

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 12, 2021

Closed Session at 5:00 p.m.; Open Session at 6:00 p.m.

This meeting will be held telephonically via Zoom.

Members of the public should **NOT** come to District Office to participate.

Join this Zoom Meeting – <https://smccd.zoom.us/j/81122468611>

Dial-In: 1-669-900-9128 – Webinar ID: 811 2246 8611

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

Observing the Meeting

Members of the public who wish to observe the meeting may do so by accessing the link or calling the following telephone number above at the beginning of the meeting.

Providing Public Comment During the Meeting on NON-AGENDA Items

To make a comment regarding a non-agenda item, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear. Members of the public making comment are reminded of the 3-minute time limit for comment.

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments for members of the public to comment using a phone.

Providing Public Comment During the Meeting on AGENDA Items

To make a comment regarding an item on the published agenda, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear. Members of the public making comment are reminded of the 3-minute time limit for comment.

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments on the agenda item for members of the public to comment using a phone.

Accommodations

Persons with disabilities who require an accommodation or service should contact the contact the Chancellor’s Office at (650) 358-6877 at least 24 hours prior to the Board meeting.

5:00 p.m. Call to Order

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Three Cases
2. Conference with Labor Negotiator
Agency Designated Representative: Michael Claire
Employee Organization: Unrepresented Employees

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

6:00 p.m. Call to Order / Roll Call / Pledge of Allegiance

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION
DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

- 21-05-01 Approval of the Minutes of the April 14, 2021 Study Session
- 21-05-02 Approval of the Minutes of the April 19, 2021 Special Meeting
- 21-05-03 Approval of the Minutes of the April 28, 2021 Regular Meeting

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

- 21-05-01C Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Presentation of Statements Regarding Anti-Asian Hate
(Time Allotted: 25 minutes)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

- AFT, Local 1493
- CSEA, Chapter 33
- AFSCME, AFL-CIO, Local 829, Council 57

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 21-05-01A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel *(Time Allotted: 5 minutes)*
- 21-05-02A Ratification of Renewed Collective Bargaining Agreement between the District and the San Mateo Community College Federation of Teachers, AFT Local 1493 from July 1, 2019 – June 30, 2022 *(Time Allotted: 5 minutes)*

Approval of Consent Agenda

All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.

- 21-05-01CA Approval of Curricular Additions, Deletions and Modifications – Cañada College and Skyline College
- 21-05-02CA Approval of Contract Award for Districtwide Pest Control Services
- 21-05-03CA Approval of Contract Award for Districtwide Moving Services
- 21-05-04CA Acceptance of California Electric Vehicle Infrastructure Program Grant and Sole Source Agreement and Approval of Sole Source Agreement with PowerFlex

Other Recommendations

- 21-05-101B Approval of Contract Award for College of San Mateo Water Tank Replacement
(Time Allotted: 5 minutes)

- 21-05-102B Approval of Menlo Park/Cañada College Community, Continuing and Corporate Education (CCCE) Collaborative Programming: Web Programmers/ Developers Continuing Education Certificate *(Time Allotted: 5 minutes)*

INFORMATION REPORTS

- 21-05-02C Update on District Recovery of Operations Relating to COVID-19 and Policy Recommendations Relating to Vaccination Requirements for Employees and Students *(Time Allotted: 60 minutes)*

- 21-05-03C Update on 2021-22 Tentative Budget Development for Unrestricted General Fund *(Time Allotted: 20 minutes)*

- 21-05-04C Update on Senate Bill 659 *(Time Allotted: 10 minutes)*

- 21-05-05C Review of Internal Auditor Position Description *(Time Allotted: 10 minutes)*

- 21-05-06C Update on San Mateo Athletic Club RFP and Vision for District Athletic Clubs *(Time Allotted: 60 minutes)*

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
April 14, 2021 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at:
<https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 5:02 p.m.

Board Members Present: President Thomas A. Nuris, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Lisa Petrides, Trustee John Pimentel

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Nuris said that during closed session, the Board will take up items as listed on the printed agenda, including: (1) Hold a Conference with Labor Negotiators for Employee Organizations: AFT; (2) Hold a Conference with Labor Negotiators for Employee Organizations: Unrepresented Employees: Provost – International Education, Vice Chancellor – Chief of Staff, Vice Chancellor – Education Services & Planning, Vice Chancellor – Facilities, Vice Chancellor – Auxiliary Services & Enterprise Operations; (3) Conduct Public Employee Performance Evaluation: Review of Goals – Chancellor; (4) Consider Public Employee Appointment: College of San Mateo President; (5) Consider Employee Discipline, Dismissal, Release ; and (6) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

RECESS TO CLOSED SESSION

The Board recessed to closed session at 5:03 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:17 p.m.

Board Members Present: President Thomas A. Nuris, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Lisa Petrides, Trustee John Pimentel, Student Trustee Jade Shonette

Others Present: Chancellor Michael Claire, Chief Financial Officer Bernata Slater; Skyline College President Melissa Moreno, College of San Mateo Interim President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeramy Wallace

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[*\(Time Stamp: 01:18:21\)*](#)

None

DISCUSSION OF THE ORDER OF THE AGENDA

[*\(Time Stamp: 01:18:33\)*](#)

Staff asked that Study Session Item 21-04-02C - Discussion of Ethnic Studies Graduation Requirement in the District be considered prior to Study Session Item 21-04-01C - Discussion of Zero Textbook Cost (ZTC) and Open Educational Resource (OER) Adoption in the District. The Board agreed to the reordering.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

(Time Stamp: 01:19:28)

- Marianne Kaletsky, Executive Secretary, AFT 1493 expressed appreciation and thanks to District negotiators and the Board of Trustees for the tentative agreement reached for the AFT contract.
- Frank Elliott expressed concerns about the EXOS contract and operation of the San Mateo Athletic Club.
- Annette Perot, CSEA Chapter President, spoke about a concern in mandating the COVID-19 vaccine for employees.
- Sam Chuang urged the Board of Trustees to affect change and look to the future.
- Vera Quijano spoke the C.O.L.T.S. (Cañada Offers Learn to Swim) Aquatic Empowerment Program for Social Justice and asked the Board to consider this at the Cañada College pool.
- Nancy Littlefield expressed concern about the future operation of the San Mateo Athletic Club and the Cañada Athletic Facility.
- Lane Poms expressed concern about the future operation of the San Mateo Athletic Club and the Cañada Athletic Facility.

STUDY SESSION

Discussion of Ethnic Studies Graduation Requirement in the District (21-04-02C)

(Time Stamp: 01:33:46)

Summary of Discussion: District Academic Senate President Jeramy Wallace introduced the presentation about Ethnic Studies at Cañada College, College of San Mateo and Skyline College. He said the District Academic Senate adopted a goal in August 2020 for an Ethnic Studies Graduation Requirement consistent across all three campuses. He said the State Assembly also passed AB 1460 which mandated Ethnic Studies for all CSU Graduates starting with the 2024/2025 academic year, then the requirement passed to Community Colleges as a transfer requirement.

Mr. Roderick Magbual, Social Science/Creative Arts Instructor, presented information about the history of Ethnic Studies starting with the Black Student Union (BSU) / Third World Liberation Front (TWLF) at San Francisco State University. Mr. Magbual explained the ARC of Ethnic Studies which stands for Access, Relevance and Community.

Ms. Malathi Iyengar, Social Science/Creative Arts Assistant Professor, presented the definition of Ethnic Studies as defined by the Department of Ethnic Studies at the College of San Mateo. She explained the local history of the Ethnic Studies program at CSM and how it was connected to the TWLF. Ms. Iyengar also explained the history of the College Readiness Program (CRP) which began by student activists in the 1960s.

Student Lisiate Vuna shared his empowering and profound experience with Ethnic Studies classes. He said Ethnic Studies classes provided a critical lens to examine justice, contest outdated beliefs, and share lived experiences. He shared that Ethnic Studies classes have taught

him geographical and racial history of Pacific Islanders and Polynesian cultures and ancestors. Mr. Vuna acknowledged the great work of the thriving MANA Program at CSM and many other classes and programs at neighboring Community Colleges.

Ms. Marianne Beck, Program Services Coordinator – Articulation, explained the AB 1460 Ethnic Studies requirement. Ms. Beck said AB 1460 makes Ethnic Studies a general education requirement throughout the CSU system. The requirement will be effective for Students entering SMCCCD colleges in Fall 2021 and courses will be offered at all three colleges.

Liza Erpelo, English Faculty, and Rika Yonemura-Fabian, Sociology Faculty, gave a presentation about creating an Ethnic Studies Department at Skyline College. Currently Skyline College has a robust offering of courses focused on communities of color, but no courses with the ETHN designator. Ms. Erpelo presented the four new ETHN sections: ETHN 103, ETHN 108 and ETHN 142. Ms. Yonemura-Fabian said the classes will be housed in the Social Sciences/Creative Arts Division and a full time ETHN Faculty will be prioritized for the 2021/2022 academic year.

Lezlee Ware, Professor, and David Eck, Professor, gave a presentation about creating an Ethnic Studies Department at Cañada College. Ms. Ware acknowledged the support of the Academic Senate and the Cañada College Curriculum Committee for moving quickly and committing to hiring a Full Time Ethnic Studies Faculty at Cañada College for Fall 2021. Ms. Ware said this puts the anti-racist framework in action and demonstrates that Cañada College and the District stand against hate.

College of San Mateo Curriculum Chair, Theresa Morris, presented information regarding curriculum changes for Ethnic Studies at Cañada College, College of San Mateo, and Skyline College. Ms. Morris said the Board of Trustees has the power to make progress and asked them to stand in solidarity with Students and Faculty. Dr. Frederick Gaines, Ethnic Studies Professor, implored the Board of Trustees to commit to supporting this work and not to let history repeat itself.

Trustee Holober asked about the CSU transfer requirement. Ms. Marianne Beck said the articulation officers have submitted courses for Cañada College and Skyline College and will get decisions by early May. Ms. Theresa Morris said College of San Mateo courses, because there were already in existence, transfer to CSUs.

President Nuris said the presentation has been inspiring and expressed his support to move forward. Trustee Petrides expressed her gratitude for the presentation and gave her full support. She encouraged this presentation to be given to other Faculty throughout the District. Trustee Goodman acknowledged the call for accountability and said that Faculty, Staff, Administrators and Elected Officials have an obligation to do the right thing.

Discussion of Zero Textbook Cost (ZTC) and Open Educational Resource (OER) Adoption in the District (21-04-01C)

[*\(Time Stamp: 02:59:56\)*](#)

Summary of Discussion: Vice Chancellor, Educational Services & Planning, Dr. Aaron McVean, introduced the discussion of Zero Textbook Cost (ZTC) and Open Educational Resources (OER). Dr. Bianca Rowden-Quince introduced the members of the District Taskforce for Textbook Affordability Solutions including Dr. Chris Smith, Ame Maloney, Dr. Sarah Harmon and herself.

She said the purpose of the work group is to increase awareness of textbook affordability, increase sharing and collaboration, and support Faculty through implementation.

Dr. Chris Smith presented the definition of Zero Textbook Cost (ZTC), per SB 1359, as courses that are identified as exclusively using digital course materials that are free of charge to students and also includes course materials that may include open educational resources. Dr. Smith also defined Open Education Resources (OER) as research resources that reside in the public domain or have been released under intellectual property license that permits free use and repurposing by others. He said that Creative Common Licenses provide a standard way for content creators to grant someone else permission to copy, store, use and share their work.

Dr. Bianca Rowden-Quince shared results from a student survey regarding high cost student materials. Student responses indicated that high cost materials serve as barriers for enrollment and retention. Dr. Rowden-Quince also said ZTC/OER is positive for Faculty in that it encourages contextualized learning, materials can be customized, digital items are course ready, and it improves equity and access to education.

Dr. Rowden-Quince explained the timeline of ZTC/OER starting with AB 798 back in 2015. She talked about the ZTC/OER progression over several years in SMCCCD including the hiring of a Faculty Services Librarian in 2019, Ame Maloney, and the launch of the SMCCCD ZTC website in 2021. Ame Maloney presented an update on the adoption of ZTC/OER at SMCCCD including the Faculty Workflow transition. She also talked about accomplishments, challenges to implementation, and lessons learned.

Dr. Sarah Harmon talked about next steps and planning for the future of ZTC/OER. She emphasized the importance of collaborating across all three colleges. Ms. Harmon also said ZTC/OER connects to all of the points of the District Strategic Goals.

Trustee Pimentel thanked the presenters for their great work. He encouraged the Faculty to make ZTC/OER easier to understand from a Student perspective. Trustee Petrides said she is pleased to see the data collection and progress of the ZTC/OER program. She said this opens a broader topic of the impact on student success including affordability, co-creation of resources, and culturally responsive teaching.

NEW BUSINESS

Approval of Letter of Support for Governor's Zero Textbook Cost (ZTC) Degree Program (21-04-101B)

[*\(Time Stamp: 04:15:24\)*](#)

Motion to Approve by: Trustee Goodman

Second by: Trustee Petrides

Action: Approved with all Trustees voting Aye

Summary of Discussion: Chancellor Claire said there is an allocation in the Governor's Budget to support the expansion of ZTC and, given this is a goal of SMCCCD, staff is requesting support for this initiative.

Public Comment: None

Approval of Resolution No. 21-05 Recognizing April as Diversity, Equity and Inclusion Awareness Month (21-04-102B)

(Time Stamp: 04:16:32)

Motion to Approve by: Trustee Holober

Second by: Trustee Pimentel

Action: Approved with roll-call vote, with all Trustees voting Aye and Student Trustee casting an affirmative advisory vote.

Summary of Discussion: None

Public Comment: None

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (21-04-01A)

(Time Stamp: 04:17:41)

Motion to Approve by: Trustee Holober

Second by: Trustee Pimentel

Action: Approved with all Trustees voting Aye

Summary of Discussion: None

Public Comment: None

INFORMATIONAL ITEMS

Update on District Recovery of Operations Relating to COVID-19 (21-04-03C)

(Time Stamp: 04:18:30)

Summary of Discussion: Chancellor Claire started the update by giving a summary of the District's responses, decision making, and complex planning relating to COVID-19 throughout the last year. He said a Comprehensive COVID-19 Recovery Plan will be presented to the Board at a future meeting, but the presentation tonight is an update on the District's progress. Chancellor Claire acknowledged Governor Newsom's most recent announcement to full reopen California on June 15, 2021. Chancellor Claire reiterated that the District's priority remains the health and safety of Faculty, Staff, Students and Community.

Dr. Aaron McVean gave a presentation on SMCCCD COVID-19 Recovery Planning Considerations. Dr. McVean shared the results of surveys that were distributed to Instructional Faculty, Non-Instructional Faculty, Staff and Classified Professionals, and Students (launching this week) regarding returning to campus for in-person operations in Fall 2021. In general, most respondents felt "uncomfortable" returning to campus for in-person operations in Fall 2021 with vaccinations being a top concern.

Dr. McVean discussed current enrollment and noted that Student headcount is up from Spring 2020, but enrollment (# of units each Student is taking) has decreased. He also presented data on the \$45M in High Education Emergency Relief Funds (HEERF) and Coronavirus Aid, Relief, and Economic Security (CARES) and Minority Serving Institution (MSI) Funding the District has received, and \$25.8M (58%) that has been allocated for direct student aid.

Dr. McVean noted that SMCCCD has been offering in-person instruction to essential infrastructure areas of Emergency Services and Health Care. The District will be expanding in-person instruction for athletics, performing arts, ceramics, STEM, and some English 105 and Math courses. He said returning to campus is logistically complex and there will be policy decisions that need to be made, primary among them will be whether or not the District will require vaccinations and for whom.

Chancellor Claire noted that he is interested in seeing the results of the Student Survey. He said he would like the District to accommodate those that want to return to campus and provide safe opportunities for students to gather socially and interact. Chancellor Claire also noted, in addition to COVID-19 uncertainty, we are in a record drought year and will most likely see more fires and unhealthy air conditions.

Trustee Holober acknowledged the great work by the District in delivering education during extreme changes. Trustee Holober expressed concern about enrollment decline year after year and said the District needs think about bringing students back with outreach.

Trustee Goodman asked what consideration is given to needs of students who don't have access to vaccines. He asked why some groups are able to return to campus and others are not. Chancellor Claire responded that he is very concerned about the effect of mandating vaccines on students and at this point no decision has been made. He said every program that has returned to campus has to pass a health and safety checklist to ensure it can be done safely.

Public Comment:

- Sam Chuang commented on equity and opportunity for children to participate in activities during the pandemic. He also commented on survey questions and vaccine hesitancy.

COMMUNICATIONS

[*\(Time Stamp: 05:18:25\)*](#)

Chancellor Claire noted that the Board had received several emails relating to the District's operations for Fall 2021 semester and that administrator will prepare for the Board to those emails.

STATEMENTS FROM BOARD MEMBERS

[*\(Time Stamp: 05:19:03\)*](#)

President Nuris: He echoed Trustee Goodman's comments about Gene Mullin. He said it was a privilege to work with Gene Mullin as he served the community with leadership and integrity.

Vice President Holober: None

Trustee Goodman: He honored Gene Mullin as a highly regarded educator. He said Gene Mullin changed the trajectory of his brother's life. He also encouraged everyone to check in our black and brown colleagues because they are going through a lot.

Trustee Petrides: She thanked everyone for their honest, candid, and thoughtful conversations.

Trustee Pimentel: He reported a successful meeting with staff regarding public information and increased transparency. He also mentioned declining enrollment and the need for an outreach and marketing plan. He also mentioned SB 659 passed the Senate Education Committee today, which will allow the District greater financial support for students.

Student Trustee Shonette: None

President Nuris announced that the next meeting of the Board of Trustees would be a study session on April 24, 2021, conducted via Zoom.

RECONVENE TO CLOSED SESSION

(Time Stamp: 05:29:05)

The Board recessed to Closed Session at 10:28 p.m.

RECONVENE TO OPEN SESSION

(Time Stamp: 07:06:30)

The Board reconvened to Open Session at 11:55 p.m.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

None.

ADJOURNMENT

The meeting adjourned by consent at 11:55 p.m. in honor of Gene Mullin.

Submitted by

Michael Claire, Secretary

**Minutes of the Special Meeting of the Board of Trustees
San Mateo County Community College District
April 19, 2021 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at:
<https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 5:07 p.m.

Board Members Present: President Thomas A. Nuris, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Lisa Petrides, Trustee John Pimentel

Others Present: Chancellor Michael Claire

DISCUSSION OF THE ORDER OF THE AGENDA

(Time Stamp: 00:01:24)

None.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

(Time Stamp: 00:01:30)

None.

NEW BUSINESS

Vote to Elect Members to the California Community College Trustees (CCCT) Board (21-04-103B)

(Time Stamp: 00:02:06)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Approved the slate of candidates outlined below, with all Trustees voting Aye

Summary of Discussion: Trustees agreed to vote for the following slate of candidates: Tina Arias Miller, Edralin Maduli, Barbara Calhoun, Carolyn Inmon and Deborah Ikeda.

Public Comment: None

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Nuris said that during closed session, the Board will take up items as listed on the printed agenda, including: (1) Hold a Conference with Labor Negotiators for Employee Organizations: Unrepresented Employees: Provost – International Education, Vice Chancellor – Chief of Staff, Vice Chancellor – Education Services & Planning, Vice Chancellor – Facilities, Vice Chancellor – Auxiliary Services & Enterprise Operations; (2) Conduct Public Employee Performance Evaluation: Review of Goals – Chancellor; (3) Consider Public Employee Appointment: College of San Mateo President; and (4) Consider Employee Discipline, Dismissal, Release.

RECONVENE TO CLOSED SESSION

(Time Stamp: 00:16:54)

The Board recessed to Closed Session at 5:24 p.m.

RECONVENE TO OPEN SESSION

(Time Stamp: 04:25:27)

The Board reconvened to Open Session at 9:36 p.m.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

None.

ADJOURNMENT

The meeting adjourned by consent at 9:36 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
April 28, 2021 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at:
<https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 5:09 p.m.

Board Members Present: President Thomas A. Nuris, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Lisa Petrides, Trustee John Pimentel

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Nuris said that during closed session, the Board will take up items as listed on the printed agenda, including: (1) Hold a Conference with Labor Negotiators for Employee Organizations: Unrepresented Employees: Provost – International Education, Vice Chancellor – Chief of Staff, Vice Chancellor – Education Services & Planning, Vice Chancellor – Facilities, Vice Chancellor – Auxiliary Services & Enterprise Operations; (2) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases; (3) Consideration of Public Employee Performance Evaluation: Review of Goals – Chancellor; and (4) Consideration of Ratification of January and February 2021 Confidential District Warrants.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

RECESS TO CLOSED SESSION

The Board recessed to closed session at 5:09 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:10 p.m.

Board Members Present: President Thomas A. Nuris, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Lisa Petrides, Trustee John Pimentel, Student Trustee Jade Shonette

Others Present: Chancellor Michael Claire, Chief Financial Officer Bernata Slater; Skyline College President Melissa Moreno, College of San Mateo Acting Interim President Mike Holtzclaw, Cañada College President Jamillah Moore, District Academic Senate President Jeremy Wallace

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[\(Time Stamp: 01:03:21\)](#)

President Nuris stated that no reportable actions were taken in Closed Session.

DISCUSSION OF THE ORDER OF THE AGENDA

[\(Time Stamp: 01:03:28\)](#)

There were no changes to the order of the agenda.

Approval of the Minutes of the March 24, 2021 Regular Meeting (21-04-01)

Motion to Approve by: Vice President Holober

Second by: Trustee Petrides

Action: Approved, as amended below, with all Trustees voting Aye

Summary of Edits or Corrections: Trustee Pimentel asked that his remarks relating to the international education be corrected to reflect that he thought the recruiting effort was excellent and he would like to see that effort in local hard to reach communities; his remarks were not directed at the program quality.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

Presentation of Spring Semester Activities by Associated Students of Cañada College, College of San Mateo and Skyline College (21-04-04C)

(Time Stamp: 01:09:06)

Summary of Discussion: Student Trustee Shonette introduced the presentations from the Associated Students of Cañada College and College of San Mateo. She noted that the Associated Students of Skyline College were unable to participate in the meeting.

Adrian Afif and Chili Montain, president and vice president respectively of the Cañada College Associated Students, shared a video presentation of their report that highlighted their organization's initiatives and activities, including of a screening of the movie "Self Made," hosting a De-stress Day event, pet therapy, Title IX and sexual assault awareness, and Southeast Asian New Year's event and acknowledging violence there. They also highlighted their newsletter to students and activities relating to mental health wellness, environmental sustainability and anti-racism.

College of San Mateo Associated Students president Joseph Nguyen and vice president Dyana Huaraz presented an update on the AS's organizational structure and events hosted during the spring semester, including Reboot Week in January, Black History Month in February, Student Panel on Myanmar in March, and Student Forum in April. They also highlighted upcoming events, including a virtual club fair, active minds "Movies for Mental Health" and Transfer Club virtual tour week.

On behalf of the Board, President Nuris thanked all student panelists for their great presentations and commended them on their great work in supporting students on their campuses.

Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Impact of Verdict in Trial of Murder of George Floyd (21-04-05C)

(Time Stamp: 01:24:58)

Summary of Discussion: President Nuris noted that the murder of George Floyd last May in Minneapolis reignited a movement for accountability and galvanized a call for an end to racism, discrimination, hate and violence in all forms and in all places. He said that last week, a jury in Minnesota convicted the police officer charged with Mr. Floyd's murder. That verdict came at an emotional time in our nation and tonight we will discuss the impacts of that verdict.

President Nuris explained that this evening, the Board was going to slightly alter the format of the discussion and hear not only from members of the Board about their thoughts, but he also invited members of the panel and members of the public in attendance to join in this discussion with their thoughts.

Trustee Petrides noted that there was a sense of relief upon hearing the verdict but that true justice would be with Mr. Floyd still alive. She noted that while the verdict was not full justice, it was a step in the right direction. Chancellor Claire noted that he continues to learn and grow in his understanding and recently was reminded that the language used to describe the verdict was not justice but instead accountability. President Nuris questioned by did we have to sit on the edge of our seats anticipating a guilty verdict? He noted it was because there was a feeling that there was a chance that the verdict could have gone the other way and the system could have failed us.

Trustee Goodman commented that it is important to recognize that the African American community are dealing with collective trauma and continue to have their lives devalued by people in authority. He noted that within an hour of the verdict, there was another shooting. He explained that with the verdict there can begin to be conversations to hold those responsible accountable. Trustee Goodman also explained that the systems in place were set up to yield the results they are getting in oppressing people of color and women. Trustee Goodman noted that systems of oppression must be dismantled at all costs.

Vice Chancellor Tom Bauer noted that he, too, felt relief and that as the father of a son of color he fears that his son is in harm's way every time he leaves home. Skyline President Moreno said that we have to do better and be better. She said the justice system has never served people of color. At Skyline, she and her college community are galvanized around the message of unity, social justice and equity in preparing students to carry those messages when they go into the world. Academic President Wallace agreed with Trustee Goodman and President Moreno and said that we all need to affirm that Black Lives Matter and Black Minds Matter, and the District needs to continue the work of anti-racism, fostering ethnic studies programs so that students can be prepared when they leave our colleges.

Trustee Pimentel agreed with Trustee Goodman that we must deconstruct racist systems and said as a District we could focus on accessible education for more people in under-represented and under-served communities to change social and economic mobility. He said the District can reallocate resources to support those efforts to provide education and support for students.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

[\(Time Stamp: 01:50:31\)](#)

Chancellor Claire congratulated Dr. Jennifer Taylor-Mendoza on being recommended as the next president of College of San Mateo. He also congratulated Dr. Jamillah Moore on her appointment as Vice President for Student Affairs and Enrollment Management at San Francisco State University. Chancellor Claire noted that he would be engaging Cañada College campus leadership to begin the search process for a new president.

Chief Financial Officer Slater thanked the Board for acting quickly in approving the General Obligation Bond refunding and reported that the refunding closed on April 14, 2021 and will result in over \$25 million in gross savings to taxpayers. She also emphasized that none of the savings go to the District they go directly to taxpayers.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

[\(Time Stamp: 01:55:40\)](#)

None.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

(Time Stamp: 01:56:20)

- Jennafer Carson spoke about re-opening the colleges and urged that it be done so as soon as possible.

NEW BUSINESS

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (21-04-02A)

(Time Stamp: 02:00:32)

Motion to Approve by: Trustee Goodman

Second by: Vice President Holober

Action: Approved as corrected, with all Trustees voting Aye

Summary of Discussion: Staff requested that two technical corrections be made to the report: The first in Section E – Changes in Staff Allocation should read “Skyline College” rather than “College of San Mateo.” And the Second in Section J – Professional Expert/Contract Positions; in the second item relating to Professional Expert: Art Models, the location should read “Cañada College” rather than “Skyline College.”

Trustee Pimentel asked if the art models are paid or volunteer; Human Resources Director David Feune confirmed that those positions are paid. Trustee Pimentel asked what the 74 coaches and 10 equipment managers would be doing with the campuses closed. Chancellor Claire, Vice President Holtzclaw and Mr. Feune explained that there is athletic conditioning and competition currently taking place at the colleges and this number of personnel is similar to years past.

Public Comment: None.

Consideration and Approval of College of San Mateo President Employment Agreement (21-04-03A)

(Time Stamp: 02:05:54)

Motion to Approve by: Trustee Goodman

Second by: Trustee Petrides

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: None.

Public Comment: None.

NEW BUSINESS: Approval of Consent Agenda

(Time Stamp: 02:07:30)

Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College (21-04-01CA)

Approval of Academic Calendar for 2022-2023 Academic Year (21-04-02CA)

Approval of Updates to Board Policy 1.10 – Duties and Responsibilities of the Board (21-04-03CA)

Ratification of January and February 2021 District Warrants (21-04-04CA)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: None.

NEW BUSINESS: Other Recommendations

Consideration of Support of Legislation: AB 1073 Relating to Early Childhood Education Workforce and AB 927 Relating to Community College Baccalaureate Degree Pilot Program (21-04-103B)

[*\(Time Stamp: 02:08:07\)*](#)

Motion to Approve by: Trustee Goodman

Second by: Vice President Holober

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: None.

Public Comment: None.

Approval of Contract Award for College of San Mateo Fire Pump Replacement Project (21-04-104B)

[*\(Time Stamp: 02:10:44\)*](#)

Motion to Approve by: Trustee Goodman

Second by: Vice President Holober

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: None.

Public Comment: None.

Approval of Construction Consultants (21-04-105B)

[*\(Time Stamp: 02:11:42\)*](#)

Motion to Approve by: Trustee Pimentel

Second by: Trustee Petrides

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: Trustee Pimentel asked how many of the firms were minority and or women owned businesses and said he would like to see appropriate legal consideration given to those firms if possible. Trustee Goodman asked for an overview of the process and reminded staff that permission is not always necessary from the Board to pursue equity in our processes. Trustee Petrides noted that she would like to see equity metrics for such items going forward to allow for year-over-year comparisons. Vice Chancellor Jose Nunez explained that he would gather that data and provide it to the Board and further explained that for these professional services, unlike with contractors, this was a different process to gain pre-qualification and the requested data fields can be added to the questionnaire.

Public Comment: None.

Approval of Revisions to Board Policies: 2.35 – Use of District Communications Systems; 6.05 – Academic Calendar; and 8.74 – Exemptions and Waivers from Fees (21-04-106B)

(Time Stamp: 02:18:18)

Motion to Approve by: Trustee Petrides

Second by: Trustee Pimentel

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: As it related to Policy 2.35, Trustee Pimentel noted that he would like the District to be more aggressive in its marketing and suggested potential amendments to the policy relating to prospective students and marketing and recruitment. Vice Chancellor Aaron McVean responded that, as constructed, the proposed policy does not restrict those activities.

As it related to Policy 8.74, Trustee Pimentel suggested adding parking fees to the list of waivable fees. Chief Financial Officer Slater suggested that staff would check the legality of such a waiver. Vice Chancellor Jose Nunez also noted that due to COVID, the parking fund has taken a \$1.7 million hit and any additional waivers would further the loss of revenue that support operations. Trustee Pimentel also asked about the international student fee waiver process and questioned why fees would be waived. Vice Chancellor McVean explained that Education Code provides for limited waivers in extraordinary circumstances and that the District must maintain a process for such waivers. He noted that an example of an extraordinary circumstance would be the military coup in Myanmar. Trustee Pimentel asked that a report of international fee waivers be periodically provided to the Board.

After discussion, no edits were made to policies presented.

Public Comment: None.

INFORMATIONAL ITEMS

Review of District Whistleblower Policies, Procedures and Protections (21-04-06C)

(Time Stamp: 02:40:36)

Summary of Discussion: Chancellor Claire explained that the District does have an existing Whistleblower policy and process but would like to make it easier to find and understand. Trustee Petrides asked how the policy has worked and if any changes are needed based on data that might be available. Chancellor Claire noted that there is currently no centralized data repository of claims and that during his time as chancellor, he has not been aware of any such claims.

Vice President Holober noted that this is a good topic to keep open in relation to other processes the Board is considering, such as the internal auditor. He also noted that knowledge of the policy and training for those responsible for processing complaints was important. Trustee Pimentel suggested that he would like to see the policy encourage both named and anonymous reporting of issues; possibly consider a duty to report matters, rather than simply being a permissible action; have a physical place for reporting matters, such as an office, hotline and/or website; and he noted he would like for the Board to receive periodic reports on harassment claims data.

President Nuris expressed concern with requiring a duty to report and Trustee Petrides agreed. Trustee Petrides noted that an essential component is the protection for those who do come forward. She also suggested that it needs to be clear as to how claims are reported and that revised processes be user-tested for clarity purposes.

Trustees agreed that additional research and benchmarking would be helpful and that further discussion could happen at a future meeting once additional information is gathered and presented.

Discussion of Internal Auditor Position (21-04-07C)

[\(Time Stamp: 3:00:01\)](#)

Summary of Discussion: Chancellor Claire and Vice President Holober provided an overview of conversations with executives from Antelope Valley College as it relates to their internal audit position. President Nuris asked about the feasibility of finding a candidate who has knowledge of all areas of an organization. He also expressed concern with leapfrogging the chancellor and going directly to the Board with issues. Vice President Holober explained that there is an organization that sets the standards for audits and that an individual must have an understanding of the areas they audit. For this role, he noted, it would relate to finances and other data, not issues related to curriculum, pedagogy, etc. Chancellor Claire noted that at Antelope Valley there appeared to be a working partnership with the internal auditor, the chancellor, district and board. He said that is an approach he could work with.

Trustee Goodman expressed concern about adding another Cabinet-level position to simply join an existing workgroup of employees who are already responsible for the matters that will be audited. He supported the need for the work but not creating a new position. Trustee Pimentel stated that he believes this is a value-added position and that it should be outside of the normal organizational chart to assist the chancellor with concerns of fraud, waste, abuse. He also noted that the position was not uncommon in other organizations.

Vice President Holober suggested that this position related to systems and rules that are or needed to be in place, not about people in place. President Nuris stated that all organizations are made up of personalities and people. He said the District is the exception and not the rule and that issues that are fostering the interest in this position do not happen to everyone. He noted that there needed to be proper supervision and accountability put in place to protect against matters suggested from the past.

Trustee Petrides said she believes such a position actually builds trust, creates a culture of accountability, is a value add and provides for continuous improvement. She said that the District is a system, not just personalities, and it is important to do things differently as part of continuous learning and improvement. Trustee Goodman noted that he questions the need for an in-house role versus having an expert on retainer to perform the functions that have been suggested. Vice President Holober explained that it was important to have both internal and external expertise and services and establish rules and accountability measures.

The Board agreed that its ad-hoc committee would work with the Chancellor and a draft position description which would be brought back for review and discussion at the next meeting.

Public Comment: None.

Review of Board Meeting Protocols (21-04-08C)

[\(Time Stamp: 03:40:29\)](#)

Summary of Discussion: Trustees suggested a variety of measure to make their meetings more efficient and effective, including: assigning time limits for agenda items and enforcing those limits; facilitating dialogue as part of presentations; carefully balancing and setting the agenda; ensuring

that there is no grandstanding and that questions that can be asked and answered with staff before meetings are done so; exercising Board self-restraint and not feeling obligated to comment or congratulate on every item, but allowing the President to offer comments on behalf of the Board. The Board agreed to begin to implement these suggestions.

COMMUNICATIONS

[\(Time Stamp: 03:53:48\)](#)

Trustee Pimentel offered a communication regarding San Mateo Athletic Club and Cañada Building 1 that he previously circulated to the Chancellor and intended to be a public document. That communication is included with these minutes as Attachment #01.

STATEMENTS FROM BOARD MEMBERS

[\(Time Stamp: 03:53:48\)](#)

President Nuris: Congratulated Dr. Moore and Dr. Taylor-Mendoza on their new positions and thanked Kim Lopez for her service as interim president at CSM.

Vice President Holober: Congratulated Dr. Moore and Dr. Taylor-Mendoza on their new positions. Also expressed interest in discussion of accelerating opening colleges for fall.

Trustee Goodman: Congratulated Dr. Moore and Dr. Taylor-Mendoza on their new positions and supported Trustee Pimentel's suggestion of agendizing free college policy discussion at a future meeting.

Trustee Petrides: Expressed interest in discussion of accelerating opening colleges for fall and volunteered to serve on an ad-hoc committee relating to free college/college access, as suggested by Trustee Pimentel.

Trustee Pimentel: Asked that the topic of free college policy options be agendized at a future meeting and suggested an ad-hoc committee be established to further the work on this topic. Suggested that budget change proposals be considered to support Board priorities. Asked that a discussion occur soon relating to accelerating reopening of colleges.

Student Trustee Shonette: None.

President Nuris announced that the next meeting of the Board of Trustees would be a study session on May 12, 2021, conducted via Zoom.

RECONVENE TO CLOSED SESSION

[\(Time Stamp: 04:07:25\)](#)

The Board recessed to Closed Session at 9:16 p.m.

RECONVENE TO OPEN SESSION

[\(Time Stamp: 06:10:21\)](#)

The Board reconvened to Open Session at 11:19 p.m.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)

President Nuris announced that in closed session the Board approved the confidential district warrants for January and February 2021.

ADJOURNMENT

The meeting adjourned by consent at 11:20 p.m.

Submitted by

Michael Claire, Secretary

BOARD REPORT NO. 21-05-01C

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**CONTEMPORARY CONVERSATION REGARDING RACE, CLASS, GENDER, PRIVILEGE
AND EQUITY: PRESENTATION OF STATEMENTS REGARDING ANTI-ASIAN HATE**

Over the course of the last several years, the Board has had focused conversations relating to race, class, gender, privilege and equity. The foundations of these conversations are manifested in the District's Strategic Plan and facilitated across the campuses in classrooms, programs, curriculum, policies, trainings and general awareness and actions.

The Board will continue this conversation by receiving a presentation of statements regarding anti-Asian hate from students at Skyline College and College of San Mateo and a resolution from faculty and staff at Skyline College.

