.aspx>. We will also be hosting open forums for all employees to be able to ask questions about the health and safety protocols, return to onsite activities, and related interests. Details on those forums will be announced soon.

Thank you,

Greg

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