BOARD REPORT NO. 21-05-01A

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Cheng Yu Hou, Chief Human Resources Officer
David Feune, Director, Human Resources

APPROVAL OF PERSONNEL ITEMS

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

**A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT
(NP = New position, * = New Employee)**

College of San Mateo

LaShonda Kennedy Acting Director of Career Education Strategic Partnership
& Workforce Development

Reassigned from Program Services Coordinator (Grant Funded) (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this acting academic exempt supervisory assignment (Grade 192E of the Academic-Classified Exempt Supervisory Schedule 35; salary range: \$122,688 - \$155,388), effective May 13, 2021, replacing Ashley Phillips who is on a leave of absence.

Janis Wisherop Director of Nursing Mathematics and Science

Reassigned from a full-time, 10-month Professor (Regular Faculty Salary Schedule 80) into this academic exempt supervisory assignment (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; salary range: \$135,240 - \$171,324), effective May 13, 2021, replacing Enna Trevathan who resigned.

District Office

Brian Tupper Director of Public Safety Public Safety

Reassigned from Chief Public Safety Officer (Grade 190E of the Academic-Classified Exempt Supervisory Schedule 35) into this classified exempt supervisory assignment (Grade 196E of the same salary schedule; salary range: \$156,528 - \$198,312), effective May 13, 2021, replacing William (Bill) Woods who retired.

B. PUBLIC EMPLOYMENT

1. New Hires (NP = New Position, * = New Employee)

Skyline College

Hariklia Frangos *

Web Programmer Analyst

Marketing, Communication
& Public Relations

New full-time, 12-month classified employment (Grade 37 of the Classified Salary Schedule 60; salary range: \$87,612 - \$112,152), effective May 17, 2021, replacing Fnu Soe Thura Hlaing who was reassigned.

2. Re-Employment

Cañada College

Janette Linares

Counselor - Promise

Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month) for the fall 2021 semester. The position was originally approved on November 20, 2019.

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend a change in staff allocation to add one full-time Program Service Coordinator (Funded by Menlo Park Redevelopment Project) (Grade 27 of the Classified Salary Schedule 60; salary range: \$68,580 - \$87,504) in Workforce Development, effective May 13, 2021. In addition, recommend a change in staff allocation to delete one full-time Instructional Aide II (Funded by Menlo Park Redevelopment Project) position Grade 22 (Salary Range: \$60,552 - \$77,688) of the same Salary Schedule in Workforce Development, effective May 13, 2021.
2. Recommend approval of a temporary increase in staff allocation for one 10-month Office Assistant II position in the Enrollment Services division, effective June 14, 2021 through July 24, 2021. The increase in allocation will support the Health Center on scheduling students' appointment in PyraMED, assisting students to register on the health portal page, assisting the students with appropriate forms related to health visit, and checking PyraMED for completed forms.

Allocation

Enrollment Services

Incumbent

Afsaneh Salim

of Days

24 days

Skyline College

3. Recommend a change in staff allocation to add one full-time Laboratory Coordinator position (Grade 30 of the Classified Salary Schedule 60; salary range: \$73,968 - \$94,392) in the Social Science/Creative Arts Division, effective May 13, 2021.

- 4. Recommend a change in staff allocation to add one Personal Counselor position (Faculty Salary Schedule 80) in the Counseling Division, effective May 13, 2021.
- 5. Recommend a change in staff allocation to add one Project Director position (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40; salary range: \$73,272 - \$93,600) in the Strategic Partnerships and Workforce Development Division, effective May 13, 2021.
- 6. Recommend creation of a new classification titled, “Senior Planning and Research Analyst” position (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; salary range: \$104,832 - \$133,800), effective May 13, 2021. In addition, recommend a change in staff allocation to add one full-time Senior Planning and Research Analyst in the Planning, Research, and Institutional Effectiveness Department, effective May 13, 2021.

F. PHASE-IN RETIREMENT

College of San Mateo

Linda Hand

Professor

Math/Science

Recommend approval of participating in the Phase-In Retirement Program, effective August 15, 2021. Confirmation of employee eligibility and final approval of the employee’s proposed workload reduction is managed by the State Teachers Retirement System.

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

None

2. Post-Retirement

None

3. Resignation

None

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Workforce Development	9	07/01/2021	12/31/2021	<p>Professional Expert: Consultant As a result of COVID-19, consultants will conduct research on new program trends that will elevate the workforce needs retraining/upskilling during the current economic crisis and in compliance with BACCC standards and regional workforce guidelines. Work closely with content developers, media developers, third-party vendors and provide support to the Director of Workforce Development. Cultivate and expand community relationships/partnership to develop and build advisory boards for the college and its faculty. Requesting Administrator/ Manager: Tammy Robinson/ Julian Branch</p>
Cañada College	Workforce Development	9	07/01/2021	12/31/2021	<p>Professional Expert: Community Services Instructor: Teach Board of Trustee approved not-for-credit courses. In addition, teach short-term classes that have been approved by BACCC for regional development and community engagement. The courses are designed to provide entry-level workforce development support in order for completers to enter the workforce with upgraded skills sets. These short-term community-based courses will be offsite. Requesting Administrator/ Manager: Tammy Robinson/ Julian Branch</p>
College of San Mateo	Student Services / Health Center	1	07/01/2021	06/30/2022	<p>Professional Expert: College Physician: This position plans, implements and leads professional College health care services in conjunction with the Director of Wellness Center and the nursing staff: provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow-</p>

					up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to organizations and other groups as assigned. Requesting Administrator/Manager: Tabitha Conaway.
Skyline College	Social Science / Creative Arts	3	08/18/2021	06/30/2022	Professional Expert: Accompanist: This position is for various music classes including: Fall 2021: MUS 401 – 404: Voice I – IV; MUS 485.1 – 485.4: Vocal Jazz Ensemble I – IV; MUS 501 – 504: Studio Lessons I – IV. Spring 2022: MUS 383.1 – 383.4: Guitar Ensemble I – IV; MUS 401 – 404: Voice I – IV; MUS 410.1 – 410.4: Voice for Musical Theater Production I – IV; MUS 470.1 – 470.4: Concert Choir I – IV; MUS 501 – 504: Studio Lessons I – IV. Requesting Administrator/ Manager: Danni Redding Lapuz.
Skyline College	Social Science / Creative Arts	10	08/01/2021	12/31/2021	Professional Expert: Music: This position is for private musical instruction for music majors registered in Music 501 AX (44347), Music 502 AX (44348), Music 503 AX (44348), Music 503 AX (44350), and Music 504 AX (44351). Requesting Administrator/ Manager: Danni Redding Lapuz.

K. SHORT-TERM, NON-CONTINUING POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
College of San Mateo	Enrollment Services	1	05/13/2021	06/30/2021	Program Services Coordinator – Degree Audit: Admissions and Records is working on a scribing project in conjunction with the District and CRM implementation. We need programs ended in SOACURR and cleaned up so that we can begin the next steps of being able to Audit degrees with the CSU-GE pattern on local degrees in an automated fashion.

					We estimate this project taking approximately 40 hours in total. Requesting Administrator/ Manager: Tabitha Conaway.
College of San Mateo	Planning / Research / Institutional Effectiveness	1	05/14/2021	06/30/2021	Planning and Research Analyst: The Strong Workforce Program (SWP) team will be provided with research and consultation. Automated reports will be built in Systems Applications and Products (SAP) pertaining to CSM Career Education Programs. Custom reports will be developed when SAP is not suitable. Burning Glass reports and data analysis will be used as needed for industry and job placement data. This position will Coach the Workforce Team to Interpret and Analyze Data. Requesting Administrator/Manager: Hilary Goodkind.
District Office	Auxiliary Services / Bookstore Skyline – 5 positions Cañada – 5 positions College of San Mateo – 5 positions	15	06/01/2021	09/30/2021	Cashier/Clerk: With the anticipated absence of student employees, the Bookstores are requesting short term staff to help the classified and management staff with preparation of incoming inventory that will be sold for the summer and fall back to school sessions. The work being done includes counting, pricing, stocking, labeling and preparing all inventory for sale to students including textbooks, school supplies and course kits. If we are able to hire a sufficient number of student staff, we will not need the short-term employees. However, we need to have the authorizations in case we do not get enough student staff support. Requesting Administrator/Manager: Tom Bauer.
District Office	Public Safety Department	5	07/01/2021	06/30/2022	Public Safety Assistant: To provide additional coverage (especially at access points) needed for Public Safety on all campuses during the COVID-19 pandemic/campus closure. Requesting Administrator/Manager: Jose Nunez/ Brain Tupper

District Office	Human Resources	1	05/13/2021	06/30/2021	Human Resources Representative: This position will assist on an as-needed basis with Employee Relations and Classifications related projects. Requesting Administrator/Manager: Cheng Yu Hou.
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BOARD REPORT NO. 21-05-02A

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, AFT LOCAL 1493 FROM JULY 1, 2019 – JUNE 30, 2022

Negotiations on a renewed collective bargaining agreement were recently concluded with AFT, and a Tentative Agreement, effective July 1, 2019 through June 30, 2022, was ratified by the AFT membership on May 6, 2021. The Tentative Agreement is now submitted to the Board of Trustees for approval.

For reference, new or edited language is underlined or in red in Articles 2, 6, 7, 8, 9, and 14. All language included for Article 17 is new (though not underlined), and Articles 24 and 25 and associated appendices are new articles and contain all new language.

This new agreement also includes the allocation of total compensation for FY2019-2020 and FY2020-2021 and updates Salary Schedules 80, OL, AJ and HI for the previously referenced fiscal years. For FY 2019-2020 the salary increase will be 3.44% and for FY 2020-2021 the salary increase will be 5.68% for all faculty, with an additional 4% for instructional adjunct faculty.

RECOMMENDATION

It is recommended that the Board of Trustees accept and approve the Tentative Agreement between the District and the San Mateo Community College Federation of Teachers, AFT Local 1493 and allocate total compensation for FY 2019-2020 and FY 2020-2021 and adopt updated Salary Schedules 80, OL, AJ and HI accordingly.

ARTICLE 2: ORGANIZATIONAL RIGHTS
TENTATIVE AGREEMENT
SUBJECT TO AGREEMENT ON ALL ARTICLES

2.6 REASSIGNED TIME FOR UNION BUSINESS: The Union will receive the equivalent of ~~12~~ 18 FLCs per semester of reassigned time for organizational activities. In addition, the District shall provide the equivalent of ~~12~~ 18 FLCs per semester for the purpose of negotiations and the processing of grievances. The Union will notify the District as early as possible of the name(s) of the person(s) who will be credited with this reassigned time so that necessary modifications of schedules may be made. In addition, the Union can buy up to an additional nine (9) FLCs per semester.

TENTATIVE AGREEMENT

between the

**San Mateo County Community College District and
San Mateo Community College Federation of Teachers, Local 1493, AFT AFL-CIO**

This tentative agreement is subject to Board approval after review for compliance with SMCCCD administrative policies and regulations. This tentative agreement is subject to ratification by AFT.

ARTICLE 2: ORGANIZATIONAL RIGHTS

2.4 LIST OF UNIT EMPLOYEES AND JOB INFORMATION: The Union shall have the right to be provided with a listing of all bargaining unit employees, their date of employment, and their primary job site within a reasonable time following request by the Union. **The District will provide to the Union the name, job title, department, work location, work, home, personal cellular telephone number, personal email address, and home address of any new employee within 30 days of hire or by the first pay period of the month following hire. The District will provide to the Union this information every 120 days for all employees.** Thereafter, the Union will be provided with a current listing of additions and deletions to the bargaining unit within a reasonable time after request.

For the District

Mitchell Bailey

Date

5.16.19

For the AFT

Greg K. Amie

Date

5-16-19

WORKLOAD – ARTICLE 6

TENTATIVE AGREEMENT** SUBJECT TO AGREEMENT ON ALL ARTICLES

6.1 FULL-TIME STATUS: The basic computational unit used in determining faculty workloads is the Faculty Load Credit (FLC), defined such that a full-time unit member will be expected to provide services corresponding to thirty (30) FLCs per year. Unit members who are employed less than full time, but who are paid on the basis of the regular academic salary schedule, shall be expected to earn a proportionately reduced number of FLCs per academic year. The maximum number of FLCs assigned to a unit member in any semester will be eighteen (18), except as mutually agreed upon by the unit member and the District.

6.1.1 The Faculty Load Credit (FLC) Allocation is listed in Appendix F. Increases in the FLCs in the Laboratory Assignment Schedule shall be effective Spring 2022. The parties shall appoint a committee to study further increases to these allocations as well as to other lab classes.

6.2 DESCRIPTION OF FACULTY DUTIES: While this Article deals with teaching, counseling, and learning resources assignments, these specific activities comprise only a portion of the responsibilities assigned to unit members who are paid on the basis of the regular academic employee salary schedule. Other activities that make up the remainder of the assignment of such unit members are listed in the following appendices: 1. Appendix D-1 (Duties and Responsibilities of Instructors) 2. Appendix D-2 (Duties and Responsibilities of Counselors) 3. Appendix D-3 (Duties and Responsibilities of Librarians)

6.3 NUMBER OF PREPARATIONS: Workload relative to the number of preparations shall be fair, reasonable, and equitable according to conventional past practices within the relevant disciplines or groups of disciplines. It is understood that the provisions of Section 6.3 and

6.3.1 shall not be subject to the grievance procedures of Article 17. 6.3.1 Disagreements about the number of course preparations required of a faculty member for a particular semester are to be resolved through informal meetings of the affected faculty member and the appropriate Dean. Either party may invite a member of the staff to assist in the resolution. Disagreements, which cannot be resolved in this manner, may be forwarded to the next administrative level for resolution. Disagreements not resolved at that level may be forwarded to the College President for final resolution. Appeal to the College President concludes the process for resolving disagreements about the number of course preparations. This procedure applies only to this section of the contract, unless specifically cited elsewhere.

6.4 EVENING COURSE ASSIGNMENTS: Normally, regular full-time academic instructors will not be assigned to more than one evening course as a part of their regular load, unless they request such an assignment. However, in circumstances where it is necessary to add an additional evening course in order to complete a full assignment, such additional evening

course assignments may be made, provided that such additional assignments are fair, reasonable, and equitable according to conventional past practices within the relevant disciplines or groups of disciplines. It is understood that the provisions of Section 6.4 and 6.4.1 shall not be subject to the grievance procedures of Article 17.

6.4.1 Disagreements about the number of evening course assignments required of a faculty member are to be resolved through informal meetings of the affected faculty member and the appropriate Dean. Either party may invite a member of the staff to assist in the resolution. Disagreements, which cannot be resolved in this manner, may be forwarded to the next administrative level for resolution. Disagreements not resolved at that level may be forwarded to the College President for final resolution. Appeal to the College President concludes the process for resolving disagreements about the number of evening course assignments. This procedure applies only to this section of the contract, unless specifically cited elsewhere.

6.5 Workload Pilot Project

The District and AFT shall implement a two-year pilot program utilizing the process set forth in this Article for the allocation of professional responsibilities. The pilot program shall be conducted in the 2022-23 and 2023-2024 academic years. During the period of the Pilot, subsection 6.5 supersedes any conflicting provisions of Article 6, and replaces Appendices D-1, D-2 and D-3. Preparation for implementing the program will take place in the 2021-2022 academic year, including the development and review of faculty members' initial professional responsibility plans, as described in this Article. This pilot shall automatically sunset, if not continued by express mutual agreement of the parties. The parties shall reopen the contract to negotiate possible continuation of the program no later than February 2024. During the period of the pilot, the provisions of this program shall not be grievable. A single District-wide committee consisting of the president of the AFT or designee, the District Academic Senate president or designee, the Director of Human Resources or designee, and the Vice Chancellor of Educational Services and Planning or designee, will provide guidance and settle any disputes that arise during this two-year pilot period.

Full-time faculty members shall participate in a range of professional responsibilities. These professional responsibilities are in addition to classroom time, preparation and grading time, and office hours. Participation, to be initially determined by the faculty member, subject to limited review by the supervising Dean as summarized in this Article, may include but is not limited to the committees and activities listed in the table below. First-year contract faculty are not otherwise subject to the terms of this Article, and will work with their deans in taking on an appropriate level/type of professional responsibilities that allows them to focus primarily on teaching.

The faculty member will create a professional responsibilities plan ("Plan") by selecting items from the table below that they will perform over the academic year. The Plan will describe the professional responsibilities with specificity. For example, activities related to course development will identify the specific course; similarly, activities related to training will describe the subject matter and general scope of the training. Professional activities that

depend on appointment by the Academic Senate may only be included in a Plan if the appointment has already been made. Activities that depend on dean approval (e.g. program coordination) may only be included after securing dean approval.

The professional responsibilities are divided into four (4) tiers, the activities under each tier will be given different numbers of points. The professional responsibilities plan will need to include a mix of activities with a minimum combined points of value within the range of 6-7 points each academic year. Where a faculty member's particular professional activity could fall under more than one of the activities generally described in the table, it will be counted once, under the activity with the highest point value. Activities that have an assigned FLC value in Appendix F, or activities for which a faculty member is receiving release time, shall have a point value of "0". The faculty and unit administrator may jointly include items that are not on this list and add them to one of the tiers.

Once the faculty member has created a draft Plan, the member will submit it to their dean for review and approval. Plans for the following academic year will be submitted for review no later than May

1. Plan's shall be approved unless one of the following applies:

- a) The Plan includes activities for which there is no institutional need during the academic year covered by the plan. For example: A Plan includes evaluation of tenured faculty and no tenured faculty evaluations are scheduled for this period. In this case, the Dean will advise the faculty member that a chosen activity is not available and the faculty member will revise the plan accordingly.
- b) The Plan includes activities for which the demand exceeds supply. For example, multiple faculty include in their plans writing a new course curriculum for the same course. In this case, the dean will inform all faculty interested in this activity, and request that they resolve among themselves who will take on this particular activity. If the faculty are unable to resolve among themselves, the dean will make the assignment and instruct the others to revise their Plans.
- c) There is an institutional need for a professional activity that an insufficient number of faculty have included in their Plans. For example: there is need for a particular curriculum review that no one has included in their Plan. In this case, the Dean will first ask for a volunteer to modify their Plan. If that fails, the Dean may assign the activity. However, a dean may not require a faculty member to serve on more than two tenure review committees, or more than 2 hiring committees in an academic year, even where the total points do not exceed 7 points. The assigned faculty member may then, at their sole discretion, determine what to delete, of the same point value, from their Plan. This same approach shall be used if an urgent, unanticipated, institutional need arises after the academic year has begun. An "urgent" institutional need is one where, if not addressed, the District will: 1) be in violation of law; or 2) be unable to proceed with a hiring process. No faculty member will have their professional plan involuntarily adjusted in this manner more than once during the period of the pilot program.

If there is a specific, time sensitive need for the faculty member to provide all of the existing services on the member's plan, the dean may request that the member not delete any activities, so long as the total point value does not exceed 7. Any additional assignment that results in an increase in points may be appealed to the pilot review committee. If the faculty member is requested by the dean not to delete any activities resulting in a plan that exceeds 7 points, and the faculty member agrees to do so, the faculty member will be compensated for the additional service at the special rate for the actual hours spent. Alternatively, faculty requested to exceed the point requirement in year one of the pilot may opt to receive credit for the following year. No faculty member can be required to exceed more than 7 points in an academic year. If the dean does not request additional service, the faculty member may choose, at their sole discretion, not to delete any activities from their Plan. However, such voluntary additional service does not result in additional compensation.

Nothing in the Plan development and approval process precludes a dean and faculty from mutually agreeing to modifications to a Plan after the academic year has begun to address new opportunities or areas of need.

The parties further agree that annually, no later than June 15, each faculty member shall prepare a brief professional responsibility report covering each professional activity included in that year's Plan. The report shall include: 1) The specific project or activity undertaken; 2) The status of the project or activity at the time of the report; 3) Whether the expected progress on the project or activity was made; and 4) If the expected progress was not made, why not. The Report shall be submitted to the faculty member's supervising dean and included in the faculty portfolio as part of the faculty member's evaluation.

****In reaching this Tentative Agreement regarding Article 6, the Parties further agreed to reopen and revise Article 2.6 to increase AFT release time to 18 FLCs for organizational activities and 18 FLCs for negotiations and the handling of grievances for a total of 36 FLCs.**

.5 point	1 point	2 points	3 points
Update/revise specified course outlines of record	Evaluate adjunct faculty	Serve on scholarship committee	Develop and assess plans for state-mandated initiatives
Monitor and train student tutors who support our classes	Evaluate tenured faculty	Serve as a-member of a College Academic Senate. (Not eligible if receiving release time.)	Serve as department lead
Mentor new faculty (assigned by Division Dean)	Serve on Division Evaluation Committee	Write program review	Serve on Curriculum Committee/Committee on Instruction
Participate in preparing accreditation report (committee member)	Write proposals for department, division or college projects/grants	Degree/certificate creation and submission	Athletic or arts performance off-campus program promotion, transportation to student competitions or performances, outreach to high schools
Serve on Accreditation oversight committee	Write new course outline/develop new course	Serve on FT faculty or administration hiring committee <50 applicants	Coordinate program
Serve on CTE advisory committee where mandated by statute	Serve on the District Academic Senate Governing Council. (Not eligible if receiving release time.)		Accreditation Committee Chair
Attend Division meetings regularly (This shall be a mandatory activity on all plans, unless mutually agreed with the dean.)	Advise a college-approved student club. (Maximum of 2 clubs per Plan unless mutually agreed between the faculty member & dean. Additional advising activities are permitted, but voluntary.)		Serve on FT faculty or administration hiring committee 50 – 100 applicants

Attend Department meetings for departments that meet regularly	Serve on flex planning committee		Serve on Tenure Review Committee
Assess course or program SLO's	Serve on Professional Development Committee (article 13 money)		**Serving on FT faculty or administrative hiring committee >100 applicants should be 4 points
	Serve on District/Campus Participatory Governance Committee		
	Serve on Institutional Effectiveness Committee		
.5 point	1 point	2 points	3 points
	Develop and/or lead 3 or more skills workshops led in Learning Center		
	Supervise Independent Study of one student or Research capped at one per academic year, unless independent study is necessary for a student to graduate due to a course cancelation or other exigent circumstance, and the faculty member is requested to provide this service by the dean.		
	Other district/campus standing committees		
	Serve on the planning committee of, or prepare academic content for, a college-wide annual event. 1 event per plan.		
	Serve a on college Evaluation Guidance Committee. (Shall not count toward point calculation if performed by a senate representative receiving release time to perform their elected duties. Shall count if elected official opts to designate another senate representative to perform this duty.)		

TENTATIVE AGREEMENT
(SUBJECT TO AGREEMENT ON ALL ARTICLES)

ARTICLE 7: HOURS OF EMPLOYMENT

7.4 DEFINING OFFICE HOURS:

Office hours are defined as regularly scheduled times when faculty members are present in their assigned office or approved alternate location, and available for consultation with students.

7.5 Workweek for Full-time Instructional Faculty:

Full-time instructional faculty shall be present on campus while performing assigned duties, unless an alternate location is assigned and approved, pursuant to Article 6. For the purposes of this section, “assigned duties” means a faculty member’s FLC and corresponding office hours. ~~in scheduled classes, offices or performing other assigned professional duties for a minimum of twenty five (25) hours per week, prorated for regular and contract faculty with less than a full-time assignment.~~ A faculty member may be assigned to less than a five-day per week schedule. All other professional responsibilities, such as class preparation and completion of a member’s professional responsibilities plan will be carried out at a time and place appropriate for the activity.

Article 7.6 Workweek for Full-time Counseling Faculty

Full-time counseling faculty shall be present on campus while performing assigned duties, unless an alternate location is assigned or approved , a minimum of thirty (30) hours per week, ~~twenty-five (25)~~ twenty-two (22) of which are for scheduled counselor duties and ~~five (5)~~ eight (8) of which are for performing other professional duties (as outlined in Appendix D2-A2) Regular and contract counselors shall also be responsible for developing and fulfilling a professional responsibilities plan, as described in Article 6, with a minimum value of 5 points. For the purposes of calculating adjunct load, non-ancillary fulltime weekly duties are 30 hours.

“Scheduled Counseling Duties” means any of the following:

- Scheduled or drop-in counseling appointments with student;
- Group appointments with students;
- Working with students in class, in collaborations with instructional faculty;
- Program coordination, student workshops, or case management activities, so long as they are approved or assigned by the dean;
- Counseling observations for evaluations; or
- Additional duties as approved or assigned by the dean that directly support students.

Hours are prorated for regular or contract counselors with less than a full-time assignment. Part-time counselor load assignments shall include 1 hour of “other professional duties” time for every 3 FLCs of counselor duties.

Coordination is recognized as a critical and necessary function of specific counselor assignments. Coordination is defined as any responsibilities of leading and organizing a program, initiative or project outside of the primary responsibilities of counselor duties (as outlined in Appendix D2-A1). The assignment of coordination time is mutually agreed upon by the dean and the counselor as commensurate and appropriate to the counselor assignment.

Recognizing the professional and pedagogical expertise of counseling faculty, the value of a collaborative approach at the department level in setting the length of counseling appointments, and that the need for flexibility to adjust appointment length to address student needs is appropriate, the counseling deans and counseling faculty at each college will annually review best practices, scheduling methods, use of technology and other strategies to support a collaborative scheduling approach.

7.7 Workweek for Full-time Librarians:

Full-time faculty librarians shall be present on campus while performing assigned duties, unless an alternate location is assigned. For the purposes of this section “assigned duties” means providing librarian services at assigned times and locations, which for a full-time librarian shall be have a thirty-seven and one-half (37.5) hour workweek, of which thirty-two and one-half (32.5) hours per week. are to be on campus for scheduled professional duties and five (5) of which are for performing other professional duties. Other professional responsibilities will be carried out at a time and place appropriate for the activity. Librarians shall be responsible for developing and fulfilling a professional responsibilities plan as described in Article 6, with a minimum value of 4 points. Librarians are not expected to work more than 37.5 hours per week. Hours are prorated for regular or contract librarians with less than a full-time assignment.

7.8 Workweek for Full-time Non-Instructional Faculty:

Full-time college nurses and faculty assigned to other duties shall be present on campus in scheduled professional duties thirty-seven and one-half (37.5) hours per week, prorated for regular or contract college nurses and faculty assigned to other duties with less than a full-time assignment unless an alternate location is assigned or approved. College nurses and faculty assigned to other duties are not required to prepare a professional responsibilities plan.

D2—DUTIES AND RESPONSIBILITIES OF COUNSELORS

Definitions:

Outside of peak times, other than by mutual agreement, no more than 10% of total counseling faculty will have drop-in as their primary assignment. As different programs have different needs and requirements, and as counseling operates on both student contact and caseload models, student meeting times may vary.

A. Required of all counselors:

A1. Scheduled counselor duties are to be used for the following:

- provide counseling services to students at assigned times and locations.
- Scheduled or drop-in counseling appointments with student;
- Group appointments with students;
- Working with students in class, in collaborations with instructional faculty;
- Program coordination, student workshops, or case management activities, so long as they are approved or assigned by the dean.
- Counselor observations for evaluations.
- Additional duties as approved or assigned by the dean that directly supports students

A2. The following activities, if counselors engage in them, should be blocked on the counseling grid to take place during other “on campus” professional duties time:

- submit timely and accurate reports as required;
- Maintaining necessary counseling records;
- Prepare for student appointments by reviewing student information prior to meeting with students;
- Provide follow up services to students, including responding to student emails and questions in a timely manner;
- Perform appropriate research and consultation to provide students with correct and updated information;
- Meetings not part of the professional plan.

B. Additional professional responsibilities, not subject to additional compensation for counselors on regular academic year contract are those engaged in consistent with the counselor professional plan point requirements set forth in Article 6: (See Note 1)

C. Voluntary activities performed without additional District compensation:

- participate in co-curricular activities (e.g., student club advising);
- participate in college-community relations activities (e.g., public speaking engagements); and
- participate in articulation with business and industry.

Note 1: It is not the intention of the parties to this Agreement to imply that all unit members will be assigned all of the responsibilities listed under B. Certain of these responsibilities may be appropriate for assignment to a given unit member who would not be paid additional District compensation for discharging them.

~~Note 2: A maximum of one half of the contract and regular faculty will be expected to participate each year. No individual will be required to participate more frequently than once in each two-year period.~~

Appendix F

Counselor load

Counselor load to FLC conversion:

Every 6 hours of counselor load time per week equals 3 FLC. Every 2 hours of counselor load time per week equals 1 FLC.

For further information, please see Appendix D

Counseling 33 students per FLC; ~~.50 FLC per hour.~~

TENTATIVE AGREEMENT

between the
San Mateo County Community College District and
San Mateo Community College Federation of Teachers, Local 1493, AFT AFL-CIO

This tentative agreement is subject to Board approval after review for compliance with SMCCCD administrative policies and regulations. This tentative agreement is subject to ratification by AFT.

ARTICLE 7: HOURS OF EMPLOYMENT

7.2 DEFINITION OF ACADEMIC YEAR: The academic year consists of two (2) separate instructional semesters, each of which begin on the first day of instruction **or flex day** and end on the last day of final examinations.

For the District

Mitchell Bailey

Date

5.16.19

For the AFT

Loay R. Rivera

Date

5-16-19

TENTATIVE AGREEMENT

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ARTICLE 7: HOURS OF EMPLOYMENT

7.11.2 Part-time faculty members ~~shall~~ **may** participate in flex activities as part of their basic assignments if the flex day falls on a scheduled workday. For example, if a part-time faculty member normally holds a class on a Monday and that day is a scheduled flex day and thus his/her normally scheduled class(es) is/are not held, the part-time faculty member who participates in the College flex activities, shall receive regular pay for the normal student contact hours that would have been worked that day. Those part-time faculty members identified above can elect to participate in a college-approved flex activity on an alternative day other than the College-designated flex day, show written verification of the activity, and receive regular pay for up to the normal student contact hours that the part-time faculty member is scheduled to teach on that day of the week. Requests for approved flex day pay must be submitted by the last day of final exams of the semester in which the flex activity occurred. Other part-time faculty members may ~~voluntarily~~ participate in **on-campus** flex activities **on designated flex days and will be compensated at the special rate not to exceed five (5) hours.** ~~but shall not receive pay for such activity if the activity occurs on a day when the faculty member is not teaching.~~

For the District

Mitchell Bailey

Date

5.16.19

For the AFT

Boag H. Amere

Date

5-16-19

ARTICLE 8: PAY AND ALLOWANCES

TENTATIVE AGREEMENT

SUBJECT TO AGREEMENT ON ALL ARTICLES

8.1 REGULAR FACULTY SALARY SCHEDULE: The regular academic employees' salary schedule is listed in Appendix B. Wage increases for all full and part-time faculty will be as follows from July 1, 2016 through June 30, 2019:

1. 3.25% effective with the beginning of the fall semester 2016

2. 1.75% effective with the beginning of the fall semester 2017

3. Fall semester 2018, District will inform AFT of the total compensation available by July 9, 2018.

AFT will inform the District by August 13, 2018 how the total compensation available will be allocated.

The compensation formula agreed to in the last Collective Bargaining Agreement (2016 – 2019) will be maintained in the new Collective Bargaining Agreement (2019 – 2022). Specifically: the District shall allocate 80% of every new dollar of assessed value of property taxes to compensation for salaries, with AFT receiving an apportionment of that allotment proportional to the base of the faculty bargaining unit as compared to the total workforce. The District shall first deduct costs for STRS, step and column increases and any other regulatory rate increases. The remaining apportionment to AFT shall then be allocated to bargaining unit members in the manner determined by AFT. Further, in the event there is negative growth, compensation and benefits shall remain unchanged. In no event may this formula result in a salary reduction.

As applied during the period of the 2019-2022 contract:

- For 2019-2020 fiscal year, AFT shall receive 42.95% of the 80% allotment, which after regulatory rate increases is \$2,169,557.
- For the 2020-2021 fiscal year, AFT shall receive 42.50% of the 80% allotment, which after regulatory rate increases is \$3,784,565.
- For the 2021-22 fiscal year, the formula summarized in this Article shall be applied. The District will inform AFT of its apportionment no later than May 15, 2021.

8.2 PAYCHECK PROVISIONS: The following procedures shall apply related to faculty paychecks:

8.2.1 The annual salary for full-time regular employees will be paid over 10 months, commencing with the first month of the Fall semester, provided that employees who were paid on a September to June 10-month schedule as of June 30, 2016, shall continue to have the option to be paid on a September to June 10-month schedule. Deductions for retirement, State and Federal withholding taxes, and all other voluntary deductions are made over a 10-month period.

8.2.2 Payroll Errors: Proper salary grade and step placement is a joint responsibility of the employee and the District. All employees are to review their salary placement at least annually and should they believe that they are improperly placed on the salary schedule, they are to immediately bring this information to the attention of the District.

8.2.2.1 Any payroll error resulting in insufficient payment for an employee in the bargaining unit shall be corrected, and a special payroll check issued no later than five (5) working days after the District has received both a written request from the employee and verification of the error. Otherwise, the supplemental amount will be included in the next regular paycheck following verification of the error.

8.2.2.2 If the District overpays the employee, the employee shall, upon realizing the fact or upon notification from the District, repay the full amount of such overpayment. If the overpayment is \$100 or less, the employee shall have the overpayment deducted in the next paycheck. For overpayments exceeding \$100, the repayment schedule shall be equal to the number of months the employee was overpaid. For example, an employee who was overpaid a total of \$300 over a period of three months shall have \$100 deducted for the three months. Employees who leave the District or go on unpaid leaves prior to complete repayment shall have the remainder of the overpayment deducted from their final check. If the final check is insufficient to cover the amount owed, the employee will submit the necessary funds to the District within 30 calendar days.

8.2.3 Direct Deposit: The District will make payment via direct deposit for payroll checks to all faculty members, unless special circumstances require a paper check to be issued. Employees who were receiving a paper check as of June 30, 2016 will continue to have the right to receive a paper check.

8.3 PLACEMENT OF REGULAR FACULTY MEMBER ON SALARY SCHEDULE:

Placement of an individual on the regular academic employee salary schedule is based upon academic preparation and teaching experience or acceptable equivalent.

8.3.1 Salary classes based upon academic preparation are defined in Appendix C.

8.3.2 If they are to be recognized for salary placement, units taken after the award of the Bachelor's degree must ordinarily be upper division or graduate units granted by an accredited college or university.

8.3.3 For salary placement purposes, academic degrees and units must be earned from accredited institutions of higher education. Academic degrees from unaccredited colleges and universities, both foreign and domestic, will be acceptable provided that either:

1. the registrar of an accredited institution of higher education certifies that the degree in question is the equivalent of an earned academic degree granted by his/her institution; or
2. the degree serves as the basis for the award of a post-doctoral research fellowship from an accredited institution of higher education.

8.3.4 “Accredited institution of higher education” means an institution of higher education in the United States or its territories, accredited by a United States regional accrediting association which awards accreditation to institutions of higher education as one of its predominant activities, or by a recognized professional organization which awards accreditation to institutions of higher education for training in that profession.

8.3.5 Degrees and academic units to be credited for salary schedule placement must be verified from original transcripts to which the college or university seal or registrar’s signature has been affixed. For new employees, transcripts must be received by the Office of Human Resources by the end of the month in which original employment begins. Verification of membership in the California Bar must be by official documentation certifying that the employee is eligible to practice law in the State of California.

8.3.6 Step placement on the regular academic employee salary schedule is based upon prior teaching experience or acceptable equivalent. High school and college-level teaching experience as a regular faculty member will be recognized on a year-for-year basis. Teaching experience between grades 1 and 8 (elementary) will be counted as one-half the value of teaching experience in grades 9 and higher. A new contract academic employee with 0 to 3 years of prior experience and whose first day of service begins on or after July 1, 2001 will be placed on Step 1. For a new contract employee with four (4) or more years of prior experience, such experience will be recognized, year for equivalent year, up to a total of seven (7) years for a maximum initial placement at Step 5 The Chancellor may recommend initial placement above Step 5 in exceptional circumstances that affect the interest of the District. The Chancellor will inform the Union president of such recommendation. The following chart illustrates initial placement according to this section:

- 0-3 yrs. Experience Step 1
- 4 Step 2
- 5 Step 3
- 6 Step 4
- 7 or more Step 5

8.3.7 Part-time teaching will be credited on the basis of its equivalent in full-time teaching at the institution where the teaching occurred.

8.3.8 Related vocational experience, and professional experience other than teaching in regular faculty status, will be evaluated on the basis of duration and closeness of relationship to the teaching assignment in this District. One year of teaching experience will be allowed for each two years of full-time, fully related professional or vocational experience, or its equivalent in part-time experience. Years of service spent as an apprentice, or years of service spent achieving the equivalent of journeyman status, will not be counted. Years of service, whether paid or unpaid, which were spent as a part of a required program leading to a higher academic degree or certificate will not be counted.

8.3.9 Letters of verification of all experience used for step placement on the salary schedule must be received by the Office of Human Resources by the end of the month in which original employment begins.

8.4 CLASS ADVANCEMENT: To qualify for class advancement on the regular academic employee salary schedule, academic personnel will notify Human Resources that they have received an advance degree by July 15th and submit evidence of the advanced degree from an accredited college or university or evidence of a sufficient number of units to meet requirements for class advancement on the salary schedule. As proof of completion, official transcripts must be submitted prior to August 31st of the year for which the change in salary placement is requested. Class advancements are processed only during the month of August of each year, and modify the employee's salary for the full college year.

8.4.1 For class advancement purposes, an academic employee may submit without prior approval:

1. Upper division and graduate units, offered by accredited colleges and universities, relevant to the instructor's teaching field.
2. Education courses required for a credential or degree appropriate to the instructor's field in community college teaching.

8.4.2 Other courses must be individually approved by the Vice Chancellor of Human Resources. Prior approval of courses in which an academic employee plans to enroll should be obtained to ensure that units will be applicable for advancement on the salary schedule. Such requests for prior approval should be submitted to the employee's immediate supervisor, who will attach his/her recommendation and forward them through the Vice President to the Vice Chancellor of Human Resources. The Vice Chancellor of Human Resources will then approve or disapprove, in full or in part, and so inform the instructor, the Vice President, and the immediate supervisor.

8.5 STEP ADVANCEMENT ON REGULAR SCHEDULE: To qualify for step advancement on the regular academic employee salary schedule, an employee's term of service must encompass seventy-five percent (75%) or more of the school days in the college year, or seventy-five percent (75%) or more of the school days in two semesters within a three-year period.

8.5.1 From Step 1 through Step 8, employees will advance at the rate of one step per year. Two years of service at Step 9 are required for advancement to Step 11. Three years of service at Step 11 are required for advancement to Step 14. Four years of service at Step 14 are required for advancement to Step 18. Five years of service at Step 18 are required for advancement to Step 23.

8.5.2 All step advances on the salary schedule are normally effective at the beginning of the Fall semester. However effective spring 1999, step advances for regular, full-time faculty whose service begins in Spring semester and who meet the requirements of Section 8.5, will advance to the next step on a Spring anniversary date rather than the Fall anniversary date.

8.6 REQUIRED SERVICES OUTSIDE THE NORMAL WORK YEAR: Academic employees may occasionally be asked to work extra days that are not a part of the 175-day academic year. To the extent that funds have been budgeted and specific assignments approved by the appropriate administrator, required services involving a minimum of six (6) hours of work will be compensated on a per diem basis.

For less than a full day of work, academic employees will be compensated at the special rate of the Parttime or Faculty Overload Salary Schedule.

8.6.1 The per diem rate is six hours at the special rate, Step 10 of the appropriate hourly salary schedule.

8.6.2 Academic employees who are expected to work beyond the normal 175-day academic year because of serving on a screening committee for new employees will be paid at the special parttime rate for actual hours worked in session with the committee or at the per diem rate, whichever is less. Any such work must be necessary and have prior approval of the College President or the Chancellor.

8.7 SALARY DEDUCTIONS FOR ABSENCE WITHOUT PAY: When an academic employee whose compensation is based upon the regular academic employee salary schedule is absent for reasons which do not justify the use of any of the forms of authorized leave with pay, a fraction of the employee's annual salary will be deducted. The fraction will be the number of days absent divided by the number of days in the teaching year.

8.7.1 When a deduction for a partial day of absence becomes necessary, the fraction of a day absent will be computed by dividing the number of hours of absence by the total number of hours the employee is scheduled to be on campus on that day, including office hours.

8.8 PART-TIME SALARY SCHEDULE: The part-time employees' salary schedule is listed in Appendix B. It applies to academic employees with assignments of sixty percent (67%) or less of full time for the college year. It also serves as the basis of compensation for summer session assignments and of additional compensation for full-time academic employees assigned beyond their regular full-time assignments. Summer Session compensation will be based on the part-time employee salary schedule in effect during the previous Spring semester.

8.9 PLACEMENT ON PART-TIME SALARY SCHEDULE: Placement of an individual on the part-time employee salary schedule is based upon academic preparation and teaching experience or acceptable equivalent.

8.9.1 Degrees and units are used to determine step placement on the part-time employee salary schedule in accordance with the following rules:

8.9.1.1 Persons holding an earned doctorate, or who are members of the California Bar, will be given two (2) years of teaching equivalency, to be added to the total of the years credited as a result of evaluating teaching and related experience.

8.9.1.2 Persons holding a valid Master's degree, or a life vocational credential will receive zero (0) years of teaching equivalency.

8.9.1.3 Persons holding only a Bachelor's degree and any number of units taken after the award of the degree will have one (1) year of teaching equivalency subtracted from the years credited for teaching and related experience.

8.9.1.4 Persons holding only an A.A. degree and any number of units short of a Bachelor's degree will have three (3) years of teaching equivalency subtracted from the total years credited for teaching and related experience.

8.9.1.5 One (1) year and no years of college are assigned a value of negative four (4) years of teaching equivalency and treated as above.

8.9.2 Both teaching and related work experience will be evaluated as set forth in Sections 8.3. of this Agreement. As with the regular academic employee salary schedule, high school and college level teaching experience will be recognized on a year-for-year basis up to five years. The maximum initial step placement on the part-time employee salary schedule will be at Step 7, except for holders of an earned doctorate or members of the California Bar, for whom the maximum initial placement will be at Step 9.

8.10 PLACEMENT ON PART-TIME SCHEDULE UPON RETURN: Part-time faculty returning to the District who have been in paid academic status during two semesters (summer sessions are acceptable in lieu of semesters) within a three-year period shall be advanced a step on the salary schedule beginning in the Fall Semester. Part-time faculty returning to the District after a break of more than three years shall be placed on the salary schedule at a step no lower than the step at which they were paid when they left the District.

8.11 STEP ADVANCEMENT ON PART-TIME SCHEDULE: To qualify for step advancement on the part-time employee salary schedule, an employee must have served in paid academic status during two semesters (summer sessions are acceptable in lieu of semesters) within a three-year period. Step advancements will be made only at the beginning of the Fall semester.

8.12 PART-TIME COUNSELING SERVICES PAY RATE: Counseling service, when compensated on a part-time basis, will be paid at the appropriate hourly laboratory rate.

8.13 SUBSTITUTE PART-TIME PAY RATES: Substitute instructors, librarians, and counselors will be paid at the substitute's step of the appropriate column of the part-time salary schedule.

8.14 LARGE CLASS PAY: A large class for the purpose of additional compensation under the terms of this Article is defined as having 70 or more students enrolled at census. Deans will engage in a collaborative process with department faculty to determine which courses can be appropriately designated as "large classes".

Eligible courses are those that meet general education, UC, and CSU requirements, those that meet graduation requirements, major requirements, and vocational courses required for a certificate, degree, or transfer. (Ineligible courses are television courses, open skills labs, Cooperative Education, all matriculation activities, team sports, team taught courses, independent study, and all courses numbered in the 600's and 700's.

Assignment to teach a large class is voluntary.

Additional compensation is at the special rate of pay and does not affect the FLC for the course. The compensation is consideration for the extra time needed for required paperwork.

Additional weekly compensation for large classes: 70-94 students 3 hours

95-119 students 4 hours

120-144 students 5 hours

145-169 students 6 hours

8.15 PART-TIME PARITY

A. Part-time parity shall be defined as 85% of full-time regular compensation

B. For the 2020-21 and 2021-22 academic years, the method used to compare part-time and full-time compensation for the purpose of determining is to achieving parity shall be as follows:

1. Calculate the average, annualized compensation for instructional adjunct faculty by:
 - a. At each step multiply the instructional rate by 525 hours. (525 hours represents 15 hours per week times 35 weeks).
 - b. At each step multiply the special rate by 175 hours. (175 hours represents 5 office hours [1 hour for each 3 hours of teaching] times 35 weeks).
 - c. Add the results of a and b. This expresses the annualized salary at each step.
 - d. Calculate the average annualized adjunct instructional salary.
2. Calculate the average annual full-time compensation of full-time faculty at Column 2 (Master's Degree), steps 1-11.
3. Parity is achieved when the average annualized compensation on the instructional adjunct faculty schedule is 85% of the average annual full-time compensation of contract faculty at column 2, steps 1-11.
4. For the purposes of a benchmark, applying this methodology using the salary schedules in effect as of August 13, 2018:
 - a. Instructional adjunct compensation is at 66.8% of full-time compensation.
 - b. Non-instructional adjunct compensation is above parity on all non-instructional salary schedules, where the average annualized non-instructional salary for each position is calculated by multiplying each salary step by the full-time contractual hours for the position by 35 weeks, and taking the average.

C. The following steps shall be taken to achieve parity, as defined in paragraph A.

1. For the 2020-2021 fiscal year the following monies shall be applied exclusively to the instructional adjunct salary schedule:
 - a. The District shall add 3 % (\$600,537) to the adjunct instructional faculty schedule over and above the dollars made available to AFT for total compensation for 2020-21. This contribution is contingent on the further contribution described below in section C.1.b.
 - b. An additional 1% (\$ 200,179) shall be added to the instructional adjunct faculty schedule from the dollars made available to AFT for total compensation in 2020-21, resulting in a combined contribution between sections C.1.a and b of 4 % (\$800,716) being applied to the adjunct instructional schedule.
 - c. At its discretion, AFT may apply additional dollars exclusively to the instructional adjunct faculty schedule.
 - d. All other total compensation dollars that AFT chooses to apply to wages shall be applied equally to all salary schedules.
2. For the 2021-2022 fiscal year, the District will apply an additional 1.5 million dollars (\$ 1,500,000) to the instructional adjunct faculty schedule (HI), separate and apart from whatever salary increases are negotiated for all faculty. This contribution is contingent on AFT's agreement that any total compensation dollars that it chooses to apply to wages shall be applied equally to all salary schedules, unless it opts to make an additional contribution to the adjunct instructional (HI) schedule in order to move adjuncts closer to parity.
3. The District and AFT shall enter into an MOU memorializing that, starting with the 2022-2023 academic year, the District will place instructional adjunct faculty on a salary schedule that includes the same columns and steps that appear on the Regular Salary Schedule (80), using the methodology summarized below. The MOU shall also provide that, when negotiations are opened for the 2022-23 through 2024-25 successor agreement, the MOU shall be incorporated into that agreement. This MOU supersedes conflicting contract language in Articles 8.8-8.11 and 18. Once parity is achieved, this MOU shall cease to apply.
 - 3.A After the 2022-23 academic year, the method used to compare part-time and full-time compensation for the purpose of determining how close the District is to achieving parity shall be as follows:
 - a. each cell in the regular full time salary schedule is divided by 525

b. One-third (1/3) of the special rate that corresponds to each step on the adjunct faculty salary schedule will be added to each cell at that step. For steps on the adjunct lecture schedule that exceed the number of steps of the special rate schedule, the highest rate on the special rate schedule will be used.

c. b is divided by a and multiplied by 100

d. parity is achieved when the value of “c” is 85 at a minimum of 80% of the cells on the lecture adjunct faculty schedule.

3.B. CONSTRUCTION OF THE STEP/COLUMN INSTRUCTIONAL ADJUNCT SCHEDULES

2 step and column schedules will be established for Instructional Adjunct Faculty—one for lecture rate and one for lab rate. These will be designated in the salary schedules as the “Adjunct Faculty Salary Schedule Inst./Lecture (HI)” and the “Adjunct Faculty Salary Schedule/Inst./Lab (HI)”. The Instructional Faculty Salary Schedule (HI) for special rates will not be converted to a step/column schedule.

The step and column schedules for Adjunct Faculty Salary Schedule Inst./Lecture (HI) and Adjunct Faculty Salary Schedule/Inst./Lab (HI) will be established and applied as follows:

1. The instructional adjunct lecture and lab schedules for the 2021-22 fiscal year shall become the Masters column (Column 2) of the new step/column lecture and lab schedules.
2. The compensation values at each step (1-11) of the new lecture and lab schedules will be created at 1 (Base) 3 (MA +45) 4 (MA +60) and 5(PhD) by applying the percentage differences between columns that exist at those steps on the full-time schedule.
3. The compensation values at steps past step 11 will be created by applying the percentage differences between the steps past 11 that exist at those steps and columns on the full-time schedule.

Office hours will continue to be paid separately following the same procedures currently in place including after-full pro-rata at 85% is achieved.

3.C PLACEMENT OF MEMBERS ON THE SALARY SCHEDULES

1. Column Placement

Instructional adjunct faculty will have until September 30, 2021 to present documentation regarding their education, commensurate with the documentation required of regular faculty, so they may be placed on the appropriate column. If an instructional adjunct faculty doesn't

provide documentation by September 30, 2021, they will be placed on the column with the minimum qualification for that discipline. Instructional adjunct faculty can present documentation to be placed on the right column in future years, subject to the same deadlines and criteria as full-time faculty.

2. Initial Step Placement on the Step/Column Schedule

a. Starting with the Fall 2022 semester, each adjunct faculty member previously employed by the District shall be initially placed on the step that corresponds with their 2020-21 step plus one, except as follows:

i. Any instructional adjunct faculty who, as of Fall 2022, has been at step 11 for at least 3 years in which service was provided each year shall move to step 14.

ii. Any instructional adjunct faculty who has less than a Master's degree, and who is on a 2021-22 seniority list, shall not be moved to the new base column, but instead shall be placed on the masters column (column 2).

b. Starting with the Fall 2022 semester, newly hired adjuncts will be placed at their initial step using the same criteria as used for full-time faculty, as set forth in Article 8.3.6, with Step 5 being the highest step for initial placement. Article 8.9 does not apply.

3. Step Advancement

Adjunct faculty may advance no more than one step per 12-month contiguous period. After parity at 85% is reached, in order to advance one step, an instructional adjunct must serve within the District the equivalent of 18 instructional FLCs, which may be accrued indefinitely until step movement occurs, or four Spring and/or Fall semesters of service, whichever happens first. For the purposes of counting service credit for step movement, service in fall, spring and summer terms shall count. However, service in each term is not required to advance. Once the aggregate 18 FLCs is achieved, or four semesters whichever happens first, the adjunct faculty member is eligible to move one step in the next term (fall, spring or summer) that the member is hired. Once an adjunct faculty member advances, a new contiguous 12-month period starts.

4. On-going Step Advancement Implementation Process

Step advancement will be administered as follows: Each August 1, the District shall be responsible to review all adjuncts hired in the ensuing fall semester for step advancement eligibility. Any adjunct found to be eligible will be advanced one step, prospectively. There will be no retroactive step adjustments unless due to district error.

Faculty who believe that they will become eligible for step advancement in a spring or summer term, rather than the fall term, are responsible to provide notice to their Dean at least 90 calendar days before the start of the term in which the member believes they are eligible for advancement. Where such notice is provided, step advancement will be applied in the next term. The District

is not responsible to advance members at any time other than the fall semester without prior notice from the faculty member of their eligibility. Step advancements will be implemented at the beginning of each term only, unless failure to advance a member is due to District error.

The District will send an announcement to the instructional adjunct faculty three weeks before the deadline reminding them of the deadline and the requirements for step advancement in the Spring and the Summer.

5. Timing

The District will place every instructional adjunct faculty on a step and column by February 28, 2022 in preparation for implementing the new schedules starting in the Fall 2022.

D. The District acknowledges that parity is not an abstract concept, but a clear goal that it is contractually obligated to achieve. To that end, the District further acknowledges that parity cannot be achieved without the district allocating funds to adjunct compensation over and above faculty raises. The district therefore commits to dedicating additional funding for instructional adjunct salary increases above and beyond salary increases for all faculty until parity is achieved. So long as the parties are operating under the compensation formula in effect in 2019-2022, total compensation funds shall not be unilaterally used by the district for parity.

E. The Parties will establish a joint study group to review possible transition to a load-based, step and column compensation model for adjunct faculty. It is understood that the study group does not engage in negotiations, but functions to provide information that the parties may utilize in negotiations.

TENTATIVE AGREEMENT

between the
San Mateo County Community College District and
San Mateo Community College Federation of Teachers, Local 1493, AFT AFL-CIO

This tentative agreement is subject to Board approval after review for compliance with SMCCCD administrative policies and regulations. This tentative agreement is subject to ratification by AFT.

ARTICLE 8: PAY AND ALLOWANCES

8.5.1 From Step 1 through Step 8, employees will advance at the rate of one step per year. Two years of service at Step 9 are required for advancement to Step 11. Three years of service at Step 11 are required for advancement to Step 14. Four years of service at Step 14 are required for advancement to Step 18. Five years of service at Step 18 are required for advancement to Step 23. **Two years of service at Step 23 are required for advancement to Step 25.**

For the District

Mitchell Bailey

Date

5.16.19

For the AFT

Greg Quire

Date

5-16-19

TENETATIVE AGREEMENT

ARTICLE 9: HEALTH AND WELFARE BENEFITS

9.1 PERS MEDICAL AND HOSPITAL PLAN: The District will provide the PERS Medical and Hospital Plan for employees and retirees in accordance with rules and regulations established by PERS.

9.1.1 Should a carrier withdraw from the PERS Umbrella plan, members of the unit will select from one of the remaining PERS options.

9.2 MEDICAL PREMIUM CAP AMOUNT: Effective January 1, 2017, the District will contribute up to the following amounts as appropriate towards PERS medical coverage premiums:

Employee only:	\$ 789.00 per month
Employee plus one dependent:	\$1,319.97 per month
Employee plus two or more dependents:	\$1,703.41 per month

Effective January 1, 2018, the District will contribute up to the following amounts as appropriate towards PERS medical coverage premiums:

Employee only:	\$825.00 per month
Employee plus one dependent:	\$1,394.97 per month
Employee plus two or more dependents:	\$1,828.41 per month

9.2.1 Deduction of Medical Benefit Premiums: Subject to and consistent with the requirements of federal and state law, when unit members are paid on an August through May schedule, those members shall have their portion of the medical coverage premiums for June and July deducted in equal installments from their January, February, March, April, and may paychecks. When unit members are paid on a September through June schedule, those members shall have their portion of the medical coverage premiums for July and August deducted in equal installments from their February, March, April, May and June paychecks.

9.2.2 There shall be an increase in the medical caps set forth in Article 9.2 as follows effective 1/1/2020, 1/1/21 and 1/1/22 on a one-time basis, expiring at end of this contract:

Single: \$50.00 per month

2 Party: \$50.00 per month

Family: \$50.00 per month

9.3 DISTRICT WILL PAY PREMIUM INCREASES FOR OTHER BENEFITS: The District will pay the increased costs of dental insurance, life insurance, salary continuation insurance, and Medicare Part B.

9.4 DENTAL INSURANCE: The District will provide each eligible employee and eligible dependents with Delta Dental Plan (DDP) or the coverage provided by Private Medical-Care Inc. (PMI). The plans are described in detail in the benefits handbook available in the Office of Human Resources. The maximum dental coverage in any one calendar year shall be \$2000.

9.5 LIFE INSURANCE: The District will provide each eligible employee with a term life insurance policy covering the employee and eligible dependents. The life insurance plan is described in detail in the benefits handbook available in the Office of Human Resources. Effective March 1, 2001, the term life insurance coverage shall equal one time the employee's annual base salary.

9.6 SALARY CONTINUATION INSURANCE: The District will provide each eligible employee with salary continuance insurance to cover disability after the employee's sick leave balance has been exhausted. The salary continuance insurance plan is described in detail in the benefits handbook available in the Office of Human Resources. The maximum monthly benefit for unit members shall be \$5,000 per month.

9.7 VISION INSURANCE: The District will provide each eligible employee and eligible dependents with Vision Service Plan (VSP) Plan C.

9.8 MEDICARE PART B COVERAGE: The District will pay the premiums for Medicare Part B coverage for an eligible retiree and/or spouse/eligible domestic partner over 65 years of age.

9.9 ELIGIBILITY RULES: To be eligible for the benefits described in this Article in any given semester or academic year, a full-time regular academic member of the unit must be employed at more than sixty percent (60%) of full time. A full-time regular academic employee may retain eligibility for the benefits described in this Article in the case of mutually agreed upon reduction of assignment, provided that the reduced assignment is at least fifty percent (50%) of full time.

9.10 ELIGIBLE DEPENDENTS/DOMESTIC PARTNERS: Eligible dependents/domestic partners are those specified in the contracts between the District and the insurance carriers.

9.10.1 The District agrees to include domestic partner benefits in the PERS Health Plans offered by the District. The definition of domestic partner shall be that used by PERS Health Plans. If the definition of a domestic partner used by PERS changes, the District shall implement the change on the effective date allowed by PERS. Domestic partners shall comply with all registration requirements required by state law or PERS, and shall complete all necessary declarations and statements of financial liability. Forms are available in the Office of Human Resources.

9.10.2 The District agrees to include domestic partner benefits in the dental and vision plans offered by the District. In order to be considered a domestic partner, the following criteria must be met:

1. The two individuals are each other's sole domestic partner and intend to remain so indefinitely.

2. Neither individual is married to, or legally separated from anyone else nor has had another domestic partner within the prior six (6) months (unless the relationship terminated due to death).

3. Both individuals are at least eighteen (18) years of age and mentally competent to consent to contract.

4. Neither individual is related by blood to a degree of closeness that would prohibit legal marriage in the state in which the individuals reside.

5. The individuals co-habit and reside together in the same residence and intend to do so indefinitely. The individuals have resided in the same household for at least six (6) months.

6. The individuals are not in the relationship solely for the purpose of obtaining benefits coverage.

7. The individuals have engaged in a committed relationship of mutual caring and support and are jointly responsible for each other's common welfare and living expenses. The individuals interdependence is demonstrated by at least two (2) of the following:

- Proof of domestic partnership from the California Secretary of State (required for domestic partnership medical coverage under the Public Employees' Retirement System).
- Common ownership of real property (joint deed or mortgage agreement) or a common leasehold interest in property.
- Common ownership of a motor vehicle.
- Driver's license listing a common address.
- Proof of joint bank accounts or credit accounts.
- Proof of designation as the primary beneficiary for life insurance or retirement, benefits, or primary beneficiary designation under a partner's will.
- Assignment of a durable property power of attorney or health care power of attorney.

9.10.3 Dependent children of domestic partners are eligible for coverage if they have been legally adopted by the District employee and are unmarried, primarily dependent on the employee for support, and meet the age, school, and all eligibility requirements of the various medical, dental and visions plans.

9.11 SURVIVOR BENEFITS: If a member of the unit meets the eligibility requirement for retiree medical benefits specified in Section 10.1 and dies before retirement, medical and dental benefits will be provided by the District for the unmarried surviving spouse/domestic partner as provided for the unmarried surviving spouse/domestic partner of an eligible retiree in Section 10.1.

9.12 MEDICAL STIPEND FOR PART-TIME FACULTY: As of Fall Semester 2015, the District will provide up to \$1000.00 per period and increased subsequently, if State funding fully covers the increased cost of providing this stipend for reimbursement of employee incurred

health benefit costs to all part-time employees who are employed in the District at 40% or more of a full-time load (6/15 FLC) and complete a 40% load. The reimbursement will be paid for the periods July through December and January through June.

9.12.1 The stipend shall be used to reimburse part-time faculty who qualify for reimbursement under these provisions for premium costs only from enrollment in any HMO, PPO, or indemnity health plan licensed and registered by either the California Department of Insurance or the California Department of Corporations.

9.12.2 Employees wishing to be reimbursed for medical expenses under this article must initiate the request on a District form. The employee must furnish documentation (cancelled check, paid statement) showing that the employee had been purchasing health insurance during the instructional period for which the employee was otherwise not eligible for reimbursement from any other source. This request is to be submitted only to the division dean at the College where the employee receives his/her paycheck. The division dean will forward the request to the Vice Chancellor of Human Resources for approval and processing of the reimbursement.

9.12.2.1 The reimbursement request must be submitted as follows: a) the 15th of November for the period covering July 1st through December 31st; b) the 15th of May for the period covering January 1st through June 30th.

9.12.3 There shall be an increase in the part-time faculty medical reimbursement of \$600 per semester effective January 1, 2020, January 1, 2021 and January 1, 2022.

9.13 IRC 125 PLAN: The District will maintain a program that implements the Internal Revenue Code Section 125 and provides for before tax employee contributions to non-District covered health and dependent care costs.

9.13.1 Part-time employees who are assigned at least one semester length course may participate in this plan during that semester. The limit for earnings to be set aside for an eligible part-time employee's medical benefits is \$400 per semester, \$1,200 per year. The limit for earnings to be set aside for an eligible part-time employee's dependent care benefits is \$1,666 per semester, \$5,000 per year. Part-time employees will enroll separately for each semester of participation.

9.14 Affordable Care Act Requirements and the District's Right to Modify Benefits: Both the AFT and the District have the right to reopen negotiations on the health insurance provisions of this Agreement in the event the District is subject to a penalty, tax, fine or increased costs as a result of requirements of the Affordable Care Act.

TENTATIVE AGREEMENT

between the

**San Mateo County Community College District and
San Mateo Community College Federation of Teachers, Local 1493, AFT AFL-CIO**

This tentative agreement is subject to Board approval after review for compliance with SMCCCD administrative policies and regulations. This tentative agreement is subject to ratification by AFT.

ARTICLE 14: LAYOFFS

14.1 UNION WILL BE NOTIFIED OF POTENTIAL LAYOFFS: When it is reasonably certain that faculty layoffs are to be recommended in specific areas, the Union will be notified of the contemplated action and the reasons therefore. It is understood that the Education Code prohibits the retention of a junior employee when a more senior employee who holds an FSA and **is** competent to perform the service is laid off.

For the District

Mitchell Bailey

Date

5.16.19

For the AFT

Joan Rivera

Date

5-16-19

TENTATIVE AGREEMENT
BINDING ARBITRATION PILOT
Article 17
(SUBJECT TO AGREEMENT ON ALL ARTICLES)

17.8 Binding Arbitration Pilot

The District and the Union Agree to a pilot of three years (3) of binding arbitration to replace advisory arbitration in Article-17, which shall begin the first business day after adoption of the successor Agreement by the Governing Board,. Immediately upon expiration of the three-year period, the Binding Arbitration Pilot will automatically sunset and the award of arbitration will again be advisory unless the parties mutually agree through negotiations to continue binding arbitration. “Year” for the purposes of this Article means 365 calendar days.

Binding Arbitration shall be available only with regard to disputes that are otherwise subject to grievance through Level III (Arbitration) pursuant to Article 17 (Grievances) and Article 25 (Discipline). Access to binding arbitration shall be further limited as follows:

- a. Tenure-track and tenured faculty. For the purposes of the Binding Arbitration Pilot issues relating to permanent (i.e. tenure-track and tenured) faculty will be eligible for binding arbitration, except that nothing related to the Tenure Review process shall be subject to binding arbitration.
- b. Temporary faculty. For the purposes of the Binding Arbitration Pilot
 1. All contract disputes pertaining to Article 19.2 shall be subject to advisory arbitration only.
 2. All other matters pertaining to non-permanent employees under Article 19 will be eligible for binding arbitration for part-time faculty members, only if the temporary faculty member has received two (2) consecutive satisfactory evaluations or has been given an assignment for eight (8) semesters with no negative evaluations.
- c. The number of grievances eligible for binding arbitration shall be capped at three per year during this pilot period.

**TENTATIVE AGREEMENT
ARTICLE 24
HANDLING OF INFORMAL COMPLAINTS AND FORMAL MISCONDUCT
INVESTIGATIONS OF UNIT MEMBERS**

24.1 Definitions

24.1.1 Complaint

A complaint is any potentially credible verbal or written allegation by an identifiable author that a unit member has violated District policy to the complainant's detriment, for which the complainant seeks a remedy. A non-credible complaint is one which the receiving administrator determines does not require further inquiry because the administrator found the complainant not credible, or that the allegations are frivolous or too trivial or minor to merit District inquiry, such that there is no need to address the allegations with the accused faculty member.

24.1.2 Informal Complaint

An informal complaint under this Article is a complaint where all of the following apply:

- (a) The Complaint does not allege unlawful harassment,
- (b) The Complaint is not a grade grievance, and
- (c) The District has not initiated a formal investigation.

Informal harassment complaints and informal resolution of harassment complaints shall be handled in conformance with the San Mateo County Community College District Discrimination and Harassment Investigations Procedures, Section VII.

Student grade grievances shall be handled in conformance with the grade grievance procedures at each college.

24.1.3 Formal Misconduct Investigation

A formal misconduct investigation is a District-led investigation of a unit member into allegations that the unit member has violated District policy and/or law, based on information received from a formal or informal complaint made by an identifiable author; a report of misconduct; manager observations; or other potentially credible sources of information. A formal misconduct investigation is initiated at the point that the District determines there is sufficient information to proceed with an investigation.

24.2 Informal Complaint Notice and Resolution

24.2.1 Initial Review and Routing of Complaints

Complaints shall be reviewed by Administration to determine:

1. Whether the complaint warrants formal investigation. If the District determines to initiate a formal investigation at any point, the notices, protections, and procedures set forth in Section 24.3 “Formal Misconduct Investigations” shall apply and any informal process shall end. Whether or not to initiate a formal investigation shall be within the sole discretion of the District.
2. Whether the complaint constitutes an informal complaint of harassment or discrimination. In such case, the Administrator shall proceed in conformance with the District’s Harassment Investigation informal resolution procedure and this Article shall not apply.
3. Whether the complaint constitutes a grade grievance, in which case the complaint will be handled in conformance with the applicable college’s grade grievance procedure—including the rights of faculty as summarized in those procedures.
4. Whether the complaint is an informal student grievance that does not involve grades. In such case, the faculty member shall be entitled to the notice as set forth below in section 24.2.b. However, the Section 24.2.3 informal resolution process of this Article shall not apply. Rather, the informal student grievance process established at each college shall apply.
5. Whether the complaint is an informal complaint by a nonstudent, other than a complaint alleging harassment or discrimination, in which case the informal resolution process set forth in Section 24.2.3 shall apply.

24.2.2 Notice of Informal Complaints

After its initial review of the Complaint, if Administration determines that the notice provisions of this Article apply, it shall provide notice of the informal complaint to the affected employee as follows:

a. Nonstudent informal complainant:

If a person files a complaint about a unit member, the complaint shall be presented to the Faculty member by the Administrator receiving the complaint as soon as possible but no later than ten (10) instructional days after it was received. If the Faculty member is not available within this timeframe, the complaint shall be presented upon the Faculty member’s return to work.

b. Student informal complainant:

If a student files a complaint about a unit member (other than a grade grievance), it shall be provided to the unit member within ten (10) instructional days of when it is received, unless the

information pertains to a class that is currently in session, and in which the student complainant is enrolled. If the complaint relates to a class where the student is currently enrolled, at the student's request, the complaint shall be provided to the affected unit member no later than ten (10) workdays after the grades for the class are filed at the completion of the Academic Term. As noted above in Section 24.2.1(3), grade grievances shall be handled in conformance with each college's grade grievance procedure.

24.2.3 Review and Resolution of Informal Non-Student Complaints

The appropriate Dean/Immediate Supervisor may call a meeting with the affected Faculty member to review the complaint. At the request of the Faculty member, an AFT representative may accompany the Faculty member to the meeting. The appropriate Administrator may also call a meeting with the complainant to clarify the issue.

If the appropriate Dean/Immediate Supervisor determines that a meeting between the complainant and affected unit member is appropriate, the Dean/Immediate Supervisor will call the meeting and the affected member shall attend. Further, the affected unit member may meet with the member's Dean/Immediate Supervisor and other affected parties to attempt to settle the allegations informally if the other party agrees to an informal resolution.

24.2.4 Limitation on Use of Information from Informal Complaint Resolutions

No investigatory interview shall take place at any resolution meeting held pursuant to Section 24.2.3 of this Article, with the understanding that such meetings are designed to resolve or mediate matters where the District has already concluded the fact-finding process.

Further, to foster and encourage the resolution of informal complaints, the parties agree that any faculty-respondent statements made during such resolution meetings may not be used by the District in any subsequent investigation, evaluation, discipline, or other employment decision, such as a decision regarding assignment, workload, or leave.

If, during such a meeting, a supervisor believes further inquiry and an investigatory process becomes necessary based on new statements made or information presented, the supervisor will immediately conclude the meeting and the District shall begin the Article 24.3 formal investigation process.

24.2.5 Complaints that Are Withdrawn, Not Sustained, or Not Presented to the Member

Regardless of whether a formal investigation was initiated, any complaint that is withdrawn, was not sustained, or not called to the attention of the employee may not be used as the basis for any evaluation, reprimand, discipline or discharge. Nor shall it be placed in the Faculty member's personnel file. Such documents may only be retained in a separate and secure file within the Office of Human Resources to the extent required by the laws regulating the retention of public

records. Further, access to these documents shall be on a “needs to know” basis only, as determined by the Head of Human Resources.

24.3 Formal Misconduct Investigations

24.3.1 Mutual Respect for a Fair Investigative Process

The parties understand and agree that the District has the authority and obligation to investigate non-frivolous complaints, reports and/or other potentially credible information that a unit member has engaged in misconduct. The parties further understand and agree that unit members are entitled to be presumed innocent of wrongdoing during the investigation process, and shall be treated with the same dignity and respect as alleged victims and complainants. They are entitled to a fair investigation process, including certain protections during the investigation process.

While individuals have the right to bring forth complaints, faculty have the right to expect that complaints shall be handled fairly. Consistent with these principles, this procedure provides faculty members that are the subject of a District-initiated misconduct investigation, with the opportunity to respond to any allegations. A misconduct investigation will not be arbitrary or capricious. In entering into this Agreement, the Union does not waive any of its rights to information as allowed by the EERA, the California Public Records Act, or which it is otherwise entitled by law to receive.

24.3.2 Non-Investigatory Interviews

The parties understand and agree that in the day-to-day operation of the District, managers and unit members meet regularly to share information. These are not investigatory interviews. However, the parties further understand and agree that, if a manager reasonably expects that such a meeting may elicit information that warrants discipline, the manager shall notify the unit member in advance. The unit member so notified shall have the right to bring the AFT Grievance Officer or his/her designee to the meeting.

24.3.3 Initiation of a Formal Misconduct Investigation

Whether or not to initiate a formal investigation shall be within the sole discretion of the District. The District is not obligated to investigate anonymous accusations. However, it is understood that, where the District does investigate an anonymous complaint, an employee may not be charged based solely on anonymous claims.

24.3.4 Preponderance of Evidence Standard

In determining whether or not an allegation is sustained, the District shall use the preponderance of evidence standard for misconduct investigations.

24.3.5 Employee Notification Packet

An employee who is under investigation shall be sent an Employee Notification Packet no later than ten (10) business days before the employee's appointment for an investigatory interview. The Notification shall include the *AFT Members Benefits of Representation Letter*, *Acknowledgement of Rights Form*, *Employee Notification Form*, and *Summary of Interview Subject Matter*. The forms are Appendix ZZ to the Contract, and consistent with this section as follows:

a. *Employee Notification Form*:

The faculty member shall be provided a Notification Form with the following information:

1. The District takes a neutral stance when investigating possible misconduct and no findings of wrong-doing have been made;
2. The District maintains the confidentiality of the investigation to the fullest extent possible;
3. No findings will be made prior to completion of the investigation, and the investigation will not be closed until after the scheduled date of the employee's interview;
4. The information received could lead to discipline and the employee is entitled to have union representation at the meeting;
5. The investigation is confidential and the employee should refrain from discussing it with other members of the campus community while the investigation is pending (except for the purpose of receiving representation during the investigation or exercising other rights as recognized under the Educational Employment Relations Act (EERA));
6. Every effort will be made to complete the investigation within ninety (90) days of when the District first received the complaint or information triggering the investigation (or sooner if required pursuant to Title IX or other applicable law that regulates the conduct of investigations.) Where this is not possible two things will occur: (1) the employee will receive a status update on where the District is in its investigation and when it expects to be completed; and (2) when AFT is representing the employee, the District and AFT will have a check-in via email regarding a status update and a follow up telephone call for questions or points of clarification if necessary;
7. The employee will receive notice of the findings of the investigation, and whether the allegations investigated were or were not sustained;
8. In the event the investigation leads to disciplinary action, the employee will be afforded all of the pre-discipline due process rights to which the employee is entitled. This includes providing the employee, and AFT with the employee's consent, with a copy of the information relied upon to issue the charges; and

9. District policy and law prohibit retaliation of any kind against anyone the employee believes to have provided information or otherwise cooperated in the investigation, and that such conduct constitutes an independent basis for serious discipline up to and including termination.

b. *Summary of Interview Subject Matter*

A summary of the subject matter of the interview including:

1. If appropriate, and at the discretion of the Head of Human Resources or designee, the name of the complainant(s), or individual(s) whose concerns caused the District to initiate an investigation.
2. What allegedly occurred. The employee shall be entitled to a description of the subject matter or allegations of the investigation and alleged conduct, actions or omissions at issue in the investigation;
3. When the incident(s) allegedly occurred. The notice will be as specific as possible, based on the information available at the time the Notice is given, including dates and times; and
4. Where the incident(s) allegedly occurred. The notice will be as specific as possible, based on the information available at the time the Notice is given.

Further, this information shall be current and accurate at the time of interview. If, after interviewing the member, the District learns of other allegations during the investigation and seeks to re-interview the member, the member shall be provided with a new statement of the subject matter of the interview a reasonable amount of time prior to the interview.

Similarly, if prior to interviewing the member, the District learns of other allegations it wishes to cover during the interview, the member shall receive an updated summary a reasonable amount of time prior to the interview. Reasonableness shall necessarily depend on the complexity of the matter and the parties are expected to cooperate in expediting the process to the fullest extent possible.

c. *AFT Members Benefits of Representation Letter and Acknowledgement of Rights Form:*

The faculty member shall be provided with notice of the right to representation, which shall include:

1. A copy of the *AFT Members Benefits of Representation Letter* informing faculty of the benefits of union representation during the investigation process.
2. A copy of the *Acknowledgement of Rights Form* which: (a) includes a space

for the faculty member to sign and date acknowledgment of receipt of the above-referenced AFT letter; and (b) indicates whether the faculty member is authorizing disclosure of the investigation to AFT.

- i. If the faculty member authorizes disclosure, all communications to the faculty member regarding the investigation shall be copied to AFT.
- ii. If the faculty member does not authorize disclosure, AFT shall be provided with a copy of the faculty member's signed *Acknowledgement of Rights Form* upon demand.

24.3.6 Placement on Paid Administrative Leave of Absence While an Investigation is Pending

Placement of a member on Paid Administrative Leave of Absence while an investigation into alleged misconduct is pending shall conform to the following standards and procedures:

- a. Placement on Paid Administrative Leave of Absence while an investigation is pending constitutes a non-disciplinary action;
- b. Placement on Paid Administrative Leave of Absence shall not be automatic and it is not an action that the District takes lightly. It is understood that it is within the District's discretion to place a member on a non-disciplinary, paid administrative leave during the pendency of a misconduct investigation. However, in exercising this discretion, the District acknowledges that even a nondisciplinary, paid leave can be disruptive and upsetting to an employee who is under investigation. As such, leave shall be imposed only where the District concludes that the alleged conduct includes: (a) acts of retaliation or intimidation; (b) acts of serious dishonesty or the destruction of property; (c) allegations which, if true, present a reasonable concern for the health or safety of others; (d) allegations which, if true, present a reasonable concern that the member's students are suffering educational harm; (e) allegations the nature of which require the immediate preservation of physical evidence which may be compromised if the member is not placed on leave; or other matters deemed necessary.
- c. Notice of Paid Administrative Leave
 1. **Nonemergency Situation:** At least two business days prior to placing a member on a non-disciplinary, paid administrative leave, the District shall provide the member with written notification of the general nature of the allegations of misconduct upon which the decision to place the employee on leave is based. The Notice shall also include an explanation that while paid administrative leave constitutes a directive to stay away from the workplace, it does not apply to the AFT office or areas and events that are open to the public. The Notice may also instruct the member to remain available to the District for questioning during the employee's regular hours of work.

2. **Emergency Situation:** Where the District concludes that the specific allegations, if true, present a serious or imminent risk of physical danger or other necessity, the District may place the member on an immediate, non-disciplinary paid administrative leave without prior notice. In such instance, the notice described in subsection “c.1” shall be provided within five business days of the employee being placed on the leave.
- d. **Status Reporting and Time of Paid Administrative Leave.** The District will provide the member with a monthly status report on the progress of the investigation and estimated date of completion. This is a report on timing only and shall not provide details regarding the investigator’s activities, witnesses, findings, etc.
- e. The District should complete the investigation within 90 days of placing the member on leave. Where this is not possible, the District shall provide the member with a written explanation as to the reason why, and a reasonable estimate of when the investigation will be completed.
- f. **Definition of Non-disciplinary Paid Administrative Leave.** Non-disciplinary paid administrative leave includes all compensation and benefits to which the member would have been entitled or would have received but for placement on paid administrative leave.

24.3.7 Investigations Subject to Statutory Deadlines

The parties recognize that various laws and regulations create deadlines by which certain investigations must be completed. The parties acknowledge that such deadlines place additional responsibilities on the parties. The District is responsible for conducting the investigation as promptly as reasonably possible, and not unnecessarily delay completion on the basis that the statutory or regulatory deadlines are being met. The member and AFT have a heightened responsibility to cooperate in making the member and a representative available for the member’s interview.

24.3.8 Closure of Investigation

a. Investigations Where Allegations are Not Sustained

The member shall be provided with written notice that the allegations have not been sustained and confirmation that nothing related to the allegations or investigation will be placed in the employee’s personnel file. The notice will not include a copy of the investigation report, except where expressly required under the District’s Harassment Investigation Procedure.

Records related to unsubstantiated allegations, including the investigation report, shall be maintained in a separate investigation file in a secure location by the Office of Human Resources and apart from the employee’s personnel file for the period required by law.

b. Investigations Where Some or All of the Allegations are Sustained

The member shall be provided with written notice stating the findings as to each allegation and whether or not it was sustained. The member shall also be provided with a copy of the complaint or other documents initiating the investigation, and the investigation report, under the following circumstances:

1. If the employee is issued a Notice of Charges in connection with a dismissal or suspension, the investigation report shall be attached to the Notice. In extenuating circumstances, the District may redact portions of the Report so long as it provides notice of redaction to AFT and meets and confers on request.
2. If the District does not seek dismissal or suspension, but nevertheless intends to place the report in the member's personnel file or rely on it for a written reprimand or other discipline, it shall provide the member with a copy of the report and/or notice of placement of derogatory information in the personnel file. In such case, the member may attach a response.
3. If provision of the investigative report is otherwise expressly required pursuant to the District Harassment Investigation Procedure.

24.4 Investigations of Allegations Posted to Social Media

24.4.1 Introduction. The parties recognize that unique challenges, rights and obligations may arise where members are made the subject of accusations on social media, in particular sexual misconduct allegations. The parties have a mutual interest in fostering an environment where members of the college community feel empowered and unafraid to report sexual misconduct and the abuse of power. However, the parties also share a mutual interest in fostering an environment that values due process and the presumption of innocence. In recognition of these dual interests, investigations of social media accusations made against members shall be regulated by this section.

24.4.2 Application. This provision only applies to allegations of sexual misconduct, abuses of power and/or unlawful harassment or discrimination made directly by alleged victims (i.e. not by a third party), against faculty who, at the time the social media accusation is made, are employed as contract or adjunct faculty or are in the District's adjunct pool.

24.4.3 Social Media Defined. "Social media" refers to forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content (such as videos.) Current examples of social media include Facebook, Twitter, YouTube, Instagram, and similar sites. Social media does not include third-party dissemination of allegations by others, including news outlets.

24.4.4 Member Privacy. The posting of an accusation to social media does not erode the confidential nature of any District response, investigation or action taken in connection with the allegations, except that AFT shall receive the notice, described below, whether or not the faculty member has requested AFT representation.

24.4.5 Notice to AFT. The District shall provide AFT with notice within three business days of it becoming aware of social media allegations against a member involving sexual misconduct, abuse of power and/or unlawful harassment or discrimination. No prior consent of the member who is the subject of the allegation is required. The notice to AFT will also be provided to the member who is the subject of the allegations. The Notice shall include:

1. The social media platform(s) where the accusation was made;
2. When the District learned of the accusation; and
3. Whether the District has received a formal complaint in connection with the allegations. If so, the complaint will also be provided to AFT, to the extent that it covers the same subject matter as the allegations posted to social media.
4. Timeline for completion of the initial inquiry.

24.4.6 The Initial Inquiry. Prior to opening an investigation based on allegations posted to social media, the District will conduct an initial inquiry, the conclusions of which control whether an investigation may be initiated. An investigation may be initiated where the initial inquiry determines that:

1. The allegations pertain to conduct occurring within the last 4 years that—if true—have a sufficient nexus to the workplace to warrant investigation. Sufficient nexus is determined by presuming the allegations to be true for the purposes of the nexus test and applying the Morrison factors to the allegations. *Morrison v. State Board of Education* (1969) 1 Cal. 3d 214.
2. The alleged conduct is more than 4 years old, but:
 - a. The complainant(s) are current students or employees who would be entitled to a remedy if the allegations are true, even if discipline is not available to the District;
 - b. The alleged conduct describes conduct that is similar in nature to a complaint(s) that was investigated and sustained by the District within the last 4 years;
 - c. The alleged conduct, if true, indicates that the faculty member was not truthful in the application process or otherwise actively concealed material facts that, if known, would have caused the District not to hire the faculty member.
 - d. The allegations include a claim that the faculty member was convicted of an offense for which termination is mandatory.

24.4.7 Initiation of Investigation. If the District determines that an investigation is warranted, it shall provide notice to the affected employee and AFT that it is opening an investigation, the basis for opening the investigation under subsection 24.4.6 (above); and timeline for completion. The procedures and respective rights of the Union, member and District during the investigation are otherwise controlled by the general provisions in Article 24.

24.4.8 Closure of Investigation. The general notices and rights regarding closure of investigations set forth in Article 24 apply equally to investigations triggered by social media accusations. In addition, given the highly unique circumstances surrounding an accusation made through social media, if the allegations are investigated and determined to be not sustained, AFT, with the affected member's written consent, may request a public letter informing the public that the allegations were not sustained and the investigation closed.

24.4.9 Public statements by the District. Statements made by District officials, including in response to inquiries from the press and the public, shall not state the name or other identifying information of the complainant or accused without their written consent. Public comment shall include a statement of the District's neutrality while the matter is under review, and that members are presumed innocent until and unless the evidence shows otherwise. However, nothing in this section affects the District's duties under The CLERY Act to issue a Timely Warning, if legally required.

EMPLOYEE NOTIFICATION PACKET COVER SHEET

Pursuant to Article 24.3.5 of the AFT 1493-SMCCCD Collective Bargaining Agreement, a faculty member under investigation by the District for alleged misconduct shall be provided an Employee Notification Packet. This Notification Packet includes the following forms and documents, which are contained within:

1. AFT 1493 Members Benefits Letter
2. Acknowledgement of Rights Form
3. Employee Notification Form
4. Summary of Interview Subject Matter

Per Article 24.3.6, the Notification Packet may also include the following:

5. Notice of Placement on Paid Administrative Leave

[AFT 1493 LETTERHEAD]

AFT 1493 BENEFITS OF REPRESENTATION LETTER

Dear Colleague,

As a faculty member, you have the right to union representation during any District investigation of alleged misconduct. AFT 1493 offers all faculty the opportunity to seek union assistance and representation when going through an investigation.

The benefits of such assistance and representation include protecting your procedural rights, ensuring the District conducts the investigation in a timely manner, preparation for and representation during any investigatory interview, securing information to which you are entitled, and ensuring your fair and respectful treatment.

As you can see, there are several benefits of union representation during an investigation. If you wish to have AFT 1493 representation please indicate your choice on the Acknowledgement of Rights Form, included in this packet.

Please know that AFT 1493 honors the confidentiality and privacy of all faculty who participate in this process. If you have any questions, please call us at **INSERT** or email us at **INSERT**.

Thank you.

**ACKNOWLEDGEMENT OF RIGHTS FORM
(Pursuant to Article 24.3.5.c)**

I, (name), hereby acknowledge that on (date), the District provided me with a letter from AFT 1493, subject line "AFT 1493 Benefits of Representation Letter." The letter informs me of the benefits of union representation during the District investigation that is currently being conducted into allegations that I have engaged in misconduct.

Therefore, I hereby:

- DO** authorize AFT 1493 representation and disclosure of the investigation to AFT 1493

- DO NOT** authorize AFT 1493 representation or disclosure of the investigation to AFT 1493.

If you authorize disclosure, all communications to you regarding the investigation shall be copied to AFT 1493.

If you do not authorize disclosure, the District shall not copy AFT 1493 and will only provide it with this signed Acknowledgement of Rights Form upon demand.

Signature

Date

**EMPLOYEE NOTIFICATION FORM
(Pursuant to Article 24.3.5.a)**

This Notice is to advise you that the District has initiated an investigation into allegations that you engaged in employee misconduct. **Please read this Notice carefully, as it gives you information about the investigation process and your rights during this process.**

First, please note that the District takes a neutral stance when investigating possible misconduct and maintains the confidentiality of employee investigations to the fullest extent possible. No findings of wrong-doing have been made, and no findings will be made prior to completion of the investigation. Further, the investigation will not be closed until after the scheduled date for your interview.

Please be further advised that:

- The information received in your interview could lead to discipline. Therefore, you are entitled to have union representation during the investigation and your interview with the investigator.
- The investigation is confidential to the fullest extent possible.
- You should refrain from discussing the investigation with other members of the campus community while the investigation is pending (except for the purpose of receiving representation during the investigation or exercising other rights as recognized under the Educational Employment Relations Act (EERA)).
- Every effort will be made to complete the investigation within ninety (90) days of when the District first received the complaint or information triggering the investigation (or sooner if required pursuant to Title IX or other applicable law that regulates the conduct of investigations.) Where this is not possible two things will occur: (1) the employee will receive a status update on where the District is in its investigation and when it expects to be completed; and (2) when AFT is representing the employee, the District and AFT will have a check-in via an email regarding a status update and a follow up telephone call for questions or points of clarification if necessary.
- Once the investigation is complete, you will receive notice of the findings of the investigation, and whether the allegations investigated were or were not sustained.

- In the event the investigation leads to disciplinary action, you will be afforded all the pre-discipline due process rights to which you are entitled. This includes providing you, and AFT 1493 with your consent, with a copy of the information relied upon to issue any charges.
- We also are required to remind you that District policy and law prohibit retaliation of any kind against anyone involved in the investigation, against anyone whom you believe to have provided information or otherwise cooperated in the investigation, and that such conduct constitutes an independent basis for serious discipline up to and including termination.

You will be contacted by _____ to schedule an appointment for your investigative interview. The interview will not be scheduled any sooner than ten (10) business days from receipt of this Notice. A summary of the subject matter of your interview is also being provided to you.

If you have questions for the District you may contact _____ at _____

If you have any for AFT 1493, you may contact it at: [AFT 1493 email and phone]

**SUMMARY OF INTERVIEW SUBJECT MATTER
(Pursuant to Article 24.3.5.b)**

1. Names of complainant(s), or individual(s) whose concerns caused the District to initiate an investigation, if appropriate, at the discretion of the Head of Human Resources or designee.

2. What allegedly occurred. The employee shall be entitled to a description of the subject matter or allegations of the investigation and alleged conduct, actions or omissions at issue in the investigation. (This may be continued on the next page as space requires):

3. When the incident(s) allegedly occurred. The notice will be as specific as possible, based on the information available at the time the Notice is given, including dates and times:

4. Where the alleged misconduct occurred. The notice shall be as specific as possible, based on the information available at the time the Notice is given:

**SUMMARY OF INTERVIEW SUBJECT MATTER
(Pursuant to Article 24.3.5.b)**

-Continued-

The information in the Summary of Interview Subject Matter shall be current and accurate at the time of interview. If, after interviewing the member, the District learns of other allegations during the investigation and seeks to re-interview the member, the member shall be provided with a new summary a reasonable amount of time prior to the interview.

Similarly, if prior to interviewing the member, the District learns of other allegations it wishes to cover during the interview, the member shall receive an updated summary a reasonable amount of time prior to the interview. Reasonableness shall necessarily depend on the complexity of the matter and the parties are expected to cooperate in expediting the process to the fullest extent possible.

**NOTICE OF PLACEMENT ON PAID ADMINISTRATIVE LEAVE
(Pursuant to Article 24.3.6)**

You have been advised that you are the subject of an investigation into possible misconduct. Pursuant to Article 24.3.6, you are being provided Notice that you are being placed on a non-disciplinary, involuntary, paid administrative leave during the pendency of the investigation.

Your administrative leave:

- Nonemergency situation: This Notice is provided at least 2 business days prior to your placement on administrative leave. (Article 24.3.6.c (1))

Begins on [date]

- Emergency situation: This Notice is provided within five business days of your having been placed on administrative leave. (Article 24.3.6.c (2))

Began on [date]

Paid administrative leave is only authorized where the alleged conduct includes: (a) acts of retaliation or intimidation; (b) acts of serious dishonesty or the destruction of property; (c) allegations which, if true, present a reasonable concern for the health or safety of others; (d) allegations which, if true, present a reasonable concern that the member's students are suffering educational harm; or (e) allegations the nature of which require the immediate preservation of physical evidence which may be compromised if the member is not placed on leave.

The general nature of the allegations that form the basis of the District's decision to place you on paid administrative leave during the investigation are as follows:

**TENTATIVE AGREEMENT
ARTICLE 25
DISCIPLINE**

ARTICLE 25: DISCIPLINE

25.1 Introduction

This Article is grounded in the parties' mutual respect for the professionalism and dedication of the SMCCCD faculty to the tenets of their profession and role as educators. The parties recognize the primary function of discipline is to provide employees with the opportunity to improve and be effective in their positions.

To that end, District administrators and representatives who have a role in this process will use the principles of progressive discipline as described in this Article and demonstrate fairness, objectivity, and reasonableness in the administration of discipline, with the goal of supporting and preserving the healthy academic culture of the District. All parties to a disciplinary process will adhere to the highest standards of integrity, preserve confidentiality as required, and respect defined processes.

25.2 Employment Actions Not Covered Under Article 25

25.2.1 Authority to Give Feedback, Guidance and Direction

Nothing in this Article shall impede the existing authority of the District to provide direction, feedback or guidance to the member in the performance of the member's duties.

25.2.2 Dismissal or Suspension of Probationary or Regular Faculty: Statutory Authority

The dismissal or suspension of probationary or regular faculty shall be administered in conformance with the applicable provisions of the California Education and Government Codes, and the procedures and protections provided for in those sections. Such a dismissal or suspension shall not be subject to the procedures set forth in this Article or the Article 17 grievance procedure. This Section does not apply to part-time or to temporary faculty.

25.2.3 Dismissal of Part-time faculty not covered by Article 19.2.4

Part-time faculty who have not met the criteria for load assignment under Article 19.2.4 shall be subject to termination pursuant to Education Code section 87665, which provides that the governing board may terminate the employment of a part-time academic employee at its discretion, at the end of a day or week, whichever is appropriate. The decision to terminate the employment is not subject to judicial review except as to the time of termination. It is understood

that this right to terminate a member without cause does not permit termination based on an unlawful reason, including but not limited to unlawful discrimination or retaliation.

25.2.4 Nonrenewal of Probationary Faculty

This Article does not apply to a District decision to deny tenure or non-renew a probationary faculty member's contract. The procedures and rights governing these decisions are set forth in the Education Code and Article 15 and Appendix G of the CBA.

25.2.5 90-Day Notice and Opportunity to Improve

It is understood that issuance of a 90-Day Notice pursuant to Education Code section 87734 does not constitute discipline. As such, a 90-Day Notice is not subject to the procedures set forth in this Article, except for section 25.4 notice requirements to AFT, and is not subject to grievance under Article 17 of this Agreement. Rather, a 90-Day Notice constitutes a right to receive notice and opportunity to improve to which a member is entitled before the member may be charged with unprofessional conduct or unsatisfactory performance.

Notwithstanding the above, the parties recognize that:

- A 90-Day Notice must be designed to provide the member with a meaningful opportunity to improve, and thus must specify the nature of the unprofessional conduct and/or unsatisfactory performance with specific instances of the behavior and with particularity to furnish the employee an opportunity to correct the conduct giving rise to the 90-Day Notice.
- The District may not file any charges of unprofessional conduct or unsatisfactory performance against a member any sooner than 91 days after the issuance of a 90-Day Notice, or any later than the term or half college year following the term or half college year during which the member received the 90-Day Notice.
- The member's statutory rights, referenced above in Article 25.2.2, include the right to an evidentiary hearing on the charges, including matters alleged in the 90-Day Notice. The District bears the burden of proof in any such hearing.
- A 90-Day Notice shall include notice that it will be placed in the faculty member's personnel file in ten (10) business days, and that the faculty member may submit a written response which will be attached to the Notice once the response is received by the District. A faculty member may submit or revise the response to a Notice in their personnel file at any time.

25.3 Employment Actions Covered Under Article 25

Article 25 regulates the administration of all discipline other than dismissal and suspension of probationary or regular faculty under the Education Code. For the purposes of this Article “discipline” means, and is limited to, the following:

25.3.1 Informal discipline

Informal discipline includes verbal counseling, written warnings, and other lower-level admonitions that are kept in the immediate administrator's office and not placed in the faculty member's personnel file.

25.3.2 Formal discipline

Formal discipline means, and is limited to, the following:

A. **Written reprimand:** A written reprimand is a formal written communication informing a faculty member of a conduct or performance concern. A written reprimand shall include clear notice that it will be placed in the faculty member’s personnel file in ten (10) business days, and that the faculty member may submit a written response which will be attached to the reprimand once the response is received by the District. A faculty member may submit or revise a response to a reprimand in their personnel file at any time.

B. **Disciplinary training:** Disciplinary training is training that a member is mandated to attend on the basis that the member has engaged in conduct subject to discipline. Disciplinary training may be imposed as the sole disciplinary action, or in conjunction with other disciplinary action.

C. **Involuntary modification of duties:** Involuntary modification of duties: For the purposes of this Article, an involuntary modification of duties is a modification to the duties, assignment or location of an employee’s work for the purpose of addressing a disciplinary matter. It is understood that nothing in this provision prohibits the District from implementing a nondisciplinary modification of duties, when it is required to do so to remediate a hostile or abusive work or education environment.

D. **Suspension or Dismissal of Part-Time Faculty Covered by Article 19.2.4.**

25.4 Notice of Right of Representation

If a faculty member receives a 90-day Notice or notice of any formal discipline under section 25.3, the District shall include in that notice the faculty member’s right to request AFT representation regarding the issue.

25.5 Just Cause

Just cause is required for discipline. Cause for discipline means any of the causes for discipline set forth in California Education Code Section 87732.

Notwithstanding the above, unsatisfactory performance shall only constitute cause for discipline where the employee has been informed of the performance issues through the contractual evaluative process and failed to improve in any follow-up evaluation or Performance Improvement Plan set forth in Appendix G, or through the improvement plan included in a 90 day notice, and failed to show the requisite improvement. Members shall not receive first notice of a performance concern through discipline.

The following are general “just cause” guidelines to be considered:

- a. The faculty member shall be adequately informed of the potential consequences of his/her conduct.
- b. A fair and objective review should reveal the necessity for any disciplinary action.
- c. Penalties should be applied fairly, equitably and in a timely fashion.
- d. Disciplinary action should be appropriate and reasonably related to the nature of the offense.

25.6 Definition of Progressive Discipline

“Progressive Discipline” means that the District will impose the lowest level of discipline reasonably calculated to bring about the desired result. Implementation of progressive discipline does not require a specific order, or lock-step adherence to the disciplinary steps identified in Article 25.3. It is understood that the appropriate level of discipline depends upon numerous factors such as the seriousness of the conduct at issue, the history of prior discipline, and possible extenuating or mitigating factors, all of which the District may consider in determining the appropriate level of discipline.

When problems arise in the performance of assigned duties, responsibilities, and/or professional conduct expected of a faculty member covered by Article 25, the District will make reasonable attempts to assist the faculty member in correcting those problems through the application of progressive discipline. Discipline can be informal or formal.

25.7 Rights Regarding Discipline

Members or their AFT representative on their behalf shall have the following rights regarding discipline.

- a. **Written Reprimand:** In addition to the right to attach a response to a written reprimand, a member also has the right to grieve the written reprimand through Level I of the grievance process set forth in Article 17. If the member files a grievance within 10 business days of receiving the written reprimand, the District shall not place the reprimand in the personnel file until the conclusion of the Level I grievance process.

- b. **Disciplinary Training:** Disciplinary training of three hours or less that is scheduled during the member's regular work hours, and located at the District Office, the member's college, or online, is not subject to challenge. All other disciplinary training may be grieved through Level I of the grievance process.

- c. **Disciplinary Modification of Duties:** A member who receives a disciplinary modification of duties shall receive a written, pre-disciplinary notice informing the member of the basis for the modification with sufficient specificity that the member is able to respond to the charges and basis for modification; the right to a pre-disciplinary opportunity to be heard orally or in writing; and a post-disciplinary right to grieve the transfer through Level II of the grievance process.

- d. **Suspension or Dismissal of Part-Time Faculty Covered by Article 19.2.4:** Part-time faculty members who have met the load assignment criteria set forth in Article 19.2.4 (i.e. have received two (2) consecutive satisfactory evaluations, or been given an assignment for six (6) semesters with no negative evaluations) shall only be suspended or dismissed for cause and pursuant to the following process:
 - a. The member shall receive a pre-discipline *Skelly* Notice and opportunity to respond orally or in writing to the charges to a reasonably impartial *Skelly* officer designated by the District.

 - b. If the District proceeds with the dismissal, the member or AFT on the member's behalf may utilize the grievance process, post-discipline, through step II.

TENTATIVE AGREEMENT

APPENDIX F: FACULTY LOAD CREDIT (FLC) ALLOCATION

SUBJECT TO AGREEMENT ON ALL ARTICLES

....

LABORATORY ASSIGNMENT SCHEDULE

Biological Sciences, Ophthalmic Dispensing , Physical Sciences, and Nursing laboratory, <u>clinical and skills assignments</u>	.80 FLC per hour
<u>Art and Music laboratory classes</u>	<u>.80 FLC per hour</u>
Physical Education, <u>Kinesiology, Athletics and Dance</u> activity classes	.75 <u>.80</u> FLC per hour
Skills Development laboratory (skill-development; generally no demonstration or evaluation)	.55 FLC per hour
Cosmetology laboratory classes	.70 FLC per hour
Business laboratory classes	.75 FLC per hour
Emergency Medical Technician	.75 FLC per hour
Radiologic Technology, Respiratory Therapy, Surgical Technology, Central Service Technology/Sterile Processing Laboratory	.80 FLC per hour
Clinic	.70 FLC per hour
Automotive Mechanic Technology (lecture/laboratory combination)	.70 FLC per hour
All other laboratory assignments	.70 FLC per hour

Although 30 FLC is considered a full-time assignment, ~~29~~ 28– 31 FLCs is acceptable as a full-year assignment with a three-year maximum of 91 FLCs. ~~For faculty members with a majority of their teaching load in laboratory assignments, 28–32 FLCs is acceptable as a full-year assignment with a three-year maximum of 92 FLCs.~~ Exceptions to these limitations can be made only upon mutual agreement of the faculty member and the District.

Members of the unit who are compensated according to the hourly academic salary schedule are paid by the hour, not by FLCs.

Each course has a nominal load credit associated with it based on the typical number of contract hours for which it is scheduled. No adjustment is made in the nominal load credit for routinely expected variations in the actual total contract hours per semester. The typical range for one FLC is 16 to ~~19~~ 18 contact hours per semester for lecture. A corresponding range of contact hours for other types of classroom assignments is based on equivalence factors spelled out in this appendix.

PENDING BOARD APPROVAL
San Mateo County Community College District
Regular Salary Schedule (80)
Effective: 12-AUG-2019

Grade	1	2	3	4	5
Step	<u>Base</u>	<u>MA</u>	<u>MA w/45 Units</u>	<u>MA w/60 Units</u>	<u>PhD/EdD /ID</u>
1	70212	73776	75564	78144	84540
2	73776	77340	79140	81780	88104
3	77340	80940	82728	85356	91680
4	80928	84528	86304	88980	95220
5	84492	88080	89892	92580	98832
6	88068	91668	93480	96192	102396
7	91644	95220	97044	99816	105984
8	95208	98820	100620	103428	109548
9	98808	102396	104208	107040	113160
10	98808	102396	104208	107040	113160
11	102384	105960	107784	110628	116712
12	102384	105960	107784	110628	116712
13	102384	105960	107784	110628	116712
14	106932	110556	112380	115320	121404
15	106932	110556	112380	115320	121404
16	106932	110556	112380	115320	121404
17	106932	110556	112380	115320	121404
18	111708	115320	117156	120156	126276
19	111708	115320	117156	120156	126276
20	111708	115320	117156	120156	126276
21	111708	115320	117156	120156	126276
22	111708	115320	117156	120156	126276
23	115308	118944	120780	123804	129888
24	115308	118944	120780	123804	129888
25	118764	122520	124404	127524	133800

The above dollar amounts are annual salaries, based upon services performed on 175 days of the college year for full-time employees on a regular academic year contract.

PENDING BOARD APPROVAL

**San Mateo County Community College District
Regular Faculty Salary Schedule (OL)
Effective: 12-AUG-2019**

Step	Lecture	Laboratory	Special
1	68.94	59.04	42.72
2	73.12	62.80	45.36
3	77.33	66.87	48.12
4	81.70	70.93	51.04
5	86.09	74.56	53.89
6	90.14	78.16	56.78
7	94.72	81.85	59.26
8	98.88	85.72	61.81
9	103.07	89.64	64.25
10	107.31	93.33	66.85

Note: Compensation for the summer session is based on the Salary Schedule in effect during the previous semester.

PENDING BOARD APPROVAL

**San Mateo County Community College District
Adjunct Faculty Salary Schedule Non-Inst. (AJ)
Effective: 12-AUG-2019**

Step	Laboratory	Special
1	67.59	48.82
2	71.98	51.81
3	76.34	54.93
4	80.28	58.01
5	84.13	61.09
6	88.06	63.77
7	92.27	66.49
8	96.48	69.16
9	100.42	71.97
10	103.47	74.13
11	106.56	76.35

Note: Compensation for the summer session is based on the Salary Schedule in effect during the previous semester.

PENDING BOARD APPROVAL

**San Mateo County Community College District
Adjunct Faculty Salary Schedule Inst. (HI)
Effective: 12-AUG-2019**

Step	Lecture	Laboratory	Special
1	74.34	63.85	46.12
2	78.70	68.02	48.96
3	83.09	72.13	51.90
4	87.52	75.84	54.81
5	91.70	79.49	57.72
6	96.34	83.22	60.24
7	100.55	87.16	62.83
8	104.81	91.15	65.33
9	109.12	94.88	68.01
10	112.41	97.76	70.05
11	115.79	100.69	72.14

Note: Compensation for the summer session is based on the Salary Schedule in effect during the previous semester.

PENDING BOARD APPROVAL

San Mateo County Community College District
Regular Salary Schedule (80)
Effective: 17-AUG-2020

Grade	1	2	3	4	5
Step	<u>Base</u>	<u>MA</u>	<u>MA w/45 Units</u>	<u>MA w/60 Units</u>	<u>PhD/EdD /ID</u>
1	74196	77964	79860	82584	89340
2	77964	81732	83640	86424	93108
3	81732	85536	87432	90204	96888
4	85524	89328	91212	94032	100632
5	89292	93084	94992	97836	104448
6	93072	96876	98784	101652	108216
7	96852	100632	102552	105480	112008
8	100620	104436	106332	109308	115776
9	104424	108216	110124	113124	119592
10	104424	108216	110124	113124	119592
11	108204	111984	113904	116916	123336
12	108204	111984	113904	116916	123336
13	108204	111984	113904	116916	123336
14	113004	116832	118764	121872	128304
15	113004	116832	118764	121872	128304
16	113004	116832	118764	121872	128304
17	113004	116832	118764	121872	128304
18	118056	121872	123816	126984	133452
19	118056	121872	123816	126984	133452
20	118056	121872	123816	126984	133452
21	118056	121872	123816	126984	133452
22	118056	121872	123816	126984	133452
23	121860	125700	127644	130836	137268
24	121860	125700	127644	130836	137268
25	125508	129480	131472	134772	141396

The above dollar amounts are annual salaries, based upon services performed on 175 days of the college year for full-time employees on a regular academic year contract.

PENDING BOARD APPROVAL

**San Mateo County Community College District
Regular Faculty Salary Schedule (OL)
Effective: 17-AUG-2020**

Step	Lecture	Laboratory	Special
1	72.86	62.39	45.15
2	77.27	66.37	47.94
3	81.72	70.67	50.85
4	86.34	74.96	53.94
5	90.98	78.80	56.95
6	95.26	82.60	60.01
7	100.10	86.50	62.63
8	104.50	90.59	65.32
9	108.92	94.73	67.90
10	113.41	98.63	70.65

Note: Compensation for the summer session is based on the Salary Schedule in effect during the previous semester.

PENDING BOARD APPROVAL

**San Mateo County Community College District
Adjunct Faculty Salary Schedule Non-Inst. (AJ)
Effective: 17-AUG-2020**

Step	Laboratory	Special
1	71.43	51.59
2	76.07	54.75
3	80.68	58.05
4	84.84	61.30
5	88.91	64.56
6	93.06	67.39
7	97.51	70.27
8	101.96	73.09
9	106.12	76.06
10	109.35	78.34
11	112.61	80.69

Note: Compensation for the summer session is based on the Salary Schedule in effect during the previous semester.

PENDING BOARD APPROVAL

**San Mateo County Community College District
Adjunct Faculty Salary Schedule Inst. (HI)
Effective: 17-AUG-2020**

Step	Lecture	Laboratory	Special
1	81.54	70.03	50.58
2	86.32	74.60	53.70
3	91.13	79.11	56.92
4	95.99	83.18	60.12
5	100.58	87.18	63.31
6	105.67	91.28	66.07
7	110.28	95.60	68.91
8	114.96	99.97	71.65
9	119.68	104.06	74.59
10	123.29	107.22	76.83
11	127.00	110.44	79.12

Note: Compensation for the summer session is based on the Salary Schedule in effect during the previous semester.

BOARD REPORT NO. 21-05-01CA

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning

**CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS
CAÑADA COLLEGE AND SKYLINE COLLEGE**

The addition of two courses and two departments to the College catalogs are proposed by Cañada College and Skyline College at this time. Additionally, 24 courses are proposed to be offered in the distance education mode.

One course was assigned inactive status, which removes it from the catalog and schedule. Since it has not been deleted, it can be more easily reinstated at a later time. If reinstatement is unlikely, this course will be deleted in the coming years.

Furthermore, 50 courses and four programs were modified.

Each of the proposed courses and programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum or Instruction Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate Presidents provide oversight with respect to the necessary role of the local Senates in the review and approval process. The rigor of the approval process assures that each new course has substance and integrity in relation to its discipline and that it fills a clear student need not being served by existing course offerings.

RECOMMENDATION

It is recommended that the Board approve the attached curricular changes for the Cañada College and Skyline College catalogs.

San Mateo County Community College District

May 12, 2021

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Tammy Robinson, Vice President, Instruction
Cañada College

APPROVED BY: Lisa Palmer, Curriculum Committee Chair
Cañada College

Diana Tedone, Academic Senate President
Cañada College

Jamillah Moore, President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

KINESIOLOGY, ATHLETICS AND DANCE: AQUATICS

127.3 SWIM STROKE DEVELOPMENT III (1.00) (day or evening)

Justification: Swim Stroke Development III is the third of the series of courses honing the freestyle, breaststroke, backstroke and butterfly strokes. Students learn swimming mechanics while also increasing overall fitness. AQUA 127.3 is a selective course of the Kinesiology AA Degree.

Prerequisite: AQUA 127.2.

Recommended Preparation: None.

Description: An intermediate advanced level course designed to expose students to the benefits of aerobic exercise through swimming. The focus is on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke.

Classification: AA/AS Degree; CSU transferable.

127.4 SWIM STROKE DEVELOPMENT IV (1.00) (day or evening)

Justification: Swim Stroke Development IV is the fourth of the series of courses honing the freestyle, breaststroke, backstroke and butterfly strokes. Students learn swimming mechanics while also increasing overall fitness. AQUA 127.4 is a selective course of the Kinesiology AA Degree.

Prerequisite: AQUA 127.3.

Recommended Preparation: None.

Description: An advanced level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus is on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE

ACCOUNTING

181 Taxation of Individuals Using Tax Software

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

ART

105 Art of Asia and the Near East
 113 Great Museums of America
 114 The Art History of Paris
 116 The Art of Great Britain
 118 The Art and Architecture of Spain
 128 Great Museums of California
 131 Art History Goes to the Movies
 250 The Art History of Rome

BUSINESS

113 Personal Finance
 125 International Business
 150 Entrepreneurship: Small Business Management
 180 Marketing
 201 Business Law
 230 International Marketing
 401 Business Communications

CAREER AND PERSONAL DEVELOPMENT

110 Honors Colloquium in Career and Personal Development: Transfer Essentials and Planning
 300 Introduction to Scholarships
 401 College Success

EDUCATION AND HUMAN DEVELOPMENT – EARLY CHILDHOOD EDUCATION

201 Child Development

HUMANITIES

650 Study Abroad Life and Culture, a Humanities Perspective

KINESIOLOGY, ATHLETICS AND DANCE: DANCE

- 115.1 Mexican Folkloric Dance I
- 115.2 Mexican Folkloric Dance II
- 115.3 Mexican Folkloric Dance III
- 115.4 Mexican Folkloric Dance IV
- 117.1 Tap Dance I
- 117.2 Tap Dance II
- 117.3 Tap Dance III
- 117.4 Tap Dance IV
- 125.2 Salsa II
- 125.3 Salsa III
- 125.4 Salsa IV
- 151.1 Social Dance I
- 151.2 Social Dance II
- 151.3 Social Dance III
- 151.4 Social Dance IV
- 161.1 Tango Argentino I
- 161.2 Tango Argentino II
- 161.3 Tango Argentino III
- 161.4 Tango Argentino IV
- 391 Dance Composition - Theory and Choreography

RADIOLOGIC TECHNOLOGY

- 418 Clinical Education I
- 428 Clinical Education II
- 438 Clinical Education III
- 448 Clinical Education IV
- 458 Clinical Education V
- 468 Clinical Education VI

SOCIAL SCIENCES

- 650 Study Abroad Life and Culture, a Social Sciences Perspective

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE**KINESIOLOGY, ATHLETICS AND DANCE: AQUATICS**

- 127.3 Swim Stroke Development III
- 127.4 Swim Stroke Development IV

KINESIOLOGY, ATHLETICS AND DANCE: DANCE

- 115.1 Mexican Folkloric Dance I
- 115.2 Mexican Folkloric Dance II
- 115.3 Mexican Folkloric Dance III
- 115.4 Mexican Folkloric Dance IV
- 117.1 Tap Dance I

- 117.2 Tap Dance II
- 117.3 Tap Dance III
- 117.4 Tap Dance IV
- 125.2 Salsa II
- 125.3 Salsa III
- 125.4 Salsa IV
- 151.1 Social Dance I
- 151.2 Social Dance II
- 151.3 Social Dance III
- 151.4 Social Dance IV
- 161.1 Tango Argentino I
- 161.2 Tango Argentino II
- 161.3 Tango Argentino III
- 161.4 Tango Argentino IV
- 391 Dance Composition - Theory and Choreography

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

ACCOUNTING

- Accounting** – AA Degree Program
- Accounting** – Certificate of Achievement

KINESIOLOGY, ATHLETICS AND DANCE: KINESIOLOGY

- Kinesiology** – AS Degree Program

San Mateo County Community College District

May 12, 2021

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Jennifer Taylor-Mendoza, Vice President, Instruction
Skyline College

APPROVED BY: Jessica Hurless, Curriculum Committee Chair
Skyline College

Leigh Anne Shaw, Academic Senate President
Skyline College

Melissa Moreno, President
Skyline College

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE

HOSPITALITY AND TOURISM MANAGEMENT

231 Food, Beverage, and Labor Cost Controls

PSYCHOLOGY

220 Introduction to Psychobiology

WELLNESS

706 Introduction to Reflexology

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

HOSPITALITY AND TOURISM MANAGEMENT

231 Food, Beverage, and Labor Cost Controls

WELLNESS

706 Introduction to Reflexology

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE

BUSINESS

Business Administration for Transfer 2.0 – AS-T Degree

PROPOSED DEPARTMENT ADDITIONS – SKYLINE COLLEGE

COMPUTER INFORMATION SYSTEMS: APPLICATIONS (CISA)**COMPUTER INFORMATION SYSTEMS: WEB (CISW)**

Justification: In collaboration with the Strategic Partnerships and Workforce Development Division, the STEM Division is requesting the creation and addition of a Computer Information Systems subject code, with two emphasis areas: CISA (Computer Information Systems: Applications) and CISW (Computer Information Systems: Web).

In Skyline College's efforts to respond effectively and with urgency to meet the needs of major tech employers and programming that creates greater access for disproportionately impacted individuals, an Alternative Pathways to Technology Program has been developed that will prepare students for careers in the following areas: Technology Sales, Jr. Full-Stack Engineer, Jr. Applied AI Specialist/Solutions Architect, Dev Ops and Cloud Developer. The CISA/CISW subject codes will be critical in the development of the courses needed.

BOARD REPORT NO. 21-05-02CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations
Bob Domenici, Purchasing Services Supervisor, General Services

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE PEST CONTROL SERVICES

The purpose of this Request for Proposal was to solicit proposals from qualified pest control firms to provide pest control services districtwide. The current districtwide pest control services agreement with Orkin Services of California is expiring on June 30, 2021. On March 16, 2021, the District issued a Request for Proposal (RFP) 86839 for Pest Control Services. An announcement for this business opportunity was released through the District's online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on March 16, 2021 and March 23, 2021. On April 9, 2021, the District received three (3) proposals for this service as follows:

Firm	Initial Setup Fee/Equipment	Annual Cost for Exterior Services - 38 buildings (recurring monthly)	Cost for Optional Services for Interior Inspections at Food Service Areas- 14 locations
Orkin Services of California	\$0.00	\$37,212.00	\$2,400.00
Rentokil North America Inc. dba: Western Exterminator Company	\$2,496.00	\$42,975.00	\$1,165.00
Pestmaster	\$2,366.52	\$90,370.32	\$27.44

The RFP Evaluation Committee, comprised of representatives from Facilities, Sustainability and General Services departments, evaluated the three proposals as follows:

Firm	Ranking	Overall Combined Rating (5 = Excellent)	Price Proposal
Rentokil North America Inc. dba: Western Exterminator Company	1 st	4.7	\$46,636
Orkin	2 nd	4.3	\$39,612
Pestmaster	3 rd	3.7	\$92,764

The committee concluded that Rentokil North America Inc. dba: Western Exterminator demonstrated the best understanding of the District's objectives. Rentokil North America Inc. dba: Western Exterminator's response provided a more detailed approach to mitigation of pests at each building noting deficiencies in current practice and how they will be resolved. The company provided comprehensive information on their service personnel's licenses and certifications. In addition, to maintain transparent communication on their services, Rentokil will provide the District a Pest Management Program Manual as well as access to their proprietary online data management solution designed to manage the program.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a five-year contract with Rentokil North America Inc. dba: Western Exterminator Western, for RFP #86839, in an amount not to exceed \$214,875. The term of this contract will begin July 1, 2021 through June 30, 2026.

BOARD REPORT NO. 21-05-03CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations
Yanely Pulido, Director of General Services

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE MOVING SERVICES

On April 2, 2021, the District released RFP #86838 seeking proposals for Districtwide Moving Services to manage packing, moving, and relocation services for classrooms, offices, workstations and the like. An announcement for this business opportunity was released through the District's online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on April 2 and April 9, 2021.

On April 16, 2021 the District received five (5) proposals which were reviewed and evaluated using the following criteria: cover letter, qualifications and experience, project approach, costs/fees, and small local or other business enterprise certification(s). Although cost was not the only factor in evaluating and selecting the vendors, the average total cost for the regular hourly rate of a supervisor, mover, driver and van were as follows:

Contractor	Average Total Cost
Cor-O-Van Moving & Storage	\$54.92
NCS Moving Services	\$60.00
Crown Worldwide	\$65.95
MEK Enterprises	\$66.67
Integrated Facility Services	\$69.33

An evaluation committee consisting of District Facilities Planning and General Services staff evaluated the five proposals and determined Cor-O-Van Moving & Storage and NCS Moving Services as the most responsive and responsible vendors to provide moving services for the District at very competitive pricing. Cor-O-Van Moving and Storage has a proven track-record with the District, having provided simple office reconfigurations to complex moves in a CIP environment. NCS Moving Services has experience in the public agency/education area and has flexible work flow and coordination capabilities to handle small to large complex moves. NCS Moving Services is a local minority owned CA certified small business (micro) enterprise.

Some moving services, such as installation/assembly/disassembly of modular furniture, are subject to prevailing wage. All of the selected vendors are registered with the Department of Industrial Relations and will pay prevailing wage as applicable. The choice to multi-source this contract allows the District greater flexibility to manage a range of different types of moves and reduces a disruption of service due to capacity issues.

RECOMMENDATION

The District recommends that the Board of Trustees authorize the Chancellor, or his designee, to execute a five-year contract with Cor-O-Van Moving & Storage and NCS Moving Services, for RFP #86838. The firms will quote on a project-by-project basis. The total value of each five-year contract will not exceed \$575,000.

BOARD REPORT NO. 21-05-04CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning Maintenance & Operations
Joe Fullerton, Energy and Sustainability Manager

**ACCEPTANCE OF CALIFORNIA ELECTRIC VEHICLE INFRASTRUCTURE PROGRAM
GRANT AND APPROVAL OF SOLE SOURCE AGREEMENT WITH POWERFLEX**

With the proliferation of electric vehicles (EV) throughout the state, the District Facilities team has been looking for opportunities to install additional EV charging stations across the colleges and at the District Office. In the coming years, sales of zero emission vehicles are expected to grow 12-21% annually throughout the state, with EVs comprising as much as 17% of all on-road vehicles by 2030. Additionally, Executive Order N-79-20 requires all new cars and passenger trucks sold in California be zero-emission vehicles by 2035, cementing the notion that our fleet mix will rapidly change in the next decade. The District currently has 75 EV ports across all three campuses and the District Office. Securing grant funding to install EV charging infrastructure mitigates the risk of installing costly EV stations in the future to accommodate EV parking needs, and provides, clean, efficient, cost effective transportation options for employees, students, and visitors alike.

On December 16, 2020, District staff, in collaboration with the electric vehicle charging company, PowerFlex and their design partner, Simon Lee & Associates, applied for California Electric Vehicle Infrastructure Project (CalEVIP) grant funding. The CalEVIP program, funded by the California Energy Commission, incentivizes purchase and installation of EV charging infrastructure throughout California. The program supports the District's decarbonization efforts and California's broader low-emission transportation mandated.

District staff completed four applications - one for each campus and the District Office. On March 3, 2021, the funds were reserved by CalEVIP on behalf of Simon Lee & Associates and PowerFlex in support of the District's single successful application. Staff received notice of the proposed award on March 8, 2021 for a potential project at the District Office.

Distribution of the grant stipulates that PowerFlex and their design team, Simon Lee & Associates, the District's partners on the successful grant application, serve as the provider of the design, materials, and installation of the charging stations. The project value is approximately \$319,000 which includes \$290,000 in grant funds plus a ten (10) percent owner's contingency of \$29,000 from local funds. The Sustainability team worked with Simon Lee & Associates and PowerFlex to create a design to install twenty-four (24) EV charging stations on the south side (behind) the District Office near the current EV charging stations. Upon acceptance of the grant, all construction and installation of the EV chargers must be completed by our grant application partners by June 5, 2022. Through this grant, the District also preserves its ability to purchase a five-year service contract with Powerflex for \$32,000 upon completion of the project.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the acceptance of the CalEVIP grant of \$290,000 with Simon Lee & Associates and PowerFlex for the design, materials and installation of twenty-four (24) EV charging stations at the District Office and authorize the Chancellor, or his designee, to enter into a sole source agreement with Simon Lee & Associates and the PowerFlex. Additionally, it is recommended that a five-year service agreement with PowerFlex for \$32,000 be acquired upon completion of the project.

BOARD REPORT NO. 21-05-101B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations
 Marie Mejia, Interim Director of Capital Projects

**APPROVAL OF CONTRACT AWARD FOR
 COLLEGE OF SAN MATEO WATER TANK REPLACEMENT PROJECT**

During a 2017 inspection of the existing 500,000 gallon campus water storage tank, inspection divers discovered degradation of the interior tank lining. As the tank supplies water to the entire campus for domestic and irrigation as well as fire protection, loss of the tank would be severely detrimental to campus operation and fire life safety. This project will replace the existing tank with a new tank that will meet current fire code including the requirement for new tanks to be more than 100% greater in volume than the existing tank. An application for a Final Project Proposal (FPP) was submitted to the California Community Colleges State Chancellor’s Office requesting appropriation of Proposition 51 general obligation bonds to fund the project and the appropriation was approved in 2018. Design work commenced and the plans were subsequently approved by DSA in October 2020.

The Facilities Planning Department, with support from Swinerton Management & Consulting, advertised this construction opportunity (Bid #86827) through the District’s online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on March 4 and March 11, 2021. Ten (10) general contractors attended the pre-bid conference.

On Thursday, April 22, 2021 the District received five (5) bids for the project as follows:

Contractor	Total Bid
Robert A. Bothman, Inc.	\$4,997,860
McGuire and Hester	\$5,109,000
Schembri Construction	\$5,296,805
CWS Construction Group	\$5,888,000
Rodan Builders Inc.	\$6,199,684

Staff conducted its due diligence investigation of the bid results to ascertain that Robert A. Bothman, Inc. is the lowest responsive responsible bidder and meets all the requirements of the project.

This project will be funded by State Capital Outlay and Measure H general obligation bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a contract

for the CSM Water Tank Replacement Project Bid #86827 to Robert A. Bothman, Inc. in an amount not-to-exceed \$4,997,860.00, which includes an owner contingency of 10% of the contract award.

BOARD REPORT NO. 21-05-102B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Jamillah Moore, President, Cañada College
Julian Branch, Director of Workforce Development
Hyla Lacefield, Dean of Business and Workforce Development
Randall Angle, Faculty – Digital Art & Animation
Jonathan Bissell, Executive Director, CCCE

APPROVAL OF MENLO PARK/CAÑADA COLLEGE COMMUNITY, CONTINUING AND CORPORATE EDUCATION (CCCE) COLLABORATIVE PROGRAMMING: WEB PROGRAMMERS/ DEVELOPERS CONTINUING EDUCATION CERTIFICATE

Cañada College’s Workforce Development division seeks to partner with Community, Continuing & Corporate Education (CCCE) to design and deliver not-for-credit workforce programming that helps students acquire video game designer skills that meet the needs of the video game industry.

This three-month not-for-credit program will prepare students for the Unity User Certification and give them valuable skills for the Video Game Design industry. The program will provide content creators the tools to entertain and create innovative RT3D experiences and deliver better processes for almost every industry. By the end of the program, the students will have a stronger foundation in C# skills, learn how to bring video game characters to life, gain a foundational understanding of Unity, and make video game projects. This program is designed to expose students to digital arts and animation and be a feeder for the College’s certificate and AA degree programs in Video Game Design. The cost of the program will be \$100 per student.

Upon completing the program, students will receive a not-for-credit certificate of completion. The program is set to run in Summer 2021.

RECOMMENDATION

It is recommended that the Board of Trustees approve the collaborative programming between Cañada College and CCCE listed in this report.

BOARD REPORT NO. 21-05-02C

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Dr. Aaron McVean, Vice Chancellor for Educational Services and Planning

**UPDATE ON DISTRICT RECOVERY OF OPERATIONS RELATING TO COVID-19 AND
POLICY RECOMMENDATIONS RELATING TO VACCINATION REQUIREMENTS FOR
EMPLOYEES AND STUDENTS**

Since March 17, 2020, the District has been operating instruction and student services in primarily remote, online, or hybrid modalities in response to the COVID-19 global pandemic. During this time, the colleges of the District have offered in-person instruction in the essential infrastructure areas of healthcare, emergency services, and transportation. In addition, STEM labs and career education (CE) courses with required hands-on instruction that lead directly to either transfer, degrees, or certification that align with the Essential Infrastructure Sectors have also been offered in hybrid modalities. At its February 24, 2021 meeting, the Board of Trustees ratified with the Chancellor's recommendation to continue to offer instruction and student support services in a primarily remote and online modality for the Summer and Fall 2021 terms. For the Fall 2021 semester specifically, an expansion of in-person and hybrid course offerings was also recommended to include courses that have been "Hard to Deliver Online." These included courses in creative and performing arts, kinesiology, athletics, and dance, as well as select English as a Second Language (ESL) and other courses that serve similar populations, such as accelerated English and first level transfer math courses with co-requisite supports. Based on these parameters, Summer and Fall schedules were finalized and published for students. Registration for the Summer term opened on April 13, 2021, and for the Fall semester opened on May 5, 2021.

The District has also provided remote support services, basic needs support, technology support, and other supports that are necessary in a remote and online operating environment since the onset of the COVID-19 pandemic. Additionally, the District and its colleges continue to add to the type of services that are available, from drive-up food distributions at two of the campuses, to parking lot WiFi access. The District anticipates expanding in-person support services for the Fall 2021 semester as operating conditions continue to improve.

Since the Fall semester of 2020, the athletic programs of the District have also been moving through four phases of a "Return to Play" plan, following guidelines from the State, NCAA, and California Community College Athletic Association (CCCAA). Following stringent testing requirements, student athletes began general conditioning in the Fall 2020, with a return to regular practice and an eventual return to competition taking place during the Spring 2021 semester. A normal schedule and season are anticipated by the CCCAA for the upcoming 2021-22 academic year.

Recovery Planning

The District's Emergency Operations Center (EOC) is now focused on Recovery Planning for the Summer, Fall, and Spring terms of the 2021-22 academic year. The District has established priorities in its recovery plans for the reopening and use of campuses and facilities. These priorities guide reopening and capacity

decisions for facilities, programs, and services on a case-by-case basis, in alignment with local, state, and federal health guidelines. As outlined in the attached COVID-19 Recovery Plan documents, the District is expecting to progress to full operations at all locations beginning January 3, 2022, for the Spring semester.

Reopening Plan for Summer 2021

Instructional and student support programs will continue to operate mainly in a remote and online modality for the Summer 2021 term. The prioritized programs described above, as well as other essential District and College services, will continue to operate onsite. In addition, with the expectation that the State will move beyond the [Blueprint for a Safer Economy](#) on June 15, 2021, employees who are fully vaccinated will be allowed to access their office space and work on-campus, with the approval of their supervisor, after June 15th. Any employees who have not been regularly working on-campus prior to June 15th must demonstrate proof of vaccination against COVID-19 in order to access their office or workspace. Working on campus for non-essential employees will be voluntary for the Summer semester.

Reopening Plan for Fall 2021

In-person instruction will expand to include “Hard to Deliver Online” courses in addition to courses that have been delivered in-person in previous semesters. Student support services, programs, and business operations will return on-campus with approval by the SMCCCD Emergency Operations Center (EOC), following State and San Mateo County guidance and health orders. Supervisors will be responsible for creating a health and safety proposal for operating their programs or services on site and in-person. **The Chancellor is recommending to the Board that all employees working on site or accessing campus will be required to be fully vaccinated by July 31, 2021.** As of August 1, management and administration will be expected to be on-site regularly at the college campuses and in district offices.

Reopening Plan for Spring 2022

All District operations, including student support services, in-person instruction, programs, and business operations will operate face-to-face on the campuses and at the District Office. Employees will be expected to work on campus. **In order to support these operations, the Chancellor is recommending to the Board that all employees and students be required to demonstrate proof of vaccination against COVID-19 beginning January 3, 2022.** Contact tracing and some health and safety precautions will remain in place such as required vaccinations, periodic testing of some personnel, and contact tracing capability. Campuses will strive to have onsite vaccination capability in order to support long-term operations.

Operations may again be restricted or closed in the future as a result of COVID-19 resurgences or future public health emergencies, or as required by Federal, State, or County health orders.

At its May 12, 2021 meeting, the Board will receive a presentation on District recovery planning efforts, including results from faculty, staff, and student surveys that are informing these efforts, and information on the impact of the COVID-19 pandemic on student enrollment and retention.

SUNSHINING RECOMMENDATIONS FOR CONSIDERATION *(With Recommended Action at a Future Meeting)*

In support of the Recovery Plans of the District, the Board of Trustees is being presented with the following preliminary policy recommendations; action on these recommendations will be presented at a future meeting in June.

1. Employees working on site or accessing District sites after July 31, 2021 be required to have a vaccination against COVID-19, unless otherwise exempted under California state law. Employees

who are exempted from the vaccination requirement, and will be working onsite or accessing campus, will be required to engage in weekly COVID-19 surveillance testing.

2. Students enrolled at any of the colleges of the District on or after January 3, 2022 be required to have a vaccination against COVID-19 unless otherwise exempted under California state law. Students who are exempted from the vaccination requirement and will be accessing campus, will be required to engage in weekly COVID-19 surveillance testing.
3. Assuming the above vaccination mandates and no other external restrictions in either the State of California or County of San Mateo, **all District operations will be open onsite and in-person, including the regular scheduling of in-person instruction, student support services, programs, and business operations, beginning January 3, 2022.**

ATTACHMENTS

Appendix A – COVID-19 Recovery Plan – Summer 2021

Appendix B – COVID-19 Recovery Plan – Fall 2021

Appendix C – COVID-19 Recovery Plan – Spring 2022

COVID-19 Recovery Plan



Summer, 2021



Overview

The San Mateo County Community College District is focused on the safe and confident return of instructional programs and student support services to our campuses.

The District has established the following priorities for the reopening and use of campuses and facilities. These priorities guide reopening and capacity decisions for facilities, programs, and services on a case-by-case basis, in alignment with local, state, and federal health guidelines.

1. Instruction for healthcare, first responders, and priority career programs
2. Instruction for courses that are “difficult-to-teach online” such as STEM labs and the visual and performing arts
3. Services for students to serve basic needs, such as food, housing, financial stability, learning centers, etc.
4. Community use for recreation

While the District may not be able to fulfill ALL of the needs immediately in these four priority areas during COVID-19 recovery operations, it can fulfill some of the needs in every area. The District strives to maintain a balance of campus activities among these priorities.

Reopening Vision for Summer 2021

Instructional and student support programs will continue to operate mainly online for the Summer 2021 term. The prioritized programs listed above, as well as other essential campus services, will continue to operate on campuses.

In addition, faculty and staff members who desire to do so will be allowed to work at their on-campus offices. Any employees electing to work on campus must be able to demonstrate proof of vaccination against COVID-19. Working on campus for non-essential employees will be strictly voluntary.

Decision Making Framework

INSTRUCTION AND ESSENTIAL SUPPORT SERVICES:

Continuity of instruction and essential support services necessary to support courses are highly susceptible to in-person disruption based on unpredictable and volatile COVID-19 exposures and subsequent applied health and safety procedures. Instructional programs, courses, and support services also require robust preplanning and physical space assessments to be completed prior to publishing course schedules. Timeline requirements for schedule publishing require a nuanced continuity of instruction plan. In-person instruction and essential support services necessary to support courses will continue to be prioritized based on essential worker training, difficult to teach remote courses, or difficult to remotely provide essential support services.

OTHER SERVICES OR ACTIVITIES OUTSIDE OF INSTRUCTION AND ESSENTIAL SUPPORT SERVICES:

Services and activities that are outside of instruction and essential support services will be considered based on California’s Blueprint for a Safer Economy tier system and San Mateo County’s guidance. District

priority for instruction and essential services supporting instruction, as well as other priority operation commitments, will be factored into a final determination.

While restrictions cannot be predicted at any given time, approve events will take place based on the current conditions outlined by the recovery tier at the time of the scheduled event. Continual tier assessment will occur through the Emergency Manager and Emergency Operation Center team. Event leads will be contacted as soon as possible if an event cannot be conducted due to tier system or other restrictions.

Scope

The San Mateo County Community College District (SMCCCD) COVID Recovery Plan is intended to remain a living document, and will serve the entire District community. The Plan will be utilized by the Emergency Operations Center (EOC), and campus community. The Plan will serve to delineate clear cut objectives, establish sound strategies, and provide granular tactical aims. This Plan's intent is also to remove barriers for future student learning, improve District operations, and prioritize equity in establishing principle to guide the reopening of the District. This recovery plan will align these principles with the District initiatives to build an even stronger antiracist, socially-just, and equitable community for faculty, staff, and students. Long-standing systemic health and social inequities have put many minoritize racial and ethnic minority groups at increased risk of contracting and dying from COVID-19.

To stop the spread of COVID-19 and address disparities in health and wellness within our communities, the District strives to work to ensure resources are distributed equitable and to maintain and manage overall health and wellbeing (e.g., physical, emotional, mental), including easy access to information, affordable testing, and medical and mental health care. While this Plan is to address COVID-19, it may serve future recovery efforts for similar crises.

The Health Risk and Equity

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Long-standing systemic health and social inequities have put many people from minoritized racial and ethnic minority groups at increased risk of contracting and dying from COVID-19. The term "minoritized racial and ethnic minority groups" includes black, indigenous, and people of color from various

backgrounds, heritage, and cultural experiences. While this is true that some experiences may be common across minoritized racial and ethnic groups, this recovery plan acknowledges that systemic racism has exacerbated the current disparities in healthcare, medical resources, and overall wellbeing of our black, indigenous, and people of color communities. Minoritized racial and ethnic groups are disproportionately affected by COVID-19. Inequities in the social determinates of health, such as poverty and healthcare access, affecting these groups are interrelated and influence a wide range of health and quality-of-life outcomes and risks. To achieve equity in supporting our community needs for health and wellness, the District commits (or must commit) to remove barriers so that everyone has fair access to health resources and support. The following is intended to delineate the SMCCCD Recovery Plan for COVID-19.

Summer 2021 Overview

The San Mateo County Community College District (SMCCCD) is committed to safeguarding the health and safety of its students and employees during the COVID-19 pandemic. For this reason, the majority of instruction and services will continue to be delivered remotely during the Summer 2021 Semester. Even as the District continues predominantly remote operations, some SMCCCD employees will return to their worksites in the Summer Semester in order to deliver instruction, provide limited in-person student services, and engage in other essential duties that cannot be conducted in a remote fashion. Such scaling of services will be only to the extent necessary to meet the needs of students, while complying with State and County guidelines. Beginning June 15, 2021 all fully-vaccinated staff will be eligible for return to on-site work.

Equity

The COVID-19 pandemic has brought social and racial injustice and inequity to the forefront of public health. It has highlighted that health equity is still not a reality as COVID-19 has unequally affected many racial and ethnic minority groups, putting them more at risk of getting sick and dying from COVID-19. The term “racial and ethnic minority groups” includes people of color with a wide variety of backgrounds and experiences. Negative experiences are common to many people within these groups, and some social determinants of health have historically prevented them from having fair opportunities for economic, physical, and emotional health. Social determinants of health are the conditions in the places where people live, learn, work, play, and worship that affect a wide range of health risks and outcomes.

The Strategic Plan of the San Mateo County Community College District (SMCCCD) is explicit in its focus on Students First: Success, Equity, and Social Justice. All planning and operational objectives are prioritized by life safety, instructional/business continuity, and property conservation. All three of these objectives are achieved through the utilization of strategies grounded in equitable tactics. These tactics include:

- In-person learning prioritizations
- Vaccination clinic planning for campus locations
- On-site testing
- Financial Aid
- Food Distribution

Instruction and Student Services

Summer 2021 instruction shall remain primarily in the distance modality, providing exceptions to essential worker training, and difficult to teach remote courses. Essential services in support of Summer 2021 instruction will continue to operate remotely. On a case-by-case basis, some essential services will be conducted in-person modality as approved by COSS-BD and EOC. **Beginning June 15, 2021 all non-essential employees desiring to return to work on site, may return with proof of completed vaccination.:** Return will be contingent upon:

- Vaccine availability
- Approved operation by EOC

- Administrative capability to securely store inoculation records access records
- Employee must possess keyed access (Buildings will all be locked)

Courses offered for Summer 2021 include:

Health

SELF-SCREENING

All employees, students, and visitors are expected to complete self-screening procedures for recognized COVID-19 symptoms before coming onto campus. Because most of our office and instructional spaces meet the low/medium levels from the OSHA workplace assessment pyramid, all employees, students and visitors are asked not to enter District sites if experiencing COVID-19 symptoms or if recently exposed to an infected person. Temperature checks will only be performed in high density environments, such as fire technology, child development centers, and athletics.

VACCINATION AND TESTING

Requirement for Testing

If an employee or student reports experiencing symptoms of COVID-19, a supervisor observes what they believe to be symptoms of COVID-19 by an employee, or an employee reports they may have been exposed to an infected person, the employee will be *advised* to seek medical care and receive a COVID test. COVID testing will not be required for employees/students to return to work/class after a positive test, or developing signs and symptoms of COVID-19. "Surveillance" testing refers to regular testing for individuals who are not experiencing any COVID-19 symptoms. Surveillance testing is provided for free to students, faculty, and staff, and is an added safeguard to minimizing the spread of COVID-19 within our community. **Surveillance testing will not be required of employees and students (other than specified programs) during the Summer 2021 Semester.**

- Surveillance testing is required for Athletics Programs

Requirement for Vaccinations

By providing information about COVID-19 vaccination and establishing supportive policies and practices, SMCCCD can help increase vaccine uptake among essential workers, faculty, staff, and students. Although COVID-19 vaccine supply is currently limited, it's not too early to share clear, complete, and accurate messages, promote confidence in the decision to get vaccinated, and engage employees in plans to address potential barriers to vaccination. Strong confidence in the vaccines within the SMCCCD workplace leads to more people getting vaccinated, which leads to fewer COVID-19 illnesses, hospitalizations, and deaths. While SMCCCD will not require vaccinations for the Summer 2021 Semester, the District will work to promote vaccinations through:

- Media Campaign
- Assessment of creating on-site vaccination clinics
- Creating mandatory vaccinations policies for future Semesters

SOCIAL DISTANCING PROTOCOLS

The primary objective of the social distancing protocols is to ensure proper physical distancing in instructional, student services and office spaces. Physical distancing is identified by health authorities as the most effective single method of avoiding the spread and contraction of COVID-19. To support social distancing requirements, the following expectations apply districtwide:

- Instruction, student services, and employee work occurring at District facilities must provide at least six-foot physical distancing whenever possible when people are occupying the same space. Physical spaces will be modified as needed
- The number of people that can be present within a given space will be limited to the number that can occupy that space while remaining six feet apart. In some cases, this will require that only one person uses a space at a time (i.e. elevators, restrooms).
- Fully vaccinated employees sharing the same work space may work with no social distancing requirements if all parties are comfortable with the decrease in personal spacing.

FACE COVERINGS

Masks are an additional step to help prevent people from getting and spreading COVID-19. They provide a barrier that keeps respiratory droplets from spreading. When on campus and at the District Office, employees and students are expected to follow public health guidelines for physical distancing, face covering, and hygiene, plus additional measures as noted in this document.

In addition to the CDC guidelines, the guidance issued by the California Public Health Department on June 18, 2020 requires face coverings to be worn anytime an employee can possibly come within six feet of another person. Face coverings must cover the nose and mouth and should be worn when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible.

Distribution

One-time distribution of reusable cloth face coverings for employees is available from College Bookstores and the Campus Public Safety Offices Office, should employees not have their own face covering. Managers should work with their supervisors to assess when additional Personal Protective Equipment (PPE) is required for employees as necessary for their job functions.

Faculty will wear a face covering in the classroom. If a faculty is not able to wear a face covering, a face shield will be provided upon request.

Because of limited supplies, upon request, each employee will be provided with up to two reusable face coverings. Employees are encouraged to bring their own face coverings. Reusable face coverings will not be provided to students but will be available for purchase at campus bookstores. OES supplied surgical masks will be available at no cost in all College Bookstores as well.

Protocol Accommodations:

Employees who are not able to wear a face covering are encouraged to discuss their concerns with their supervisor, who will then refer them to District Human Resources or the Health Branch Director for the accommodation process. All students must wear a face covering to enter classrooms and all college

buildings. Students who have medical exemptions and who are not able to wear a face covering should be referred the Health Branch Director for assistance. If a student refuses to comply with safety protocols, they should be referred to the College VPSS and VPAA, and shall not be permitted in class until resolution.

PROTOCOL FOR SUSPECTED CASE OF COVID-19 ON CAMPUS

Our campus community is being cautious and taking measures to reduce risk; however, the contagious nature of the COVID-19 virus and the essential functions we provide to our students mean our community will potentially have positive cases among our students, staff, and faculty. It is critical that everyone knows how to respond.

Contact Tracing

Any individual who believes they are experiencing symptoms of COVID-19 infection, and are expected to report to, or have reported to a College or District facility within the prior 48 hours, should report their situation to a supervisor/manager or instructor immediately. In the event of a confirmed workplace COVID-19 case exposure, contact tracing will be initiated by the Health Branch Director.

- Contact should be made by phone, email, or other non- face-to-face communication, where possible, to avoid additional potential exposure.
- Supervisor/manager or faculty/student will contact Health Branch Director
- Health Branch Director will liaise with San Mateo County Health Department to determine isolation and quarantine protocol, and will initiate timely notifications
- In the event that multiple cases of exposure occur at a District site, the District will determine an appropriate response in consultation with County Health.
- The District will comply with all privacy laws, and if supervisor/manager/faculty/staff is contacted by a public health official during their contact tracing, all calls should be forwarded to District Health Branch Director where contact tracing information will be stored.

Facility Preparations

As a part of pandemic planning, Facility Management teams will conduct detailed building use/space assessments with the intention of strategically limiting the spread of COVID-19 in the workspace.

ROOM CAPACITY

Room capacity and seating layouts have been evaluated for social distancing requirements and current State and County requirements for maximum number of occupants in indoor spaces. This has significantly reduced room capacity in some cases. To assist occupants with maintaining social distancing, seats in rooms have been restricted using tape or signs. Note that in most rooms, storage limitations prevented furniture from being removed.

Please do not remove or relocate furniture from rooms and adhere to the markings that have been installed. As State and County guidelines continue to evolve, room occupancy requirements will need to be adjusted. Where possible, restroom use will be limited to single use restroom with additional signage. If not possible, signage will direct users to alternative single use restrooms.

SIGNS AND FLOOR MARKINGS

Floor markings to assist with social distancing and traffic flow will be placed in the following locations, as appropriate and necessary:

- Transaction window/counter where lines may form
 - Directional “lanes” through interior narrow walkways and high traffic areas
 - Additional locations as determined with individual departments and approved by Facilities Managers
- Signs have been placed at numerous locations on campus:
- Occupancy Limitations
 - Social distancing reminders
 - Elevator capacity restrictions. Elevators are restricted to one occupant
 - Traditional drinking fountains have been taped off
 - COVID-19 awareness signs and any County required signage
 - Stairwells signage indicating appropriate directional flow of traffic

BUILDING HVAC SYSTEMS

District Facilities staff have returned to work in order to keep our buildings operating and safe for the activities that are occurring on campus. Where possible, adjustments have been made to bring in additional fresh air to buildings. A variety of air handling systems are in use across each campus and will be cleaned and filters changed to meet current ASHRAE guidelines. Physical spaces determined to not meet recommended standards will not be used during COVID-19.

CLEANING AND DISINFECTING

All facilities have been thoroughly cleaned in preparation of scaled services starting in Summer 2021. Areas on campus that will be regularly used during the summer will be stocked with additional disinfection wipes for use by students, faculty, and staff. Custodial capacity will be redirected to buildings that are in use in order to provide for some daytime high traffic disinfecting in addition to regular cleaning during the night shift.

Instructions on proper use of disinfection supplies will be provided in each location. Disinfection of personal areas such as office desks will be the responsibility of the occupant. Disinfection of shared equipment, such as keyboards or copier controls is the responsibility of the user of the equipment. The supply of disinfection wipes may become inconsistent, and we ask that they are used only as instructed and not removed from the room they have been placed.

In addition, each campus Custodial Supervisors has completed the following steps to combat COVID-19 within campus facilities:

- Surveyed of all direct and indirect high- touch surface areas throughout campus buildings. This includes tables, doorknobs, light switches, elevator buttons, countertops, handles, desks, toilets, faucets, sinks, etc.
- All custodial staff have been given additional training and instruction on proper disinfection protocols specifically related to Coronavirus.

- Stockpiled additional cleaning and disinfection supplies that are certified by the EPA to be effective against the COVID-19 virus.

During this challenging time, College Maintenance and Operations/Buildings and Grounds teams ask for the ongoing cooperation of the campus communities by disposing of trash appropriately and returning chairs, desks, and workstations to their original positions to allow our staff to be able to shift more of their energies from housekeeping duties to focus on cleaning and disinfecting.

Access

Access must be approved prior to gaining right of entry. To acquire approval occupants must complete the Employee Access Request Form and review the daily SMCCCD Health Screening Questionnaire. To locate these forms, see the following links:

- Employee Campus Access Request: <https://app.smartsheet.com/b/form/9b802e762f964a169bfbf6011ccb90b6>
- Health Screening: <https://app.smartsheet.com/b/form/30cd1490dbc04630b78bfbcc71a0edf>
- Campus Access Information: <https://covid-19.smccd.edu/accessing-campus/>

Public Safety will be stationed at each campus Access Point during specified hours and obtain a verbal acknowledgement that individuals are COVID-19 symptom free. Individuals who acknowledge symptoms (i.e., fever, cough, shortness of breath) at the Access Points will be immediately sent home and referred for medical care. To gain access, all personnel must display a face covering to the attendee at the Access Point. Authorized District personnel will maintain up to date records delineating those granted and denied access. **Beginning June 15, 2021 all staff (non-essential) desiring to return to work on site, may return with proof of completed vaccination.** Records will remain confidential and shall be utilized for the purpose of contact tracing and exposure investigations. Under no circumstance shall any District personnel violate the Health Insurance Portability and Accountability Act (HIPAA). Access Points will remain in place until the following:

1. SMCCCD gains internal health screening capability
2. SMCCCD gains internal methods of recording use by occupants
3. SMCCCD is no longer required to conduct contact tracing

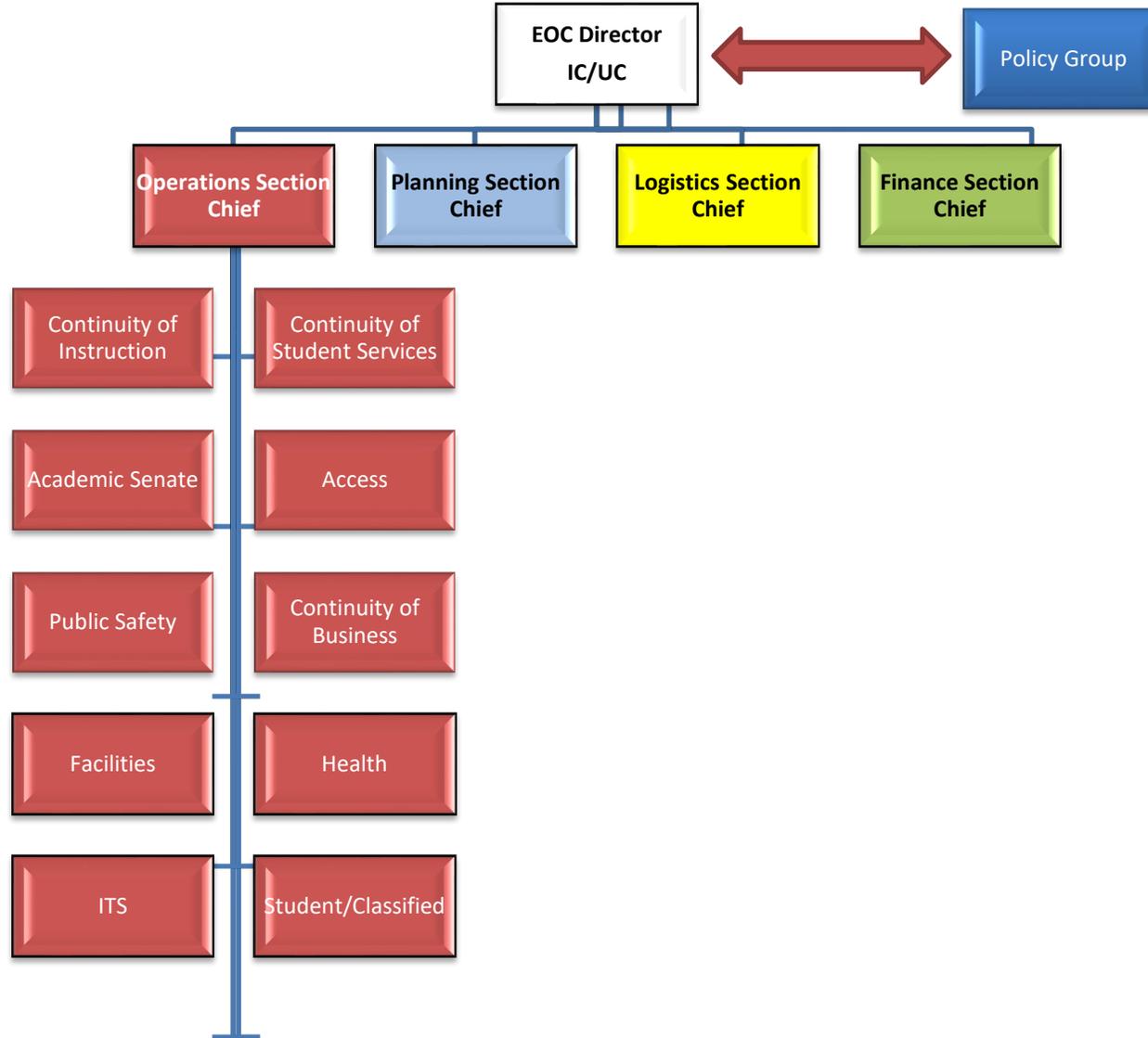
Discipline

Discipline related to the enforcement of this plan/policy will be done in accordance with the progressive discipline process guided by Board Policy 3.50 (Certificated Employees), Board Policy 4.45 /Administrative Procedures 4.45.1 (Classified Employees) and the applicable labor agreements.

San Mateo Athletic Club (SMAC)

ITS

Appendix A: Organizational Structure (Operations)



APPENDIX B: COVID-19 VACCINATION REQUIREMENTS

By providing information about COVID-19 vaccination and establishing supportive policies and practices, SMCCCD can help increase vaccine uptake among essential workers, faculty, staff, and students. Although COVID-19 vaccine supply is currently limited, it's not too early to share clear, complete, and accurate messages, promote confidence in the decision to get vaccinated, and engage employees in plans to address potential barriers to vaccination. Strong confidence in the vaccines within the SMCCCD workplace leads to more people getting vaccinated, which leads to fewer COVID-19 illnesses, hospitalizations, and deaths.

In support of SMCCCD's commitment to health and safety for all members of its community, the District will be updating its Immunization Requirements for Students and Employees to include the COVID-19 vaccine. ***This health policy update means that, with limited exceptions, all employees planning to attend and/work on-site must be fully vaccinated by July 31, 2021 and all students planning to attend on-site instruction must be fully vaccinated by January 3, 2022.*** The benefits of COVID-19 vaccination include prevention of serious illness, hospitalization, and death from the virus. Broad immunization is critical to help stop the current pandemic and to protect our District community. Most important, a safer SMCCCD community supports a safer California for our families, our friends, and our neighbors across the state. Benefits specific to the District community include:

- An expedited return to pre-pandemic normal
- Additional in-person course offerings and academic experiences
- Opportunities for a wider range of events and activities offered at our campuses
- Expanded dining and recreation options
- Greater interpersonal collaboration among faculty, students, and staff
- Travel domestically without a pre- or post-travel test
- Travel internationally without quarantining after travel
- Travel domestically without quarantining after travel
- Travel internationally without a pre-travel test depending on destination

Moreover, positive cases of COVID-19 within essential services departments may impact business and student services continuity. Public Safety, ITS, Facilities, and Business Services are critical departments that help maintain the SMCCCD mission, especially during the pandemic. Quarantine/Isolation obligations that arise from essential personnel exposure, may result in class cancellations, campus closures, and health risks to those infected with the virus.

The Food and Drug Administration (FDA) does **not** mandate vaccination. However, whether a state, local government, or SMCCCD, for example, may require or mandate COVID-19 vaccination is a matter of state or other applicable law. The obligation for employees and students to provide proof that they have received a COVID-19 vaccination from a pharmacy or their own healthcare provider does not require the employee/student to provide any medical information (outside of immunization record) as part of the proof.

SMCCCD ACTIONS

- I. All employees planning to work onsite beginning Fall 2021 will need to provide proof of completed COVID-19 vaccination.
- II. All students planning to access campus facilities beginning Spring 2022 will need to provide proof of completed COVID-19 vaccination. This policy is dependent upon:
 - a. Access to the vaccines
 - b. The creation of vaccine clinics on campus(es)
 - c. EAU and relevant litigation
- III. Any vaccine authorized for use in the U.S. (currently Moderna, Pfizer, and Johnson & Johnson) is acceptable. Pfizer's vaccine has been authorized for ages 16 and up. Moderna and Johnson & Johnson's vaccines are currently authorized for ages 18 and up. All three companies have begun clinical trials for younger kids
 - a. It is understood that some incoming students may be 16 years old, and may be only eligible for the Pfizer vaccine.
 - b. It is understood that some Middle College students may be younger than 16 years old, and these underaged students must follow the SMCCCD C-19 Testing Policy
 - c. Children in the CDC do not need to be tested or vaccinated
- IV. Exemptions to Vaccination Requirement must follow the SMCCCD COVID Testing Policy (Below). Exemptions include:
 - a. Those with religious beliefs that forbid the Vaccine
 - b. Those with Disabilities
 - c. Middle College underage students
 - d. Child members of the Child Development Centers
 - e. Case by case exemptions discovered in new law and legislative actions
- V. Administration and Record Keeping
 - a. The ADA requires that all medical information about a particular employee be stored separately from the employee's personnel file, thus limiting access to this confidential information. SMCCCD may store all medical information related to COVID-19 in existing medical files. This includes an employee's statement that he has the disease or suspects he has the disease, or the Health Branch Director's notes or other documentation from questioning an employee about symptoms.
 - b. Immunization records will be maintained by human resources
 - c. Supervisors shall be provided employee clearance to work on site
 - d. Employee and students must submit proof of completed COVID-19 Vaccination:
 - i. EMPLOYEES: NO LATER THAN TEN (10) DAYS PRIOR TO THE START OF FALL 2021
 1. OR, NO LATER THAN (10) DAYS PRIOR TO DISTRICT ACCESS IN THE FALL
 - i. STUDENTS: NO LATER THAN TEN (10) DAYS PRIOR TO THE START OF SPRING 2022
 2. OR, NO LATER THAN (10) DAYS PRIOR TO CAMPUS ACCESS IN THE SPRING

People with Disabilities

The ADA allows SMCCCD to have a qualification standard that includes “a requirement that an individual shall not pose a direct threat to the health or safety of individuals in the workplace.” However, if a safety-based qualification standard, such as a vaccination requirement, screens out or tends to screen out an individual with a disability, the SMCCCD must show that an unvaccinated employee would pose a direct threat due to a “significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.” 29 C.F.R. 1630.2(r). SMCCCD should conduct an individualized assessment of four factors in determining whether a direct threat exists:

1. The duration of the risk;
2. The nature and severity of the potential harm;
3. The likelihood that the potential harm will occur; and
4. The imminence of the potential harm.

A conclusion that there is a direct threat would include a determination that an unvaccinated individual will expose others to the virus at the worksite. If SMCCCD determines that an individual who cannot be vaccinated due to disability poses a direct threat at the worksite, the SMCCCD cannot exclude the employee from the workplace—or take any other action—unless there is no way to provide a reasonable accommodation (absent undue hardship) that would eliminate or reduce the risk posed by the unvaccinated employee.

If there is a direct threat that cannot be reduced to an acceptable level, the SMCCCD can exclude the employee from physically entering the workplace, but this does not mean the SMCCCD may automatically terminate the worker. SMCCCD will need to determine if any other rights apply under the EEO laws or other federal, state, and local authorities. For example, if SMCCCD excludes an employee based on an inability to accommodate a request to be exempt from a vaccination requirement, the employee may be entitled to accommodations such as performing the current position remotely. This is the same step that SMCCCD take when physically excluding employees from a worksite due to a current COVID-19 diagnosis or symptoms; some workers may be entitled to telework or, if not, may be eligible to take leave under the Families First Coronavirus Response Act, under the FMLA, or under the SMCCCD’s policies. Students and employees that refuse to be vaccinated due to disability shall adhere to the SMCCCD COVID-19 testing procedure.

Religious Practice or Belief

Once SMCCCD is on notice that an employee’s sincerely held religious belief, practice, or observance prevents the employee from receiving the vaccination, the SMCCCD must provide a reasonable accommodation for the religious belief, practice, or observance unless it would pose an undue hardship under Title VII of the Civil Rights Act. Courts have defined “undue hardship” under Title VII as having more than a de minimis cost or burden on the SMCCCD. EEOC guidance explains that because the definition of religion is broad and protects beliefs, practices, and observances with which the SMCCCD may be unfamiliar, the SMCCCD should ordinarily assume that an employee’s request for religious accommodation is based on a sincerely held religious belief. If, however, an employee requests a religious accommodation, and SMCCCD has an objective basis for questioning either the religious nature, particular

belief, practice, or observance, the SMCCCD would be justified in requesting additional supporting information. Students and employees that refuse to be vaccinated due to religious practice or belief shall adhere to the SMCCCD COVID-19 testing procedure.

Non-Compliance due to Disability or Sincerely Held Religious Belief

If an employee cannot get vaccinated for COVID-19 because of a disability, religious belief, practice, or observance, and there is no reasonable accommodation possible, then it would be lawful for the SMCCCD to exclude the employee from the workplace. This does not mean the SMCCCD may automatically terminate the worker. SMCCCD will need to determine if any other rights apply under the EEO laws or other federal, state, and local authorities.

Title II of the Genetic Information Nondiscrimination Act (GINA) and Vaccinations

Administering a COVID-19 vaccination to employees or requiring employees to provide proof that they have received a COVID-19 vaccination does not implicate Title II of GINA because it does not involve the use of genetic information to make employment decisions, or the acquisition or disclosure of “genetic information” as defined by the statute. However, if administration of the vaccine requires pre-screening questions that ask about genetic information, the inquiries seeking genetic information, such as family members’ medical histories, may violate GINA.

APPENDIX C: COVID-19 SURVEILLANCE TESTING REQUIREMENTS

Background

The SMCCCD shall establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 signs/symptoms, who are exempt from vaccine mandate, or as recommended by the local health department.

The ADA requires that any mandatory medical test of employees be “job related and consistent with business necessity.” Applying this standard to the current circumstances of the COVID-19 pandemic, SMCCCD may take screening steps to determine if employees entering the workplace have COVID-19 because an individual with the virus will pose a direct threat to the health of others. Therefore, SMCCCD may choose to administer COVID-19 testing to employees before initially permitting them to enter the workplace and/or periodically to determine if their presence in the workplace poses a direct threat to others. The ADA does not interfere with SMCCCD following recommendations by the CDC or other public health authorities regarding whether, when, and for whom testing or other screening is appropriate. Testing administered by SMCCCD consistent with current CDC guidance will meet the ADA’s “business necessity” standard.

If an employee cannot get vaccinated for COVID-19 because of a disability or religious belief, practice, or observance, and there is no reasonable accommodation possible (remote work/instruction, etc.), they must comply with the SMCCCD Testing Actions noted below to continue/return to work/instruction on District grounds.

SMCCCD TESTING ACTIONS

SMCCCD and SMAC Employees

- I. All non-vaccinated employees working on-site are required to be tested every week effective **July 31, 2021**.
- II. Contractors, vendors, and other non-hired District personnel will not be required to be vaccinated, or test regularly, if not vaccinated. These policies shall be at the discretion of their respective employers.
- III. The District shall take the following actions (testing) when there has been a COVID-19 case at the place of employment:
 - a. The District shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s)
 - b. COVID-19 testing shall be provided at no cost to employees during their working hours who had potential COVID-19 exposure in the workplace
 - c. Provide all employees with information on benefits
 - d. All employees in the exposed workplace shall be offered weekly testing.
 - e. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.

- f. SMCCCD shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department
 - g. SMCCCD shall provide additional testing when deemed necessary by the governing body through the Issuance of Order to Take Special Action
 - h. *Testing is not required for vaccinated employees unless COVID-19 signs/symptoms develop post case exposure.*
- IV. Testing shall be at no-cost to the employee:
- a. Testing site is employee's choice
 - b. Testing site is provided at the College of San Mateo for the general public and also at each campus for District employees and students.
 - c. Time allocated to testing may occur during working hours
- V. Reporting:
- a. Supervisors may develop testing schedules
 - b. Test results shall be provided to supervisor
 - c. Supervisors shall forward positive test results to:
 - i. Human Resources
 - ii. Health Branch Director

SMCCCD Students

- I. All non-vaccinated students are required to be tested every week effective at the start of the 2022 SPRING Semester
- a. Athletics and other student programs may require COVID Surveillance Testing
 - b. All Middle College students that are exempt from Vaccine Mandate must participate in testing protocol
 - c. CDC children do not need to test or vaccinate (depending on FDA authorizations)
- II. Testing shall be at no-cost to the Student:
- a. Testing site is student's choice
 - b. Testing site is provided at the College of San Mateo for the general public and also at each campus for District employees and students
- III. Reporting:
- a. Test results shall be provided to program staff and/or faculty
 - b. Staff/faculty shall forward positive test results to:
 - i. Dean
 - ii. Human Resources
 - iii. Health Branch Director

APPENDIX D: ACCESS

Access to any SMCCCD facilities and functions shall be the responsibility of access operations and shall be managed by the Public Safety Branch Director, and the Access Group Supervisor. Access serves to screen incoming occupants for signs and symptoms of COVID-19, maintain campus occupation records for contact tracing, and decrease access to those with malicious intent. Access personnel shall act kind and welcoming, but must ensure that all personnel admitted are authorized to enter the campus. **Beginning June 15, 2021 all staff (non-essential) desiring to return to work on site, may return with proof of completed vaccination** Demobilization of the Access points will be incumbent on the following:

- SMCCCD must have contact tracing and health screening capabilities without the Access point. This may include:
 - Roll/Attendance by instructors
 - Reservation system (staff, gatherings, facility rentals)
 - Time sheets/work schedules (for employees)

Health Screenings

All District occupants must complete self-health screenings prior to gaining access to District facilities. (See Health Screening SOP for further).

APPENDIX E: PPE AND FACIAL COVERINGS

Purpose

In the event of regional, national, and global emergencies, there may be an exponential increase in the demand for personal protective equipment (PPE). The intent of the following SOP is to ensure SMCCCD utilizes and rations PPE in a standardized, consistent, and apposite method. SMCCCD shall assess the hazards to which employees and students may be exposed; evaluate the risk of exposure; and select, implement, and ensure workers, students, and District occupants use controls to prevent exposure. Control measures may include a combination of engineering and administrative controls, safe work practices, and PPE. This standard operating procedure is intended to be a living document, given the ever-changing nature of novel epidemics (COVID-19).

This SOP is based on evidence of increasing occurrence of COVID-19 within the County, the Bay Area, and the United States of America, scientific evidence, and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically. **This SOP is subject to change with updated guidance from the CDC, CDPH, and the SMCHD. Changes in SOP must be communicated to all District occupants.**

Due to the outbreak of the COVID-19 virus in the general public, and now a pandemic, there is a public health emergency throughout San Mateo County. With the virus that causes COVID-19, people can be infected and contagious and not have any symptoms, meaning they are asymptomatic. People can also be infected and contagious prior to developing symptoms, the time when they are pre-symptomatic. Many people with the COVID-19 virus have mild symptoms and do not recognize they are infected and contagious, and can unintentionally infect others. The CDC, CDPH, and SMC PH have assessed that wearing a face covering, when combined with physical distancing of at least 6 feet and frequent hand washing, can reduce the risk of transmitting coronavirus when in public and engaged in essential activities. And because it is not always possible to maintain at least 6 feet of distance, members of the public and workers are required to wear face coverings while engaged in most essential activities and other activities when others are nearby. For clarity, although wearing a face covering is one tool for reducing the spread of the virus, doing so is not a substitute for sheltering in place, physical distancing of at least 6 feet, and frequent hand washing.

Background

SAN MATEO COUNTY HEALTH DEPARTMENT MASK MANDATES

On 11:59 p.m. on April 17, 2020 the Health Officer of San Mateo County placed into order (no. c19-8) requiring members of the public and workers to wear face coverings (public health emergency order). Violation of or failure to comply with this order is a misdemeanor punishable by fine, imprisonment, or both. The Health officer of the county of San Mateo's ("health officer") order of facial coverings including revisions can be found at:

https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-8_face_covering_20200417_copy.pdf?1587328957

https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-8b_face_covering_revised_final.pdf?1589988744

CDC UPDATED GUIDANCE FOR MASK USE: APRIL 27, 2021

- Gatherings indoors is allowed with fully vaccinated people without wearing a mask or staying 6 feet apart.
- Gatherings indoors is allowed with unvaccinated people of any age from one other household (for example, visiting with relatives who all live together) without masks or staying 6 feet apart, unless any of those people or anyone they live with has an increased risk for severe illness from COVID-19.
- Gathering or conducting activities outdoors is allowed without wearing a mask except in certain crowded settings and venues.

Your Activity	Fully Vaccinated People	Unvaccinated People
Walk, run, or bike outdoors with members of your household		
Attend a small, outdoor gathering with fully vaccinated family and friends		
Attend a small, outdoor gathering with fully vaccinated and unvaccinated people		
Dine at an outdoor restaurant with friends from multiple households		
Attend a crowded, outdoor event, like a live performance, parade, or sports event		

A “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A covering that hides or obscures the wearer’s eyes or forehead is not a Face Covering. A Face Covering may be factory-made

or may be handmade and improvised from ordinary household materials. The Face Covering should be comfortable, so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently, so as to avoid touching the face. Per CDC guidelines, the following are to be considered:

- Wear masks with two or more layers to stop the spread of COVID-19**
- Wear the mask over your nose and mouth, fits snugly against the sides of your face with gaps, and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do **NOT** wear masks intended for healthcare workers unless directed, for example, N95 respirators

Choosing Safer Activities

	Unvaccinated People	Your Activity	Fully Vaccinated People
		Outdoor	
Safest		Walk, run, roll, or bike outdoors with members of your household	
		Attend a small, outdoor gathering with fully vaccinated family and friends	
		Attend a small, outdoor gathering with fully vaccinated and unvaccinated people	
		Dine at an outdoor restaurant with friends from multiple households	
Least Safe		Attend a crowded, outdoor event, like a live performance, parade, or sports event	
		Indoor	
Less Safe		Visit a barber or hair salon	
		Go to an uncrowded, indoor shopping center or museum	
		Ride public transport with limited occupancy	
		Attend a small, indoor gathering of fully vaccinated and unvaccinated people from multiple households	
Least Safe		Go to an indoor movie theater	
		Attend a full-capacity worship service	
		Sing in an indoor chorus	
		Eat at an indoor restaurant or bar	
		Participate in an indoor, high intensity exercise class	

**CDC does not recommend the use of gaiters or face shields in lieu of masks. Although You can gather indoors with fully vaccinated people without wearing a mask or staying 6 feet apart, the CDC still recommends mask wearing indoors.

**The CDC recently found (February 2021) wearing a cloth mask over a surgical mask offers more protection against the coronavirus, as does tying knots on the ear loops of surgical masks. Those findings prompted recent guidance on how to improve mask fit at a time of concern over fast-spreading variants of the virus. https://www.cdc.gov/mmwr/volumes/70/wr/mm7007e1.htm?s_cid=mm7007e1_w

For as long as medical grade masks such as N95 masks and surgical masks are in short supply, members of the District should not purchase those masks as Face Coverings under this Order. Medical grade masks should be reserved for health care providers and first responders. In general, even when not required by this SOP, people are strongly encouraged to wear Face Coverings when on District grounds. Clean reusable Face Coverings frequently. Always have an extra Face Covering readily available in case a replacement is needed.

Scope

The following procedure applies to all employees and students of the SMCCCD, and shall include stipulations on purchase, care, and use of personal protective equipment (while on District Property).

Overview

1. When on campus and at the District Office, employees and students are expected to follow public health guidelines for physical distancing and face covering.
2. Care, and compliance of face coverings shall be the responsibility of the individual (employee, student, or District visitor). SMCCCD shall not be responsible for the care of face coverings.
3. SMCCCD shall maintain a central surplus of PPE in the Emergency Supply Cache for the three SMCCCD colleges and the District office. District Bookstores will also stock facial coverings for student sale, and employee provisions. PPE includes, but is not limited to, medical grade masks, gowns, eye protection, hearing protection, and latex/nitrile gloves. However, this SOP primarily addresses the use of Face Coverings.
4. PPE usage/administration shall be prioritized and authorized based on Life Safety, Incident Stabilization, and Property Conservation.

Procedure

FACIAL COVERING USE

1. All District occupants must possess a face covering while on District grounds
2. Facial coverings must be worn when:
 - a. While attending crowded outdoor events (sporting events, commencement, etc.)
 - b. Working/learning in shared indoor gathering space. Examples include:
 - i. SMAC Gym
 - ii. Pacific Dining Spaces
 - iii. Bookstores

- iv. Classrooms
 - v. Internal building corridors and hallways
 - vi. Large open group offices (District Office-main floor)
 - vii. Elevators
 - viii. Bathrooms
 - c. On all Public Safety emergency medical responses
3. Facial coverings are not required to be worn when:
 - a. In personal offices and individually occupied District vehicles
 - b. In shared smaller offices, District vehicles, and work spaces where all employees have been vaccinated, and/or are subject to surveillance testing (Fall 2021)
 - c. Attending small outdoor gatherings with fully vaccinated and unvaccinated occupants
 - d. Participating in all outdoor recreation
 - e. Participating in defined athletic engagements
4. The District shall take reasonable measures, such as posting signs, to remind their occupants and the public of the requirement that they wear a Face Covering as appropriate while on District grounds in accordance with San Mateo County Health mandates and/or CDC guidance. Other measures include but are not limited to:
 - a. prohibit any member who is not wearing a Face Covering from entering and remaining in District facility
 - b. prohibiting individuals from entering district property who do not comply with Face Covering protocols
5. The EOC Health Branch Director (HBD) shall ensure that all personnel that are issued PPE have been trained on the following:
 - a. Applicable OSHA standards
 - b. The nature of the event (dangers)
 - c. Routes of exposures
 - d. Safe donning and doffing procedures
 - e. Safe storage of PPE
 - f. Limitations and lifespan of PPE
 - g. Reporting PPE malfunctions and/or exposures
 - h. Procedures for waste, and decontamination
6. The Health Branch Director (HBD) shall determine the appropriate level of PPE required consistent with national, state, and local agency directives.
7. Medical grade respiratory protection for COVID-19 is only required by employees during aerosol-generating procedures, such as sputum induction or open suctioning of airways. They also should be worn when collecting respiratory specimens, although face masks are acceptable during this procedure if necessary
 - a. N-95 masks are not required for routine interactions with others in non-health care functions
 - b. Face Coverings, in combination with appropriate physical distancing (at least six feet apart) are sufficient for personnel interacting with students, staff, and faculty in performing non-medical procedures

- c. Public Safety officers shall utilize full PPE when responding to high risk COVID-19 related emergencies (Medical grade mask, nitrile gloves, and eye protection)
5. PPE shall only be issued by, or in conjunction with the HBD
6. All SMCCCD PPE requested for mutual aid by outside agencies shall be approved by the EOC Director/Incident Commander
7. Records of SMCCCD PPE distribution shall be forwarded to the Logistics Section Chief, and the Finance Section Chief
8. No PPE shall be exploited for non-essential health functions during emergency events

DISTRIBUTION

One-time distribution of reusable cloth face coverings for employees is available from College Bookstores and the Campus Public Safety Offices Office, should employees not have their own face covering. Managers should work with their supervisors to assess when additional Personal Protective Equipment (PPE) is required for employees as necessary for their job functions.

Faculty will wear a face covering in the classroom. If a faculty is not able to wear a face covering, a face shield will be provided upon request.

Because of limited supplies, upon request, each employee will be provided with up to two reusable face coverings. Employees are encouraged to bring their own face coverings. Reusable face coverings will not be provided to students but will be available for purchase at campus bookstores. OES supplied surgical masks will be available at no cost in all College Bookstores as well.

PROTOCOL ACCOMMODATIONS:

Employees who are not able to wear a face covering are encouraged to discuss their concerns with their supervisor, who will then refer them to District Human Resources or the Health Branch Director for the accommodation process. All students and employees must wear a face covering to enter classrooms and all college buildings. Students and employees who have medical exemptions and who are not able to wear a face covering should be referred the Health Branch Director for assistance. If a student refuses to comply with safety protocols, they should be referred to the College VPSS and VPAA, and shall not be permitted in class until resolved.

APPENDIX F: SOCIAL DISTANCING

Background

The colleges of the San Mateo County Community College District (SMCCCD) – Cañada College, College of San Mateo, and Skyline College – are designated as “Essential Businesses” (as defined in Section 13.f.xv of the San Mateo County Health Officer’s Order No. c19-5c, dated April 29, 2020 (“Order No. c19- 5bc”).

As a condition of operating under this Order, the SMCCCD must prepare or update, post, implement, and distribute to their personnel and all occupants a Social Distancing Protocol for each campus and facility in the District frequented by personnel, students or members of the public, as specified in Section 16.h of the Order. The following SOP shall serve as a living document to guide and assist all District personnel to protect life, and slow the communal transmission of COVID-19.

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Studies indicate that people who are infected but do not have symptoms also play a role in the spread of COVID-19.

It may be possible that a person become infected by COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sun light and humidity. Social distancing helps limit contact with infected people and contaminated surfaces.

Definition and scope

Social distancing, also called physical distancing, is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. For the purpose of this SOP, social distancing measures shall include the following procedures and attachments:

- Social Distance Media Campaign:
 - ✓ Digital Signage
 - ✓ COVID Website
 - ✓ A-Frames Signage
 - ✓ Ground Adhesives denoting distancing markers
 - ✓ Email/Text/Voice Notifications
 - ✓ Posters and all printed District Social Distance Media
 - ✓ Video tutorials
- The use of barriers/cordons to preclude occupants from gathering
- The utilization and installation of transparent barriers for forward facing employees

- The reconfiguring of learning accommodations to ensure social distancing requirements
- The suspension and/or modification of face to face instruction that cannot meet social distancing requirements
- Enforcement of Social Distance Procedures
- ADA compliance
- **APPENDIX A (COUNTY): Social Distancing Protocol (Updated December 22, 2020)**

Procedure

ACTIONS

1. Social Distancing for the Fall of 2021 will adhere to Local, State, and Federal guidelines.
2. All in-person instruction seating will require 6 feet of social distancing
3. Employees do not need to social distance when:
 - a. In employee only locations
 - b. In employee to employee interactions
 - c. In shared offices
 - d. Exempt by CAL-OSHA
4. Employees need to social distance when:
 - a. Interacting with students
 - b. Interacting with the surrounding community
 - c. When asked to by fellow occupants
5. Facility occupancies shall have posted COVID operating occupancies. This shall include:
 - a. Bathrooms
 - b. Elevators
 - c. Classrooms
 - d. Office spaces
 - e. SMAC
6. All employees and students may request personal space when interacting in-person. District community members shall respect each other's space, and express empathy and compassion congruent to our Student First maxim.

AWARENESS CAMPAIGN

All District communications shall be under the purview of the Emergency Operation Center (EOC) Public Information Officer (PIO). The intent of single stream communications is to provide timely and accurate information, and to avoid duplication of effort, communication fatigue, and false/inaccurate communications. All PIO communications shall be vetted by the EOC Director and approved by the EOC Liaison to the EOC Policy Group.

The PIO shall be responsible for:

- ✓ Designing/approving all District social distancing signage
- ✓ Designing/approving all floor adhesive signage
- ✓ COVID Website information regarding social distancing

- ✓ Creation of video/audio media

BARRIERS / CORDONS

Barriers or cordons may be placed to prevent entrance to locations where gatherings of District occupants are common practice. Barriers may consist of caution tape, staffed security, gates, etc., and shall be placed under the direction of the Operations Section Chief of the EOC. Obligations and possible mandates from state and local governments shall inform SMCCCD; however, SMCCCD will continue to operate with a discipline focused on campus health, and will not compromise District occupant health for instruction nor business sales. Locations where barriers may be placed shall include, but are not limited to:

- ✓ Common interior/exterior eating/dining spacing
- ✓ Theaters/stadiums/waiting rooms/bookstores/libraries/breakrooms/cafeterias
- ✓ Locker rooms
- ✓ Meeting rooms

TRANSPARENT BARRIERS

Antimicrobial curtains and/or barriers serve as a barricade to encumber the transmission of COVID-19, and other contagion viruses. The SMCCCD may place barriers in District locations where social distancing is desired but cannot be accomplished due to the forward-facing modality of the work assignment of distinct District employees. Locations for installations of these barriers shall be determined by the Physical Space Assessment Teams which includes College VPAs, Facility Leadership, and the Office of Emergency Management. Barriers shall be standardized across District campuses, and all purchases must be approved by the Logistics Section and Finance Section Chiefs. Requests for barriers from employees must be sent to the designated VPA, and approved by the Social Distance Committee before the request is forwarded to the Logistics Section Chief.

MODIFICATIONS TO THE LEARNING ENVIRONMENT

In the event that the San Mateo County Health Department mandates that all classroom activities be required to maintain six feet of distance between classroom occupants, SMCCCD will implement a standardized approach to reduce the occupant load in each instructional space to abide by any and all County Health Orders. The following are possible methods to reduce occupant load and maintain social distancing requirements (decision making shall be made through the Social Distancing Committee):

- ✓ Limit number of individuals within defined spaces. Migrate designated classrooms to alternate locations that offer increased square footage
- ✓ Cover/remove/cordon chairs to deny proximal learning milieus (i.e. block every other chair, etc.)
- ✓ Place ground markings to demarcate social distancing barriers within the learning environment

ENFORCEMENT OF SOCIAL DISTANCE PROCEDURES

Social distancing serves to protect all District occupants, and is applied to preserve life, health, and instruction. Violation of the protocol jeopardizes essential District instruction, business, and wellbeing. Moreover, the protocol may be mandated by the local, state, and federal governments, and the San Mateo County Community College District will not compromise the safe of the community. The following measures may be taken to enforce compliance:

- ✓ Signs shall be printed and posted in all District facilities where social distancing is required
- ✓ Markers will be placed on the floor denoting 6 feet in locations where lines or gathering may take place
- ✓ Public Safety will be responsible for enforcing the social distance protocol
- ✓ Faculty and staff will be responsible for advising students and fellow employees
- ✓ The failure to comply may result in the escalation to the related campus supervisor
 - Formal code of conduct inquiry shall be completed
 - Results may lead to formal discipline
 - Record keeping shall be maintained throughout all disciplinary proceedings

ADA COMPLIANCE

The San Mateo County Community College District strives for inclusion and equity. SMCCCD will not compromise at-risk or vulnerable populations to infection, and shall make the protection of those with disabilities an absolute priority consistent with the District's EOP (Emergency Operations Plan). All persons with Disabilities shall be given reasonable accommodations within all measures to prevent the spread of COVID-19.

A **reasonable accommodation** is a change in the work environment that allows an individual with a disability to have an equal opportunity to apply for a job, perform a job's essential functions, or enjoy equal benefits and privileges of employment.

An accommodation poses an **undue hardship** if it results in significant difficulty or expense for the employer, taking into account the nature and cost of the accommodation, the resources available to the employer, and the operation of the employer's business. If a particular accommodation would result in an undue hardship, an employer is not required to provide it but still must consider other accommodations that do not pose an undue hardship. Generally, the ADA requires employers to provide reasonable accommodations for known limitations of applicants and employees with disabilities

SMCCCD may make inquiries that are not disability-related. An inquiry is not disability-related if it is designed to identify potential non-medical reasons for absence during a pandemic (e.g., curtailed public transportation) on an equal footing with medical reasons (e.g. chronic illnesses that increase the risk of complications). The inquiry should be structured so that the employee gives one answer of "yes" or "no" to the whole question without specifying the factor(s) that apply to him. The answer need not be given anonymously.

MEASURES TO PROTECT THE DISTRICT'S DISABLED AND/OR VULNERABLE POPULATIONS

SMCCCD is aware that some employees and students may be at [higher risk for serious illness](#), such as [older adults](#) and those with chronic medical conditions. SMCCCD shall minimize face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from their workers, customers and visitors, or to telework if possible. Other measures to protect the disabled community shall include:

- ✓ Limiting elevator use for people with disabilities
- ✓ Arranging modified instruction, work, or telework

- ✓ Providing sanitizers and hand cleansers
- ✓ Providing PPE
- ✓ Providing medical counseling
- ✓ Modifying social distance requirements for aids that are required for mobility, access, etc.

For current Social Distancing County Protocol, visit San Mateo County Public Health, Policy & Planning

<https://www.smchealth.org/division-public-health-policy-and-planning>

APPENDIX G: RESPONDING TO COVID-19

Purpose and Scope:

The following Standard Operating Procedure (SOP) shall delineate response, mitigation, and reporting on occasions when students, staff, and faculty have COVID-19 signs and symptoms, test positive for COVID-19, exclusion of COVID cases, and when such persons may refuse to leave class or campus. This SOP will also define exposure, and isolation/quarantine stipulations. Although the SMCCCD health screening protocol mandates self-checks 24 hours prior to campus entry, it may be possible for occupants to develop signs and symptoms once on District grounds. It is imperative that SMCCCD maintain intuitive procedures for all occupants to reduce the spread of the Virus, to protect life, and maintain instructional continuity. The subsequent SOP shall maintain the following Scope:

- Definitions
- Identifying COVID-19 signs/symptoms
- Testing
- District Emergency Action Plan for Suspected or Confirmed COVID-19 Cases
- Isolation Parameters
- Instructional/Operational Continuity
- Isolation Procedures
- Exclusion of COVID-19 cases
- Removal of person/s from campus
- HIPPA compliance
- Prevent the Spread of COVID-19 if You are Sick Document from CDC

Definitions

- **Exposure:** A potential exposure means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" regardless of the use of face coverings. Use of facial coverings does not impact exposure determination per San Mateo County Health Department. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic. Any duration of exposure should be considered prolonged if the exposure occurred during performance an aerosol-generating procedure (AGP).
- **Exposure Risk Level:**
 - **"Low"** risk means persons were in minimal contact with the individual and do not need to quarantine or isolate.
 - **"Mid"** means persons came into contact with the individual for a long enough duration or were at close enough proximity to require self-quarantine at home.
 - **"High"** risk means that there is a high-probability person who came into contact with the individual were exposed to the virus. The Health Branch Director and County Health will instruct these persons on subsequent actions. This includes Persons who develop COVID-19 symptoms from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. This period also includes persons who test POSITIVE but are ASYMPTOMATIC from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

- **Close Contact:** Having *close contact within 6 feet of an individual for greater than 15 minutes with confirmed or suspected COVID-19*. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic or tested positive.
- **Aerosol-generating procedures (AGPs):** Aerosol-generating procedures are procedures performed on patients that are more likely to generate higher concentrations of infectious respiratory aerosols than coughing, sneezing, talking, or breathing. These AGPs may put healthcare workers (HCWs) at an increased risk for exposure and infection.
- **Quarantine:** refers to the practice of separating individuals who have had close contact with someone with a contagious disease such as COVID-19 from others. This is meant to interrupt disease transmission as people can be contagious before they develop symptoms and in the case of COVID-19 can be contagious without ever developing symptoms. People who are in quarantine should stay home until it is safe for them to be around others. They should stay home, separate from others, and monitor their health. 14-day quarantine is ideal and is still recommended for all close contacts per San Mateo County Health. However, If quarantining for 14 days is a hardship, individuals may be allowed to end quarantine after day 10 WITHOUT testing.
https://www.smchealth.org/sites/main/files/file-attachments/smc_covid-19_release_from_quarantine_guidance_01-07-2021.pdf?1610441376
- **Isolation:** used to separate people infected with a contagious disease (such as those who are sick with COVID-19 and those who have tested positive for COVID-19 but do not have any symptoms) from people who are *not* infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, sick/infected individuals should separate themselves from others by staying in a specific “sick” room or area and using a separate bathroom if available. Individuals will be directed to isolate for a minimum of 10-days.

Identifying COVID-19 Signs/Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

The San Mateo County Health Department has implemented a COVID-19 recommendations checklist for K-12 and applicable school-based programs outlining protocols, control measures, and recommendations. The following chart provides guidance for determining confirmed and suspected cases of COVID-19 infections:

- Confirmed Case of COVID-19 Infections: Individual with positive COVID-19 molecular amplification laboratory testing results (e.g., PCR) or positive antigen testing result.
- Note: Serology/antibody testing results are not currently used to diagnose COVID-19.

In the absence of a more likely diagnosis:		
At Least 1 of the following criteria	OR At Least 2 of the following criteria	
<ul style="list-style-type: none"> • Fever (temperature ≥ 100.4°F / 38°C or subjective fever) AND cough (new or change in baseline) • Fever (temperature ≥ 100.4°F / 38°C or subjective fever) AND shortness of breath or difficulty breathing (new or change in baseline) • New loss of taste or smell (i.e., new olfactory or taste disorder) • Painful purple or red lesions on the feet or swelling of the toes ("COVID toes") • Pneumonia (or clinical exam or imaging) • Acute Respiratory Distress Syndrome (ARDS) 	<ul style="list-style-type: none"> • Fever (temperature ≥ 100.4°F / 38°C or subjective fever) • Chills • Repeated shaking with chills (rigors) • Cough (new or change in baseline) • Shortness of breath or difficulty breathing (new or change in baseline) • Chest pain with deep breathing • Sore throat • Hoarseness 	<ul style="list-style-type: none"> • Muscle pain (myalgias) • Malaise or fatigue • Abdominal pain • Loss of appetite • Nausea • Vomiting Diarrhea • Headache • Altered mental status (e.g., confusion) • Conjunctivitis or "pink eye" • Rash

https://www.smchealth.org/sites/main/files/file-attachments/covid-19_recommendations_checklist_for_schools_9.8.2020_0.pdf?1600278794

Testing

The SMCCCD shall establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department. ***The District shall also implement COVID Surveillance Testing (See Appendix C).*** The following testing actions occur when there has been a COVID-19 case at the place of employment:

- The District shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s)
- COVID-19 testing shall be provided at no cost to employees during their working hours who had potential COVID-19 exposure in the workplace
- Provide all employees with information on benefits
- All employees in the exposed workplace shall be offered weekly testing.
- Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- SMCCCD shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department
- SMCCCD shall provide additional testing when deemed necessary by the governing body through the Issuance of Order to Take Special Action

Local Testing Facilities

The SMCCCD has partnered with San Mateo County Office of Emergency Services (SMCOES). This partnership has manifested centralized COVID-19 testing at the College of San Mateo. Contracted testing will be managed through Unified Command with SMCOES and Optum Health. District personnel and students shall have allocated testing at no costs.

The District also has procured testing for each college to conduct surveillance testing for employees and students exempt from vaccination policy, and for student athletes. Further and current testing information, including college testing locations, shall be maintained on the SMCCCD C-19 website.

Testing Considerations

- Recommend student and employee to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19
- Recommend all students and employees to report either their own positive COVID-19 test results, or that of a household member or non-household close contact, to the Health Branch Director as soon as possible
- The District will maintain strict HIPPA compliance and will maintain due diligence to protect their community from COVID spread with medical reporting data.
- The District shall maintain its Student First Mission, and shall create policy and protocol in alignment with equity minded solutions
- The District shall align with CAL OSHA, SMCH, CDPH, and all applicable legislation
- All testing requirements shall be verified with the appropriate governing authority

District Emergency Action Plan for Suspected or Confirmed COVID-19 Cases

CONTACT INVESTIGATIONS

The SMCCCD shall:

- Determine the day and time the COVID-19 case was last present and,
- To the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and
- The date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- Give notice of the potential COVID-19 exposure,
 - Must be within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case
- Offer COVID-19 testing information
 - No cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace
 - Provide employees with information on benefits
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure
- Identify measures to reduce exposure to COVID-19 hazards
- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.
- Emergency Action Plans (EAPs) may vary based on virus discoveries. All isolations and quarantines shall be verified with the LHD by the HBD.
- The HBD shall collaborate with the District Safety Officer with any conflicting guidelines, or in unusual/unique exposures.

WHO NEEDS TO QUARANTINE?

People who have been in close contact with someone who has COVID-19—***excluding people who have had COVID-19 within the past 3 months or who are fully vaccinated.***

- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms

What Counts as a close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to Take: Stay at home and monitor your health:

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

After stopping quarantine, you should:

- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash your hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

Confirmed and suspected cases of reinfection of the virus that causes COVID-19

- Cases of reinfection of COVID-19 have been reported but are rare. In general, reinfection means a person was infected (got sick) once, recovered, and then later became infected again. Based on what we know from similar viruses, some reinfections are expected.

- ***CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. CDC will continue to evaluate new information and update recommendations as needed.***
- ***Individuals who are 2 weeks post their completed COVID-19 vaccination series (2 doses for Pfizer and Moderna OR single dose Johnson & Johnson Janssen) are exempt from quarantine guidelines. Isolation directives still apply if the individual exhibits symptoms and/or tests positive for COVID-19.***

APPENDIX H: SANITIZATION

Background

The colleges of the San Mateo County Community College District (SMCCCD), Cañada College, College of San Mateo, and Skyline College, are designated as “Essential Businesses” (as that term is defined in Section 15.f.xiv of the San Mateo County Health Officer’s Order No. c19-5f, dated June 4, 2020 (“Order No. c19-5f”).

Obligations and possible mandates from state and local governance shall inform SMCCCD, however, SMCCCD will continue to operate with a discipline focused on campus health, and will not compromise District occupant health. Campus occupancy load is calculated by the ability of the District to provide resources and staffing levels so that Facilities Custodians effectively clean, sanitize, and disinfect occupied areas of the campus and District office buildings. The following procedure shall serve as a living document to guide, inform, and assist all District personnel in community cleaning, sanitization, and disinfection processes that will help to protect life and slow the communal transmission of COVID-19.

It may be possible that a person become infected by COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as surface material type, sun light, and humidity. Regular sanitization and disinfection of horizontal, vertical, and high use surfaces are proven to slow communal transmission of COVID-19.

Implemented campus access control policies, procedures, and record keeping informs Facilities of occupied areas. Refer to the District’s Access Standard Operating Procedure for process and details. Understanding which areas on campus have been occupied allows the Custodians to focus their professional cleaning, sanitizing, and disinfecting efforts on those specific areas. This results in a more directed, comprehensive, and effective approach to those targeted cleaning strategies.

In addition, to professional cleaning by the District’s custodians, all people working at, learning at, and visiting the campuses are expected to assist in slowing the spread of COVID-19 by practicing physical distancing, engaging in effective hygiene practices, and sanitizing furniture and equipment they use.

Definition and Scope

Cleaning, sanitization, and disinfection, are a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by reducing the level of contagion, also known as pathogens, virus, or germs, on surfaces.

- Cleaning refers to the physical removal of visible dust, dirt, and debris from surfaces and spaces by mechanical, manual or chemical methods, including scrubbing, washing, and rinsing.
- Sanitization refers to the treatment of cleaned surfaces with a chemical, physical agent, or process that will dramatically lower the number of pathogens, virus, or germs, on said surfaces to a safe level.

- Disinfection is the process to destroy or inactivate viruses, bacteria, and fungi on surfaces by means of chemicals or other processes.

For the purpose of this procedure, cleaning, sanitation, and disinfection measures shall include the following processes, procedures, and attachments:

- Cleaning and disinfection processes and frequencies of high use and community spaces and touch points. Examples include:
 - ✓ Restrooms—fixtures, door hardware, and all horizontal and vertical surfaces
 - ✓ Breakrooms, work rooms, and conference rooms, reception areas, lobbies etc.
 - ✓ Community area door hardware, handrails, light switches, public phones, water fountains, elevator buttons, etc.
- Cleaning, sanitization, and disinfection processes and frequencies of faculty and staff offices, equipment, and other community spaces
- Cleaning, sanitization, and disinfection processes and frequencies of classrooms, labs, and associated equipment
- Disinfection procedure for an area occupied by a person with confirmed COVID-19
- Disinfection procedure for an area occupied by a sick person
- Procurement and distribution of sanitizing wipes and hand sanitizing products
- Strategy for addressing and cleaning water fountains and bottle fillers
- Reference to—APPENDIX A: Social Distancing Protocol (SMC Revision June 17, 2020)

The Facilities Director of Maintenance and Operations reviews and approves cleaning, sanitizing, and disinfecting processes. To ensure effective implementation of this procedure, the Director will inform District and college leadership of the threshold ratio relating to Custodial cleaning staff and available cleaning supplies to the occupied building spaces that require this specialized cleaning. The capacity in which District facilities are occupied is determined by Facilities Custodians ability to effectively clean, sanitize, and disinfect as outlined in this procedure.

In alignment with Center for Disease Control (CDC) mandates and recommendations for cleaning, sanitizing, and disinfecting for protecting against COVID-19, the campus Facilities Managers and Custodial Supervisors will develop effective cleaning, sanitization and disinfection procedures. In addition, Facilities Managers and Custodial Supervisors will

- Inform and train all Custodial cleaning professionals of the cleaning, sanitization, and disinfection strategies and requirements outlined in this procedure, so they may perform safely and effectively
- Ensure adequate staffing to carry out all cleaning, sanitization, and disinfection strategies outlined in this procedure
- Provide appropriate personal protective equipment (PPE) to ensure the safety of the Custodial staff
- Research and procure any required special tools or equipment necessary for the implementation of the cleaning, sanitizing, and disinfecting procedures effective against COVID-19

- Research and inform General Services of specific hospital grade sanitizing or disinfection products effective against COVID-19 required for procurement and/or procure those products themselves
- Enforce adherence to Federal, State, local, and District laws, policies, and procedures as appropriate
- Adhere to and enforce the completed District APPENDIX A: Social Distancing Protocol

District Custodians hold the Basic Custodial Certification professional credential, from ISSA's Cleaning Management Institute. This credential covers advanced procedures in custodial/housekeeping operations as set forth by the Cleaning Management Institute. District Custodians will adhere to all Federal, State, local and District laws, policies, and procedures while they perform effective cleaning, sanitization and disinfection procedures against COVID-19.

All people working and learning on the campuses will participate in sanitizing/disinfecting of the work surfaces and specialized equipment they use.

Cleaning, Sanitization, and Disinfection of High Use and Community Spaces

Occupied high use and community spaces and touch points are cleaned and disinfected daily (Monday-Friday and/or when otherwise specially scheduled) with hospital grade disinfectants effective against COVID-19, by the District's professional Custodial team. Examples include:

- ✓ Restrooms—fixtures, door hardware, and all horizontal and vertical surfaces.
- ✓ Breakrooms, work rooms, and conference rooms, reception areas, lobbies etc.
- ✓ Community area door hardware, handrails, light switches, public phones, water fountains, etc.

Custodians first clean the space by removing visible dust, dirt, and debris. This is accomplished by mopping, dusting, vacuuming, washing floors, extracting carpets, etc. Concluding the cleaning process, Custodians will apply appropriate disinfectants and allow these disinfectants to dwell to achieve maximum results.

Sanitization of Faculty and Staff Offices

Facilities Custodians Role: The Custodians are very respectful of the personal work environments where people work on the campus. Without disturbing the office occupant's furniture, equipment, work on desks, and/or personal possessions, District Custodial staff will perform standard cleaning of occupied offices and disinfection of door handles daily. Regular service includes the

- daily recovery of trash and recycling
- weekly vacuuming and dusting
- as needed cleaning of windows and window coverings, fixtures, and other surfaces to remove visible dust and dirt, etc.

Office Occupant Role: During the pandemic state of emergency, all people working on campus are required to participate in the mitigation of disease transmission. To accomplish this, office and work area occupants are responsible to regularly clean and sanitize their:

- office equipment, i.e. phone, computers, keyboards etc.
- furniture, i.e. desk surface chair backs and arm rests
- personal possessions
- specialized equipment

Office occupants may have their offices fully detail cleaned and disinfected by the Facilities Custodial team no more than monthly or if a qualifying event requires it, i.e. a sick person was in the office. This service may be requested via the Facilities Helpcenter work order process. In order for the Custodial team to perform the work, the desk and associated furniture must be clear of all work and personal belongings.

Disinfection Procedure for an Area Occupied by a Person with Confirmed Covid-19

Upon confirmation of suspected contamination, immediately restrict access to the space. Allow the space to lay SPRINGow for 24 hours or as long as practical before beginning cleaning and disinfection.

Note that Custodial staff may need to move work, equipment, and personal belongings of the office occupant to effectively clean and disinfect the space.

Ensure adequate ventilation when cleaning. Run the air handling system during the time the space lays SPRINGow, during the disinfection process, and for the following 24 hours after cleaning. Apply professional cleaning techniques consistent with Center for Disease Control and industry standards to all cleaning processes as referenced here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility
 - Isolate areas visited by the ill persons. When possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait as long as practical before beginning cleaning and disinfection.
 - Cleaning staff shall clean and disinfect all areas the ill person came in contact with. This includes offices, restrooms, common areas, and shared electronic equipment used by the ill person(s), focusing especially on frequently touched surfaces.
 - If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.
- At a minimum, Custodial staff will wear PPE appropriate for cleaning and consistent with CDC guidelines and in alignment with the SMCCCD PPE Use Policy. The CDC says, Personal Protective Equipment (PPE) and Hand Hygiene:

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
 - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
 - Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
 - Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
 - Disinfect the space to reduce the potential of disease spread
 - Per manufacturer's instructions, use a hospital grade disinfectant to disinfect all surfaces the infected person came in contact with.

Disinfection Procedure for an Area Occupied by a Person Who Went Home Sick

On occasion, a person may feel ill and need to leave work to go home. Regardless of the illness, the office or occupied space will be cleaned and disinfected. The ill person or a person in the service area will close and isolate the office or space and notify the Health Branch Director (HBD). The HBD will assess the situation to determine isolation timeframe for office or space. Subsequently a work order will be submitted via the Facilities Helpcenter work order request system to alert the Custodial team that the office or space needs to be disinfected. The Custodial team will clean and disinfect the office and other areas in which the person came in contact. If the office is shared or there are adjacent workstations, that furniture and those spaces will also be cleaned and disinfected.

Procurement and Distribution of Sanitizing Wipes and Hand Sanitizers

During the pandemic state of emergency, all people on the campuses are required to participate in slowing the spread of COVID-19 by regularly sanitizing and disinfecting workstations, personal items, and community equipment. The constant cleaning and sanitizing of community classroom, lab, and office equipment is essential to mitigate disease transmission.

In addition, when handwashing is not immediately available, the use of hand sanitizers serves as an acceptable alternative to help slow the communal transmission of COVID-19.

During the pandemic state of emergency, the District will procure and supply additional hand washing supplies, hand sanitizer and dispensers, and sanitizing wipes and dispensers. Hand sanitizer and wipe dispensers are installed in occupied buildings deemed necessary for the continuation of essential business functions.

The District uses sanitizers and disinfects in alignment with the Environmental Protection Agency's list of Disinfectants for Use Against SARS-CoV-2 (COVID-19): <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Faculty, staff, students, and campus visitors have access to hand sanitizer and disinfecting wipes via dispensers placed in community accessible spaces—examples include lobbies, corridors, classrooms, work rooms, etc.

- Hand Washing: Nearly all buildings on the campuses are equipped with restrooms. Hand washing may be accomplished in all restrooms and breakrooms. In addition, some classrooms/labs are equipped with sinks. Hand washing may also take place in those rooms. The expectation is that people will frequently wash their hands to ensure good hand hygiene.
- Hand Sanitizer: Hand sanitizer is available in dispensers located inside building entrances, along building corridors, in lobbies, and at the entrances of programmatic spaces. The expectation is that people will sanitize their hands upon entering the building.
- Disinfecting Wipes: Disinfecting wipes are available in essential classrooms and labs, occupied program suites, occupied building reception areas, and workrooms/breakrooms of occupied buildings. The expectation is that people will retrieve sanitizing wipes from the community dispenser and take it to their work/learning station to sanitize the work/learning stations before and after using it.

The District's Custodial staff will regularly service and stock community District supplied handwashing facilities, hand sanitizing dispensers, and disinfecting wipe dispensers. Should faculty or staff observe a restroom needing service or an empty dispenser, submit a facilities work order via the Facilities Helpcenter on the District's portal.



At their own expense and for convenience, individual people or departments may elect to procure and/or provide their own personal containers of hand sanitizer and sanitizing wipes. If electing to provide their own hand sanitizer or disinfecting wipes, departments and individuals must use products designated as effective against COVID-19 as defined by the Center for Disease Control.

APPENDIX I: CHILD DEVELOPMENT CENTERS

CHILD DEVELOPMENT CENTERS (CDCs)

The CDCs shall develop specialized COVID recovery plans inherent to child care operations. All CDC staff must be immunized ten (10) days prior to returning to onsite work. Employees that meet SMCCCD exemptions must be tested at least once a week. Guidance for plan creation can be located at the CDPH website *COVID-19 UPDATE GUIDANCE: Child Care Programs and Providers* at <https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>. These plans shall be created, and presented to the EOC for approval prior to return to in-person operations. Resumption of on-site operations shall be the start of the ***Fall 2021 Semester***. These plans shall address the following requirements set forth by the CDPH:

- I. Planning
 - a. Establish plans for sharing information and guidelines with parents and caregivers in their preferred language.
 - b. Train all staff and communicate with families on the following:
 - i. Enhanced sanitation practices
 - ii. Physical distancing guidelines
 - iii. Proper use, removal, and washing of face coverings
 - iv. Personal hygiene
 - v. Screening practices
- II. Cleaning: See Appendix G: Sanitization
- III. Hygiene
 - a. Implement and enforce strict handwashing guidelines for all staff and children. Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. It may be helpful to sing a 20-second song while children wash.
 - b. Use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
 - c. Teach children to avoid contact with one's eyes, nose and mouth, and use tissue to wipe their nose and to cough/sneeze inside their elbow. Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
 - d. Discontinue brushing teeth during class.
 - e. All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others. Personal toys and blankets should either be sent home with the family each day or washed daily by the provider.
 - f. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.
- IV. Arrival Procedures

- a. If a parent/caregiver is entering the classroom, ask them to wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and as soon as they get home.
 - b. Ask parents/caregivers to meet at the facility entryway for pick-up and drop-off of children whenever possible and to be as brief as possible.
 - c. If parents/caregiver must enter, ask them to enter and exit the room one person at a time to allow for social and physical distancing. Consider asking them to wear face coverings.
 - d. Ask parents/caregivers to bring their own pens when signing children in and out. When that is not possible, collect pens immediately after a single use, deposit them in the cleaning area, and provide a sanitized pen.
 - e. Install hand sanitizers, out of the reach of children, near all entry doors and other high traffic areas.
 - f. Take steps to reduce contact between children and adults, including other children's parents during pick-up/drop-off, classroom visits, volunteers.
 - g. If possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating those at high risk.
 - h. Consider staggering arrival and drop off times.
 - i. Consider designating a staff member from each class to escort in or out of facility (if parent/caregiver are comfortable with this option) and signing their child in and out for arrival.
- V. Health Screening
- a. Providers must implement screening procedures for all staff and children before they enter the facility. Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Exclude anyone who has an affirmative response on any of these points.
 - b. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - c. Conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
 - d. Take children's temperature each morning with a no-touch thermometer. If a thermometer requiring a touch-method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected. Thermometers must be properly cleaned and disinfected after each use.
 - e. Monitor staff and children throughout the day for signs of illness; send home children 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.
 - f. Child care programs must exclude any child, parent, caregiver, or staff showing symptoms of COVID-19. Staff should discuss with parent/caregiver and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude.

APPENDIX J: INSTRUCTION AND STUDENT SERVICES

METHODOLOGY

Continuity of instruction and student services shall be commanded through the respective Continuity of Instruction Branch Director (COI-BD), or Continuity of Student Services Branch Director (COSS-BD). The COI-BD, or COSS-BD may utilize participatory governance methodologies outside of the EOC to inform Branch decision making. Proposals for the modality of instruction or student services remain the responsibility of the COI-BD (with approval from Policy Group and Board of Trustees). In-person instruction and essential support services necessary to support courses will be prioritized based on essential worker training, difficult to teach remote courses, or difficult to remotely provide essential support services.

Approval Processes for Summer and Fall 2021:

The EOC shall review ALL instruction and student services programs, processes, and courses prior to migrating instruction or student services modality. The COI-BD or COSS-BD shall make a determination of qualified instruction and student services programs, processes, and courses that align with Federal, State, and County health guidelines. In the case that no stipulation is made at the national, state, or local level of governance, the COI-BD or COSS-BD will make every attempt to parallel face-to-face qualifications to vocational manifestations in the County's business sector. For example, if hair salons are allowed to open within the County, the COI-BD may suggest the return of courses within the Cosmetology Program. The following steps outline the EOC Approval Process:

- I. The COI-BD and COSS-BD shall collaborate with Academic and Classified Senate, Policy, and the OPS Section Chief to determine qualified programs, process, and courses.
- II. Assigned Deans shall receive a template for on-site instruction planning.
- III. The OPS Section Chief will schedule Program/Course Leads to present their face-to-face instruction or student services plans. Plans must include the following:
 - a. Course Name, Section, Description or Program/Process Name and Description
 - b. Location (Building, Classroom, Campus)
 - c. Start and end times
 - d. Parking
 - e. Sanitization equipment needed
 - f. Required Signage
 - g. Occupancy (Social Distancing Requirements)
 - h. PPE needed
 - i. Entry/Egress
 - j. Proof of Space Assessment
 - k. Required COVID training completion
- IV. Course/Program Lead shall present in front of OPS
 - a. All Branches must approve the face-to-face instructional plans
 - b. Safety and EOC Director shall approve the face-to-face instructional plans
- V. Instruction may begin when approved by Policy and the EOC
- VI. EOC course approval will no longer be required after Fall 2021

APPENDIX K: NON-INSTRUCTION

Services and activities classified outside of instruction and student services will be considered based on California's Blueprint for a Safer Economy tier system, Beyond the Blueprint Protocols, and San Mateo County's guidance (Office of Emergency Services/ Public Health). District priority for instruction and student services, as well as other priority operation commitments, will be factored into a final determination.

While restrictions cannot be predicted at any given time, allowance for approved scheduled events will take place commensurate to appropriate real time conditions. Continual assessment will occur through the Emergency Manager and Emergency Operation Center team. Event leads will be contacted as soon as possible if an event cannot be conducted due to County restrictions. Reservation cancellations due to these restriction uncertainties will be honored.

Methodology

The approval process noted for instruction and student services shall serve for operations defined as gatherings and facility rentals. Gatherings, for the purpose of this plan, shall be defined as "An assembly or meeting, which may be social, festive, or instructional, held for a specific purpose with more than five (5) people for inside use, and more than (10) for outside use. CDC continues to recommend that large gatherings be avoided, particularly those in which physical (social) distancing cannot be maintained between people who live in different households. This guidance is intended for those who are planning a large event or a standard District sustained operation, such as Learning Centers, Food Services, Child Development Centers, festivals, conferences, dog training, weddings, and all other facility rentals. Individuals seeking recreation on District grounds (track, tennis courts, etc.) do not need to present plans to OPS for site use. However, recreational gatherings of more than 10 people on District Grounds, must receive prior approval to ensure separation from other District owned operations and facility rentals, and to ensure proper Public Safety regulation.

Staff (Non-Essential)

Effective JUNE 15th, 2021 all staff employees who can provide proof of vaccination (with second immunization for Pfizer/Moderna, and only vaccination for Johnson & Johnson) on/before ten (10) days prior to return, may be granted a return to their on-site work space.

- I. All fully vaccinated staff may return JUNE 15th 2021, with proof of vaccination.
- II. All employees working on-site in the FALL must complete:
 - a. Health and Safety Plan training (Safecolleges)
 - b. Cleaning & Sanitation Training (Safecolleges)
 - c. Vaccinations or follow SMCCCD COVID Surveillance Testing Policy
- III. Work schedules and accurate record keeping for staff on site is required

RECREATION

All recreation on District grounds shall adhere to Federal, State, and local guidance. Recreation is defined as, an "Athletic activity done for enjoyment when one is not working". No community member recreating on District grounds shall enter District Buildings for facility use while California remains in COVID Recovery

(Purple through Yellow Tier). Indoor facilities include bathrooms, gymnasiums, and District Buildings, but do not include SMAC facilities. Recreation for community members shall be limited to the following locations, and protocols: *(No Community Recreation on Campus Interiors)*

- I. Tennis Courts:
 - a. No reservations required
 - b. Hand sanitization station is available
 - c. Signage is required on site
- II. Track and Field
 - a. Reservation required if gathering is larger than ten (10) people
 - b. Activity must align with Outdoor and Indoor Youth and Recreational Adult Sports at: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>
 - c. Field use shall only be for SMCCCD Operations (Athletics, Police/Fire Academies, etc.) while California remains in COVID Recovery (Purple through Yellow Tier). This will prevent mixing gatherings and decrease possible exposures to students and employees
 - d. Hand sanitization station is available
 - e. Signage is required on site
- III. Community Walking, Dog Walking, Bicycling
 - a. Shall only occur on perimeter roads
 - b. All dogs must be on a leash
 - c. Recreators must don mask when within six (6) feet proximity to others.
 - d. District signage shall be placed on college perimeter roads detailing:
 - i. Masking and distancing requirements
 - ii. Routes of travel (DO NOT ENTER CAMPUS INTERIORS)
- IV. San Mateo Athletic Club (SMAC)
 - a. SMAC Director shall provide detailed C-19 Recovery plans to SMCCCD EOC
 - i. EOC must approve plans prior to implementation
 - b. Plans shall align with County, State, and Federal Guidance
 - c. SMAC shall maintain:
 - i. Attendance records
 - ii. SMCCCD Health and Safety Plan
 - iii. Appropriate Signage (sanitization, occupancy, paths of travel, etc.)
 - iv. Access staff
 - v. Sanitization supplies

FACILITY RENTALS

All facility rentals on District grounds shall adhere to Federal, State, and local C-19 guidance through the *Blueprint for a Safer Economy*. Facility rentals shall also adhere to District policy to ensure requisite MOUs and/or contracts have been completed per normal operating guidelines. The SMCCCD EOC may receive a facility use request from Policy, the Continuity of Business Branch Director (COB-BD), or through other internal/external stakeholders. However, ALL Facility rentals must receive EOC endorsement prior to

approval. Approval processes for facility rentals are identical to instructional courses and programs and include the following:

- I. The EOC shall determine and ensure:
 - a. All required contracts, MOU's, and agreement have been completed prior to facility use
 - b. Facility use is classified according to the type of operation (cultural ceremonies, day camps, farmers markets, small private gatherings, swap meets, etc.) to ensure limitations on occupancy
 - c. Point of Contact, and contact information for all attendees
 - d. No mixed gatherings

COVID-19 Recovery Plan



FALL SEMESTER, 2021



Overview

We need a new mission for **FALL 2021** that includes the following:

1. Vaccination Requirements for ALL EMPLOYEES working on site
2. Increase of instructional programs on site, and
3. Planning for a full-return in the SPRING of 2022

The San Mateo County Community College District is focused on the safe and confident return of instructional programs and student support services to our campuses.

The District has established the following priorities for the reopening and use of campuses and facilities. These priorities guide reopening and capacity decisions for facilities, programs, and services on a case-by-case basis, in alignment with local, state, and federal health guidelines.

1. Instruction for healthcare, first responders, and priority career programs
2. Instruction for courses that are “difficult-to-teach online” such as STEM labs and the visual and performing arts
3. Classes by instructors who would like to return to teaching on-campus
4. Services for students to serve basic needs, such as food, housing, financial stability, learning centers, etc.
5. Community use for recreation

While the District may not be able to fulfill ALL of the needs immediately in these four priority areas during COVID-19 recovery operations, it can fulfill some of the needs in every area. The District strives to maintain a balance of campus activities among these priorities.

Reopening Vision for Fall 2021

Instructional and student support programs will begin to return to on-campus operations with approval by the SMCCCD Emergency Operations Center. Supervisors will create a health & safety proposal for operating their instructional programs or student services safely in-person. Those instructors and employees who wish to continue teaching/working online may do so.

As in Summer 2021, any faculty and staff members who desire to work at their campus offices will be allowed to do so with proof of vaccination against COVID-19. Working on campus for non-essential employees will be continue to be voluntary.

Decision Making Framework

INSTRUCTION AND ESSENTIAL SUPPORT SERVICES:

Continuity of instruction and essential support services necessary to support courses are highly susceptible to in-person disruption based on unpredictable and volatile COVID-19 exposures and subsequent applied health and safety procedures. Instructional programs, courses, and support services also require robust preplanning and physical space assessments to be completed prior to publishing

course schedules. Timeline requirements for schedule publishing require a nuanced continuity of instruction plan. In-person instruction and essential support services necessary to support courses will continue to be prioritized based on essential worker training, difficult to teach remote courses, or difficult to remotely provide essential support services.

OTHER SERVICES OR ACTIVITIES OUTSIDE OF INSTRUCTION AND ESSENTIAL SUPPORT SERVICES:

Services and activities that are outside of instruction and essential support services will be considered based on California's Blueprint for a Safer Economy tier system and San Mateo County's guidance. District priority for instruction and essential services supporting instruction, as well as other priority operation commitments, will be factored into a final determination.

While restrictions cannot be predicted at any given time, approved events will take place based on the current conditions outlined by the recovery tier at the time of the scheduled event. Continual tier assessment will occur through the Emergency Manager and Emergency Operation Center team. Event leads will be contacted as soon as possible if an event cannot be conducted due to tier system or other restrictions.

Scope

The San Mateo County Community College District (SMCCCD) COVID Recovery Plan is intended to remain a living document, and will serve the entire District community. The Plan will be utilized by the Emergency Operations Center (EOC), and campus community. The Plan will serve to delineate clear cut objectives, establish sound strategies, and provide granular tactical aims. This Plan's intent is also to remove barriers for future student learning, improve District operations, and prioritize equity in establishing principle to guide the reopening of the District. This recovery plan will align these principles with the District initiatives to build an even stronger antiracist, socially-just, and equitable community for faculty, staff, and students. Long-standing systemic health and social inequities have put many minoritized racial and ethnic minority groups at increased risk of contracting and dying from COVID-19.

To stop the spread of COVID-19 and address disparities in health and wellness within our communities, the District strives to work to ensure resources are distributed equitable and to maintain and manage overall health and wellbeing (e.g., physical, emotional, mental), including easy access to information, affordable testing, and medical and mental health care. While this Plan is to address COVID-19, it may serve future recovery efforts for similar crises.

Background

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Long-standing systemic health and social inequities have put many people from minoritized racial and ethnic minority groups at increased risk of contracting and dying from COVID-19. The term "minoritized racial and ethnic minority groups" includes black, indigenous, and people of color from various backgrounds, heritage, and cultural experiences. While this is true that some experiences may be common across minoritized racial and ethnic groups, this recovery plan acknowledges that systemic racism has exacerbated the current disparities in healthcare, medical resources, and overall wellbeing of our black, indigenous, and people of color communities. Minoritized racial and ethnic groups are disproportionately affected by COVID-19. Inequities in the social determinates of health, such as poverty and healthcare access, affecting these groups are interrelated and influence a wide range of health and quality-of-life outcomes and risks. To achieve equity in supporting our community needs for health and wellness, the District commits (or must commit) to remove barriers so that everyone has fair access to health resources and support. The following is intended to delineate the SMCCCD FALL 2021 Recovery Plan for COVID-19.

Fall 2021 Overview

The San Mateo County Community College District (SMCCCD) is committed to safeguarding the health and safety of its students and employees during the COVID-19 pandemic. For this reason, the majority of instruction and services will continue to be delivered remotely during the Fall 2021 Semester. Even as the District continues predominantly remote operations, some SMCCCD employees will return to their worksites in the FALL Semester in order to deliver instruction, provide limited in-person student services, and engage in other essential duties that cannot be conducted in a remote fashion. Such scaling of services will be only to the extent necessary to meet the needs of students, while complying with State and County guidelines.

Equity

The COVID-19 pandemic has brought social and racial injustice and inequity to the forefront of public health. It has highlighted that health equity is still not a reality as COVID-19 has unequally affected many racial and ethnic minority groups, putting them more at risk of getting sick and dying from COVID-19. The term “racial and ethnic minority groups” includes people of color with a wide variety of backgrounds and experiences. Negative experiences are common to many people within these groups, and some social determinants of health have historically prevented them from having fair opportunities for economic, physical, and emotional health. Social determinants of health are the conditions in the places where people live, learn, work, play, and worship that affect a wide range of health risks and outcomes.

The Strategic Plan of the San Mateo County Community College District (SMCCCD) is explicit in its focus on Students First: Success, Equity, and Social Justice. All planning and operational objectives are prioritized by life safety, instructional/business continuity, and property conservation. All three of these objectives are achieved through the utilization of strategies grounded in equitable tactics. These tactics include:

- In-person learning prioritizations
- Vaccination clinic planning for campus locations
- On-site testing
- Financial Aid
- Food Distribution

Instruction and Student Services

FALL 2021 instruction shall remain primarily in the distance modality, providing exceptions to essential worker training, and difficult to teach remote courses. Essential services in support of Fall 2021 instruction will now have the option to return to on-site work on a case-by-case basis as approved by EOC. **All employees working on-site beginning Fall 2021 must be vaccinated (see Appendix B).**

Courses offered for Fall 2021 include:

Health

SELF-SCREENING

All employees, students, and visitors are expected to complete self-screening procedures for recognized COVID-19 symptoms before coming onto campus. Because most of our office and instructional spaces meet the low/medium levels from the OSHA workplace assessment pyramid, all employees, students and visitors are asked not to enter District sites if experiencing COVID-19 symptoms or if recently exposed to an infected person. Temperature checks will only be performed in high density environments, such as fire technology, child development centers, and athletics.

VACCINATION AND TESTING

Requirement for Testing

If an employee or student reports experiencing symptoms of COVID-19, a supervisor observes what they believe to be symptoms of COVID-19 by an employee, they will be advised to seek medical care and receive a COVID test. Surveillance testing will be required of employees exempt from vaccination mandate beginning in the Fall 2021 Semester. "Surveillance" testing refers to regular testing for individuals who are not experiencing any COVID-19 symptoms. Surveillance testing is provided for free to students, faculty, and staff, and is an added safeguard to minimizing the spread of COVID-19 within our community. This plan requires weekly surveillance testing for District faculty and staff who have been approved to work on-site and are exempt from the vaccination requirement. The testing requirement applies to:

- Athletics Programs
- ALL employees **EXEMPT** from vaccine mandate

Requirement for Vaccinations

By providing information about COVID-19 vaccination and establishing supportive policies and practices, SMCCCD can help increase vaccine uptake among essential workers, faculty, staff, and students. Although COVID-19 vaccine supply is currently limited, it's not too early to share clear, complete, and accurate messages, promote confidence in the decision to get vaccinated, and engage employees in plans to address potential barriers to vaccination. Strong confidence in the vaccines within the SMCCCD workplace leads to more people getting vaccinated, which leads to fewer COVID-19 illnesses, hospitalizations, and deaths.

In support of SMCCCD's commitment to health and safety for all members of its community, the District will be updating its Immunization Requirements for Employees to include the COVID-19 vaccine. **This health policy update means that, with limited exceptions, all employees planning to attend and/work on-site must be fully vaccinated by AUGUST 18th, 2021.** For the purposes of this guidance, people are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer- or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).

The benefits of COVID-19 vaccination include prevention of serious illness, hospitalization, and death from the virus. Broad immunization is critical to help stop the current pandemic and to protect our District

community. Most important, a safer SMCCCD community supports a safer California for our families, our friends, and our neighbors across the state. Benefits specific to the District community include:

- An expedited return to pre-pandemic normal
- Additional in-person course offerings and academic experiences
- Opportunities for a wider range of events and activities offered at our campuses
- Expanded dining and recreation options
- Greater interpersonal collaboration among faculty, students, and staff
- Travel domestically without a pre- or post-travel test
- Travel internationally without quarantining after travel
- Travel domestically without quarantining after travel
- Travel internationally without a pre-travel test depending on destination

SOCIAL DISTANCING PROTOCOLS

The primary objective of the social distancing protocols is to ensure proper physical distancing in instructional, student services and office spaces. Physical distancing is identified by health authorities as the most effective single method of avoiding the spread and contraction of COVID-19. To support social distancing requirements, the following expectations apply districtwide:

- Employees and students must provide at least six-foot physical distancing whenever possible when students and employees are occupying the same space. Physical spaces will be modified as needed
- Employees do not need to socially distance in work spaces that are only occupied by employees
- The number of people that can be present within a shared space (employees and students) will be limited to the number that can occupy that space while remaining six feet apart. In some cases, this will require that only one person uses a space at a time (i.e. elevators, restrooms).

FACE COVERINGS

Masks are an additional step to help prevent people from getting and spreading COVID-19. They provide a barrier that keeps respiratory droplets from spreading. When on campus and at the District Office, employees and students are expected to follow public health guidelines for physical distancing, face covering, and hygiene, plus additional measures as noted in this document.

In addition to the CDC guidelines, the guidance issued by the California Public Health Department on June 18, 2020 requires face coverings to be worn anytime an employee can possibly come within six feet of another person. Face coverings must cover the nose and mouth and should be worn when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible.

Distribution

One-time distribution of reusable cloth face coverings for employees is available from College Bookstores and the Campus Public Safety Offices Office, should employees not have their own face covering.

Managers should work with their supervisors to assess when additional Personal Protective Equipment (PPE) is required for employees as necessary for their job functions.

Faculty will wear a face covering in the classroom. If a faculty is not able to wear a face covering, a face shield will be provided upon request.

Because of limited supplies, upon request, each employee will be provided with up to two reusable face coverings. Employees are encouraged to bring their own face coverings. Reusable face coverings will not be provided to students but will be available for purchase at campus bookstores. OES supplied surgical masks will be available at no cost in all College Bookstores as well.

Protocol Accommodations:

Employees who are not able to wear a face covering are encouraged to discuss their concerns with their supervisor, who will then refer them to District Human Resources or the Health Branch Director for the accommodation process. All students must wear a face covering to enter classrooms and all college buildings. Students who have medical exemptions and who are not able to wear a face covering should be referred the Health Branch Director for assistance. If a student refuses to comply with safety protocols, they should be referred to the College VPSS and VPAA, and shall not be permitted in class until resolution.

PROTOCOL FOR SUSPECTED CASE OF COVID-19 ON CAMPUS

Our campus community is being cautious and taking measures to reduce risk; however, the contagious nature of the COVID-19 virus and the essential functions we provide to our students mean our community will potentially have positive cases among our students, staff, and faculty. It is critical that everyone knows how to respond.

Contact Tracing

Any individual who believes they are experiencing symptoms of COVID-19 infection, and are expected to report to, or have reported to a College or District facility within the prior 48 hours, should report their situation to a supervisor/manager or instructor immediately. In the event of a confirmed workplace COVID-19 case exposure, contact tracing will be initiated by the Health Branch Director.

- Contact should be made by phone, email, or other non- face-to-face communication, where possible, to avoid additional potential exposure.
 - Supervisor/manager or faculty/student will contact Health Branch Director
 - Health Branch Director will liaise with San Mateo County Health Department to determine isolation and quarantine protocol, and will initiate timely notifications
 - In the event that multiple cases of exposure occur at a District site, the District will determine an appropriate response in consultation with County Health.
 - The District will comply with all privacy laws, and if supervisor/manager/faculty/staff is contacted by a public health official during their contact tracing, all calls should be forwarded to District Health Branch Director where contact tracing information will be stored.
- ❖ Fully vaccinated occupants do not need to quarantine after a confirmed exposure unless accompanied with signs/symptoms, and/or a subsequent positive test.

Facility Preparations

As a part of pandemic planning, Facility Management teams will conduct detailed building use/space assessments with the intention of strategically limiting the spread of COVID-19 in the workspace.

ROOM CAPACITY

Room capacity and seating layouts have been evaluated for social distancing requirements and current State and County requirements for maximum number of occupants in indoor spaces. This has significantly reduced room capacity in some cases. To assist occupants with maintaining social distancing, seats in rooms have been restricted using tape or signs. Note that in most rooms, storage limitations prevented furniture from being removed.

Please do not remove or relocate furniture from rooms and adhere to the markings that have been installed. As State and County guidelines continue to evolve, room occupancy requirements will need to be adjusted. Where possible, restroom use will be limited to single use restroom with additional signage. If not possible, signage will direct users to alternative single use restrooms.

SIGNS AND FLOOR MARKINGS

Floor markings to assist with social distancing and traffic flow will be placed in the following locations, as appropriate and necessary:

- Transaction window/counter where lines may form
 - Directional “lanes” through interior narrow walkways and high traffic areas
 - Additional locations as determined with individual departments and approved by Facilities Managers
- Signs have been placed at numerous locations on campus:
- Occupancy Limitations
 - Social distancing reminders
 - Elevator capacity restrictions. Elevators are restricted to one occupant
 - Traditional drinking fountains have been taped off
 - COVID-19 awareness signs and any County required signage
 - Stairwells signage indicating appropriate directional flow of traffic

BUILDING HVAC SYSTEMS

District Facilities staff have returned to work in order to keep our buildings operating and safe for the activities that are occurring on campus. Where possible, adjustments have been made to bring in additional fresh air to buildings. A variety of air handling systems are in use across each campus and will be cleaned and filters changed to meet current ASHRAE guidelines. Physical spaces determined to not meet recommended standards will not be used during COVID-19.

CLEANING AND DISINFECTING

All facilities have been thoroughly cleaned in preparation of scaled services starting in Summer 2021. Areas on campus that will be regularly used during the summer will be stocked with additional disinfection wipes for use by students, faculty, and staff. Custodial capacity will be redirected to buildings that are in

use in order to provide for some daytime high traffic disinfecting in addition to regular cleaning during the night shift.

Instructions on proper use of disinfection supplies will be provided in each location. Disinfection of personal areas such as office desks will be the responsibility of the occupant. Disinfection of shared equipment, such as keyboards or copier controls is the responsibility of the user of the equipment. The supply of disinfection wipes may become inconsistent, and we ask that they are used only as instructed and not removed from the room they have been placed.

In addition, each campus Custodial Supervisors has completed the following steps to combat COVID-19 within campus facilities:

- Surveyed of all direct and indirect high- touch surface areas throughout campus buildings. This includes tables, doorknobs, light switches, elevator buttons, countertops, handles, desks, toilets, faucets, sinks, etc.
- All custodial staff have been given additional training and instruction on proper disinfection protocols specifically related to Coronavirus.
- Stockpiled additional cleaning and disinfection supplies that are certified by the EPA to be effective against the COVID-19 virus.

During this challenging time, College Maintenance and Operations/Buildings and Grounds teams ask for the ongoing cooperation of the campus communities by disposing of trash appropriately and returning chairs, desks, and workstations to their original positions to allow our staff to be able to shift more of their energies from housekeeping duties to focus on cleaning and disinfecting.

Access

Access will open for the Fall 2021 Semester. Health screenings will be required to work/learn on campuses, and managers/faculty will be required to maintain rosters/schedules for contact tracing. All employees working on site must be fully vaccinated or participate in surveillance testing in the Fall 2021 Semester.

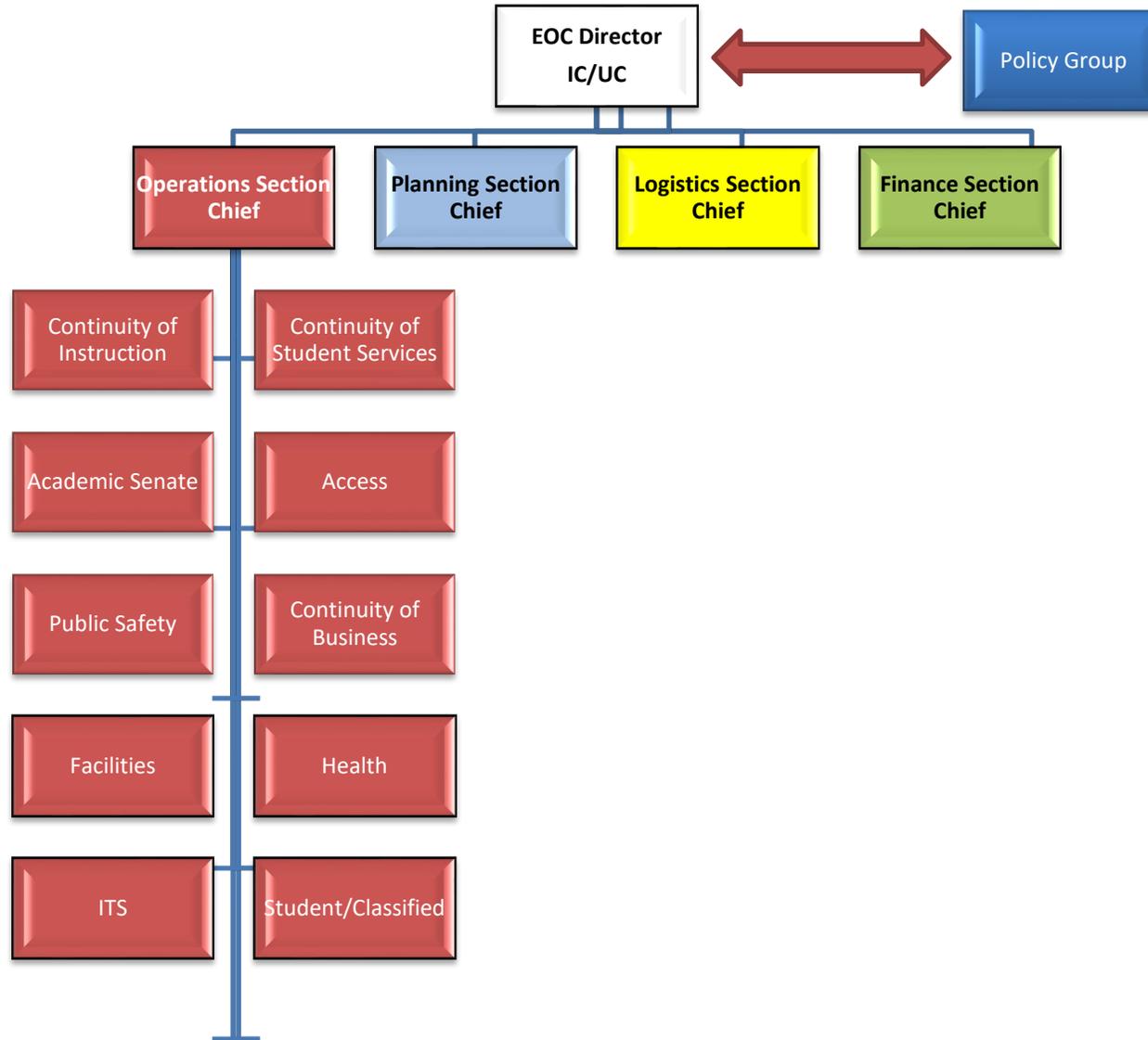
Discipline

Discipline related to the enforcement of this plan/policy will be done in accordance with the progressive discipline process guided by Board Policy 3.50 (Certificated Employees), Board Policy 4.45 /Administrative Procedures 4.45.1 (Classified Employees) and the applicable labor agreements.

San Mateo Athletic Club (SMAC)

ITS

Appendix A: Organizational Structure (Operations)



APPENDIX B: COVID-19 VACCINATION REQUIREMENTS

By providing information about COVID-19 vaccination and establishing supportive policies and practices, SMCCCD can help increase vaccine uptake among essential workers, faculty, staff, and students. Although COVID-19 vaccine supply is currently limited, it's not too early to share clear, complete, and accurate messages, promote confidence in the decision to get vaccinated, and engage employees in plans to address potential barriers to vaccination. Strong confidence in the vaccines within the SMCCCD workplace leads to more people getting vaccinated, which leads to fewer COVID-19 illnesses, hospitalizations, and deaths.

In support of SMCCCD's commitment to health and safety for all members of its community, the District will be updating its Immunization Requirements for Students and Employees to include the COVID-19 vaccine. ***This health policy update means that, with limited exceptions, all employees planning to attend and/work on-site must be fully vaccinated by August 18th 2021 and all students planning to attend on-site instruction must be fully vaccinated by January 3, 2022.*** The benefits of COVID-19 vaccination include prevention of serious illness, hospitalization, and death from the virus. Broad immunization is critical to help stop the current pandemic and to protect our District community. Most important, a safer SMCCCD community supports a safer California for our families, our friends, and our neighbors across the state. Benefits specific to the District community include:

- An expedited return to pre-pandemic normal
- Additional in-person course offerings and academic experiences
- Opportunities for a wider range of events and activities offered at our campuses
- Expanded dining and recreation options
- Greater interpersonal collaboration among faculty, students, and staff
- Travel domestically without a pre- or post-travel test
- Travel internationally without quarantining after travel
- Travel domestically without quarantining after travel
- Travel internationally without a pre-travel test depending on destination

Moreover, positive cases of COVID-19 within essential services departments may impact business and student services continuity. Public Safety, ITS, Facilities, and Business Services are critical departments that help maintain the SMCCCD mission, especially during the pandemic. Quarantine/Isolation obligations that arise from essential personnel exposure, may result in class cancellations, campus closures, and health risks to those infected with the virus.

The Food and Drug Administration (FDA) does **not** mandate vaccination. However, whether a state, local government, or SMCCCD, for example, may require or mandate COVID-19 vaccination is a matter of state or other applicable law. The obligation for employees and students to provide proof that they have received a COVID-19 vaccination from a pharmacy or their own healthcare provider does not require the employee/student to provide any medical information (outside of immunization record) as part of the proof.

SMCCCD ACTIONS

- I. All employees planning to work onsite beginning Fall 2021 will need to provide proof of completed COVID-19 vaccination.
- II. All students planning to access campus facilities beginning Spring 2022 will need to provide proof of completed COVID-19 vaccination. This policy is dependent upon:
 - a. Access to the vaccines
 - b. The creation of vaccine clinics on campus(es)
 - c. EAU and relevant litigation
- III. Any vaccine authorized for use in the U.S. (currently Moderna, Pfizer, and Johnson & Johnson) is acceptable. Pfizer's vaccine has been authorized for ages 16 and up. Moderna and Johnson & Johnson's vaccines are currently authorized for ages 18 and up. All three companies have begun clinical trials for younger kids
 - a. It is understood that some incoming students may be 16 years old, and may be only eligible for the Pfizer vaccine.
 - b. It is understood that some Middle College students may be younger than 16 years old, and these underaged students must follow the SMCCCD C-19 Testing Policy
 - c. Children in the CDC do not need to be tested or vaccinated
- IV. Exemptions to Vaccination Requirement must follow the SMCCCD COVID Testing Policy (Below). Exemptions include:
 - a. Those with religious beliefs that forbid the Vaccine
 - b. Those with Disabilities
 - c. Middle College underage students
 - d. Child members of the Child Development Centers
 - e. Case by case exemptions discovered in new law and legislative actions
- V. Administration and Record Keeping
 - a. The ADA requires that all medical information about a particular employee be stored separately from the employee's personnel file, thus limiting access to this confidential information. SMCCCD may store all medical information related to COVID-19 in existing medical files. This includes an employee's statement that he has the disease or suspects he has the disease, or the Health Branch Director's notes or other documentation from questioning an employee about symptoms.
 - b. Immunization records will be maintained by human resources
 - c. Supervisors shall be provided employee clearance to work on site
 - d. Employee and students must submit proof of completed COVID-19 Vaccination:
 - i. EMPLOYEES: NO LATER THAN TEN (10) DAYS PRIOR TO THE START OF FALL 2021
 1. OR, NO LATER THAN (10) DAYS PRIOR TO DISTRICT ACCESS IN THE FALL
 - i. STUDENTS: NO LATER THAN TEN (10) DAYS PRIOR TO THE START OF SPRING 2022
 2. OR, NO LATER THAN (10) DAYS PRIOR TO CAMPUS ACCESS IN THE SPRING

People with Disabilities

The ADA allows SMCCCD to have a qualification standard that includes “a requirement that an individual shall not pose a direct threat to the health or safety of individuals in the workplace.” However, if a safety-based qualification standard, such as a vaccination requirement, screens out or tends to screen out an individual with a disability, the SMCCCD must show that an unvaccinated employee would pose a direct threat due to a “significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.” 29 C.F.R. 1630.2(r). SMCCCD should conduct an individualized assessment of four factors in determining whether a direct threat exists:

1. The duration of the risk;
2. The nature and severity of the potential harm;
3. The likelihood that the potential harm will occur; and
4. The imminence of the potential harm.

A conclusion that there is a direct threat would include a determination that an unvaccinated individual will expose others to the virus at the worksite. If SMCCCD determines that an individual who cannot be vaccinated due to disability poses a direct threat at the worksite, the SMCCCD cannot exclude the employee from the workplace—or take any other action—unless there is no way to provide a reasonable accommodation (absent undue hardship) that would eliminate or reduce the risk posed by the unvaccinated employee.

If there is a direct threat that cannot be reduced to an acceptable level, the SMCCCD can exclude the employee from physically entering the workplace, but this does not mean the SMCCCD may automatically terminate the worker. SMCCCD will need to determine if any other rights apply under the EEO laws or other federal, state, and local authorities. For example, if SMCCCD excludes an employee based on an inability to accommodate a request to be exempt from a vaccination requirement, the employee may be entitled to accommodations such as performing the current position remotely. This is the same step that SMCCCD take when physically excluding employees from a worksite due to a current COVID-19 diagnosis or symptoms; some workers may be entitled to telework or, if not, may be eligible to take leave under the Families First Coronavirus Response Act, under the FMLA, or under the SMCCCD’s policies. Students and employees that refuse to be vaccinated due to disability shall adhere to the SMCCCD COVID-19 testing procedure.

Religious Practice or Belief

Once SMCCCD is on notice that an employee’s sincerely held religious belief, practice, or observance prevents the employee from receiving the vaccination, the SMCCCD must provide a reasonable accommodation for the religious belief, practice, or observance unless it would pose an undue hardship under Title VII of the Civil Rights Act. Courts have defined “undue hardship” under Title VII as having more than a de minimis cost or burden on the SMCCCD. EEOC guidance explains that because the definition of religion is broad and protects beliefs, practices, and observances with which the SMCCCD may be unfamiliar, the SMCCCD should ordinarily assume that an employee’s request for religious accommodation is based on a sincerely held religious belief. If, however, an employee requests a religious accommodation, and SMCCCD has an objective basis for questioning either the religious nature, particular

belief, practice, or observance, the SMCCCD would be justified in requesting additional supporting information. Students and employees that refuse to be vaccinated due to religious practice or belief shall adhere to the SMCCCD COVID-19 testing procedure.

Non-Compliance due to Disability or Sincerely Held Religious Belief

If an employee cannot get vaccinated for COVID-19 because of a disability, religious belief, practice, or observance, and there is no reasonable accommodation possible, then it would be lawful for the SMCCCD to exclude the employee from the workplace. This does not mean the SMCCCD may automatically terminate the worker. SMCCCD will need to determine if any other rights apply under the EEO laws or other federal, state, and local authorities.

Title II of the Genetic Information Nondiscrimination Act (GINA) and Vaccinations

Administering a COVID-19 vaccination to employees or requiring employees to provide proof that they have received a COVID-19 vaccination does not implicate Title II of GINA because it does not involve the use of genetic information to make employment decisions, or the acquisition or disclosure of “genetic information” as defined by the statute. However, if administration of the vaccine requires pre-screening questions that ask about genetic information, the inquiries seeking genetic information, such as family members’ medical histories, may violate GINA.

APPENDIX C: COVID-19 SURVEILLANCE TESTING REQUIREMENTS

Background

The SMCCCD shall establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 signs/symptoms, who are exempt from vaccine mandate, or as recommended by the local health department.

The ADA requires that any mandatory medical test of employees be “job related and consistent with business necessity.” Applying this standard to the current circumstances of the COVID-19 pandemic, SMCCCD may take screening steps to determine if employees entering the workplace have COVID-19 because an individual with the virus will pose a direct threat to the health of others. Therefore, SMCCCD may choose to administer COVID-19 testing to employees before initially permitting them to enter the workplace and/or periodically to determine if their presence in the workplace poses a direct threat to others. The ADA does not interfere with SMCCCD following recommendations by the CDC or other public health authorities regarding whether, when, and for whom testing or other screening is appropriate. Testing administered by SMCCCD consistent with current CDC guidance will meet the ADA’s “business necessity” standard.

If an employee or student cannot get vaccinated for COVID-19 because of a disability or religious belief, practice, or observance, and there is no reasonable accommodation possible (remote work/instruction, etc.), they must comply with the SMCCCD Testing Actions noted below to continue/return to work/instruction on District grounds.

SMCCCD TESTING ACTIONS

SMCCCD and SMAC Employees

- I. All non-vaccinated employees working on-site are required to be tested every week effective **July 31, 2021**.
- II. Contractors, vendors, and other non-hired District personnel will not be required to be vaccinated, or test regularly, if not vaccinated. These policies shall be at the discretion of their respective employers.
- III. The District shall take the following actions (testing) when there has been a COVID-19 case at the place of employment:
 - a. The District shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s)
 - b. COVID-19 testing shall be provided at no cost to employees during their working hours who had potential COVID-19 exposure in the workplace
 - c. Provide all employees with information on benefits
 - d. All employees in the exposed workplace shall be offered weekly testing.
 - e. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.

- f. SMCCCD shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department
 - g. SMCCCD shall provide additional testing when deemed necessary by the governing body through the Issuance of Order to Take Special Action
 - h. *Testing is not required for vaccinated employees unless COVID-19 signs/symptoms develop post case exposure.*
- IV. Testing shall be at no-cost to the employee:
- a. Testing site is employee's choice
 - b. Testing site is provided at the College of San Mateo for the general public and also at each campus for District employees and students.
 - c. Time allocated to testing may occur during working hours
- V. Reporting:
- a. Supervisors may develop testing schedules
 - b. Test results shall be provided to supervisor
 - c. Supervisors shall forward positive test results to:
 - i. Human Resources
 - ii. Health Branch Director

SMCCCD Students

- I. All non-vaccinated students are required to be tested every week effective at the start of the 2022 SPRING Semester (January 3, 2022)
- a. Athletics and other student programs may require COVID Surveillance Testing
 - b. All Middle College students that are exempt from Vaccine Mandate must participate in testing protocol
 - c. CDC children do not need to test or vaccinate (depending on FDA authorizations)
- II. Testing shall be at no-cost to the Student:
- a. Testing site is student's choice
 - b. Testing site is provided at the College of San Mateo for the general public and also at each campus for District employees and students.
- III. Reporting:
- a. Test results shall be provided to program staff and/or faculty
 - b. Staff/faculty shall forward positive test results to:
 - i. Dean
 - ii. Human Resources
 - iii. Health Branch Director

APPENDIX D: ACCESS

Access Points to Campuses are removed. Employees working onsite must carry their keys and/or badge for facility access. Members of the community are asked to remain on the exterior roads, recreation areas, and parking lots for Farmers Market, food distribution, etc. Facility use, District Business, Campus Access, Instruction, and all other large District operations shall be managed through the EOC. While the return to normal operating procedures eliminates staffed Access Points, District occupants will still need to complete self-health screenings and follow quarantine/isolations protocols following illness or exposure.

The Emergency Operations Center is intended to be demobilized by December 31, 2021. Campus access and COVID protocols shall be enforced at the College level.

Health Screenings

All District occupants must complete self-health screenings prior to gaining access to District facilities. (See Health Screening SOP for further).

DRAFT

APPENDIX E: PPE AND FACIAL COVERINGS

Purpose

In the event of regional, national, and global emergencies, there may be an exponential increase in the demand for personal protective equipment (PPE). The intent of the following SOP is to ensure SMCCCD utilizes and rations PPE in a standardized, consistent, and apposite method. SMCCCD shall assess the hazards to which employees and students may be exposed; evaluate the risk of exposure; and select, implement, and ensure workers, students, and District occupants use controls to prevent exposure. Control measures may include a combination of engineering and administrative controls, safe work practices, and PPE. This standard operating procedure is intended to be a living document, given the ever-changing nature of novel epidemics (COVID-19).

This SOP is based on evidence of increasing occurrence of COVID-19 within the County, the Bay Area, and the United States of America, scientific evidence, and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically. **This SOP is subject to change with updated guidance from the CDC, CDPH, and the SMCHD. Changes in SOP must be communicated to all District occupants.**

Due to the outbreak of the COVID-19 virus in the general public, and now a pandemic, there is a public health emergency throughout San Mateo County. With the virus that causes COVID-19, people can be infected and contagious and not have any symptoms, meaning they are asymptomatic. People can also be infected and contagious prior to developing symptoms, the time when they are pre-symptomatic. Many people with the COVID-19 virus have mild symptoms and do not recognize they are infected and contagious, and can unintentionally infect others. The CDC, CDPH, and SMC PH have assessed that wearing a face covering, when combined with physical distancing of at least 6 feet and frequent hand washing, can reduce the risk of transmitting coronavirus when in public and engaged in essential activities. And because it is not always possible to maintain at least 6 feet of distance, members of the public and workers are required to wear face coverings while engaged in most essential activities and other activities when others are nearby. For clarity, although wearing a face covering is one tool for reducing the spread of the virus, doing so is not a substitute for sheltering in place, physical distancing of at least 6 feet, and frequent hand washing.

Background

SAN MATEO COUNTY HEALTH DEPARTMENT MASK MANDATES

On 11:59 p.m. on April 17, 2020 the Health Officer of San Mateo County placed into order (no. c19-8) requiring members of the public and workers to wear face coverings (public health emergency order). Violation of or failure to comply with this order is a misdemeanor punishable by fine, imprisonment, or both. The Health officer of the county of San Mateo's ("health officer") order of facial coverings including revisions can be found at:

https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-8_face_covering_20200417_copy.pdf?1587328957

https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-8b_face_covering_revised_final.pdf?1589988744

CDC UPDATED GUIDANCE FOR MASK USE: APRIL 27, 2021

- You can gather indoors with fully vaccinated people without wearing a mask or staying 6 feet apart.
- You can gather indoors with unvaccinated people of any age from one other household (for example, visiting with relatives who all live together) without masks or staying 6 feet apart, unless any of those people or anyone they live with has an increased risk for severe illness from COVID-19.
- You can gather or conduct activities outdoors without wearing a mask except in certain crowded settings and venues.

Your Activity	Fully Vaccinated People	Unvaccinated People
Walk, run, or bike outdoors with members of your household		
Attend a small, outdoor gathering with fully vaccinated family and friends		
Attend a small, outdoor gathering with fully vaccinated and unvaccinated people		
Dine at an outdoor restaurant with friends from multiple households		
Attend a crowded, outdoor event, like a live performance, parade, or sports event		

As used in this SOP, a “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A covering that hides or obscures the wearer’s eyes or forehead is not a Face Covering. A Face Covering may

be factory-made or may be handmade and improvised from ordinary household materials. The Face Covering should be comfortable, so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently, so as to avoid touching the face. Per CDC guidelines, the following are to be considered:

- Wear masks with two or more layers to stop the spread of COVID-19
- Wear the mask over your nose and mouth, fits snugly against the sides of your face with gaps, and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do **NOT** wear masks intended for healthcare workers unless directed, for example, N95 respirators

CDC does not recommend the use of gaiters or face shields in lieu of masks. Although You can gather indoors with fully vaccinated people without wearing a mask or staying 6 feet apart, the CDC still recommends mask wearing indoors.

Choosing Safer Activities

	Unvaccinated People	Your Activity	Fully Vaccinated People
		Outdoor	
Safest		Walk, run, roll, or bike outdoors with members of your household	
		Attend a small, outdoor gathering with fully vaccinated family and friends	
		Attend a small, outdoor gathering with fully vaccinated and unvaccinated people	
		Dine at an outdoor restaurant with friends from multiple households	
		Attend a crowded, outdoor event, like a live performance, parade, or sports event	
		Indoor	
Less Safe		Visit a barber or hair salon	
		Go to an uncrowded, indoor shopping center or museum	
		Ride public transport with limited occupancy	
		Attend a small, indoor gathering of fully vaccinated and unvaccinated people from multiple households	
Least Safe		Go to an indoor movie theater	
		Attend a full-capacity worship service	
		Sing in an indoor chorus	
		Eat at an indoor restaurant or bar	
		Participate in an indoor, high intensity exercise class	

The CDC recently found (February 2021) wearing a cloth mask over a surgical mask offers more protection against the coronavirus, as does tying knots on the ear loops of surgical masks. Those findings prompted recent guidance on how to improve mask fit at a time of concern over fast-spreading variants of the virus. https://www.cdc.gov/mmwr/volumes/70/wr/mm7007e1.htm?s_cid=mm7007e1_w

For as long as medical grade masks such as N95 masks and surgical masks are in short supply, members of the District should not purchase those masks as Face Coverings under this Order. Medical grade masks should be reserved for health care providers and first responders. In general, even when not required by this SOP, people are strongly encouraged to wear Face Coverings when on District grounds. Clean reusable Face Coverings frequently. Always have an extra Face Covering readily available in case a replacement is needed.

Scope

The following procedure applies to all employees and students of the SMCCCD, and shall include stipulations on purchase, care, and use of personal protective equipment (while on District Property).

Overview

1. When on campus and at the District Office, employees and students are expected to follow public health guidelines for physical distancing and face covering.
2. Care, and compliance of face coverings shall be the responsibility of the individual (employee, student, or District visitor). SMCCCD shall not be responsible for the care of face coverings.
3. SMCCCD shall maintain a central surplus of PPE in the Emergency Supply Cache for the three SMCCCD colleges and the District office. District Bookstores will also stock facial coverings for student sale, and employee provisions. PPE includes, but is not limited to, medical grade masks, gowns, eye protection, hearing protection, and latex/nitrile gloves. However, this SOP primarily addresses the use of Face Coverings.
4. PPE usage/administration shall be prioritized and authorized based on Life Safety, Incident Stabilization, and Property Conservation.

Procedure

FACIAL COVERING USE

1. All District occupants must possess a face covering while on District grounds
2. Facial coverings must be worn when:
 - a. While attending crowded outdoor events (sporting events, commencement, etc.)
 - b. Working/learning in shared indoor gathering space. For example:
 - i. SMAC Gym
 - ii. Pacific Dining
 - iii. Bookstores

- iv. Classrooms
 - v. Internal building corridors and hallways
 - vi. Large open group offices (District Office-main floor)
 - vii. Elevators
 - viii. Bathrooms
 - c. On all Public Safety emergency medical responses
3. Facial coverings are not required to be worn when:
 - a. In personal offices
 - b. In shared personal offices and work spaces where all employees have been vaccinated, and/or are subject to surveillance testing (Fall 2021)
 - c. In small outdoor gatherings with fully vaccinated and unvaccinated occupants
 - d. In all outdoor recreation
 - e. In defined athletic engagements
4. The District shall take reasonable measures, such as posting signs, to remind their occupants and the public of the requirement that they wear a Face Covering while on District grounds in accordance with San Mateo County Health mandates and/or CDC guidance. Other measures include but are not limited to:
 - a. prohibit any member who is not wearing a Face Covering from entering and remaining in District facility
 - b. prohibiting individuals from entering district property who do not comply with Face Covering protocols
5. The EOC Health Branch Director (HBD) shall ensure that all personnel that are issued PPE have been trained on the following:
 - a. Applicable OSHA standards
 - b. The nature of the event (dangers)
 - c. Routes of exposures
 - d. Safe donning and doffing procedures
 - e. Safe storage of PPE
 - f. Limitations and lifespan of PPE
 - g. Reporting PPE malfunctions and/or exposures
 - h. Procedures for waste, and decontamination
6. The Health Branch Director (HBD) shall determine the appropriate level of PPE required for personnel depending on the event and intelligence from San Mateo County Health, CDC, WHO, etc.
7. Medical grade respiratory protection for COVID-19 is only required by employees during aerosol-generating procedures, such as sputum induction or open suctioning of airways. They also should be worn when collecting respiratory specimens, although face masks are acceptable during this procedure if necessary
 - a. N-95 masks are not required for routine interactions with others in non-health care functions

- b. Face Coverings, in combination with appropriate physical distancing (at least six feet apart) are sufficient for personnel interacting with students, staff, and faculty in performing non-medical procedures
 - c. Public Safety officers shall utilize full PPE when responding to high risk COVID-19 related emergencies (Medical grade mask, nitrile gloves, and eye protection)
5. PPE shall only be issued by, or in conjunction with the HBD
6. All SMCCCD PPE requested for mutual aid by outside agencies shall be approved by the EOC Director/Incident Commander
7. Records of SMCCCD PPE distribution shall be forwarded to the Logistics Section Chief, and the Finance Section Chief
8. No PPE shall be exploited for non-essential health functions during emergency events

DISTRIBUTION

One-time distribution of reusable cloth face coverings for employees is available from College Bookstores and the Campus Public Safety Offices Office, should employees not have their own face covering. Managers should work with their supervisors to assess when additional Personal Protective Equipment (PPE) is required for employees as necessary for their job functions.

Faculty will wear a face covering in the classroom. If a faculty is not able to wear a face covering, a face shield will be provided upon request.

Because of limited supplies, upon request, each employee will be provided with up to two reusable face coverings. Employees are encouraged to bring their own face coverings. Reusable face coverings will not be provided to students but will be available for purchase at campus bookstores. OES supplied surgical masks will be available at no cost in all College Bookstores as well.

PROTOCOL ACCOMMODATIONS:

Employees who are not able to wear a face covering are encouraged to discuss their concerns with their supervisor, who will then refer them to District Human Resources or the Health Branch Director for the accommodation process. All students and employees must wear a face covering to enter classrooms and all college buildings. Students and employees who have medical exemptions and who are not able to wear a face covering should be referred the Health Branch Director for assistance. If a student refuses to comply with safety protocols, they should be referred to the College VPSS and VPAA, and shall not be permitted in class until resolution.

APPENDIX F: SOCIAL DISTANCING

Background

The colleges of the San Mateo County Community College District (SMCCCD) – Cañada College, College of San Mateo, and Skyline College – are designated as “Essential Businesses” (as defined in Section 13.f.xv of the San Mateo County Health Officer’s Order No. c19-5c, dated April 29, 2020 (“Order No. c19- 5bc”).

As a condition of operating under this Order, the SMCCCD must prepare or update, post, implement, and distribute to their personnel and all occupants a Social Distancing Protocol for each campus and facility in the District frequented by personnel, students or members of the public, as specified in Section 16.h of the Order. The following SOP shall serve as a living document to guide and assist all District personnel to protect life, and slow the communal transmission of COVID-19.

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Studies indicate that people who are infected but do not have symptoms also play a role in the spread of COVID-19.

It may be possible that a person become infected by COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sun light and humidity. Social distancing helps limit contact with infected people and contaminated surfaces.

Definition and scope

Social distancing, also called physical distancing, is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. For the purpose of this SOP, social distancing measures shall include the following procedures and attachments:

- Social Distance Media Campaign:
 - ✓ Digital Signage
 - ✓ COVID Website
 - ✓ A-Frames Signage
 - ✓ Ground Adhesives denoting distancing markers
 - ✓ Email/Text/Voice Notifications
 - ✓ Posters and all printed District Social Distance Media
 - ✓ Video tutorials
- The use of barriers/cordons to preclude occupants from gathering
- The utilization and installation of transparent barriers for forward facing employees

- The reconfiguring of learning accommodations to ensure social distancing requirements
- The suspension and/or modification of face to face instruction that cannot meet social distancing requirements
- Enforcement of Social Distance Procedures
- ADA compliance
- **APPENDIX A (COUNTY): Social Distancing Protocol (Updated December 22, 2020)**

Procedure

ACTIONS

1. Social Distancing for the Fall of 2021 will adhere to Local, State, and Federal guidelines.
2. All in-person instruction seating will require 6 feet of social distancing
3. Employees do not need to social distance when:
 - a. In employee only locations
 - b. In employee to employee interactions
 - c. In shared offices
 - d. Exempt by CAL-OSHA
4. Employees need to social distance when:
 - a. Interacting with students
 - b. Interacting with the surrounding community
 - c. When asked to by fellow occupants
5. Facility occupancies shall have posted COVID operating occupancies. This shall include:
 - a. Bathrooms
 - b. Elevators
 - c. Classrooms
 - d. Office spaces
 - e. SMAC
6. All employees and students may request personal space when interacting in-person. District community members shall respect each other's space, and express empathy and compassion congruent to our Student First maxim.

AWARENESS CAMPAIGN

All District communications shall be under the purview of the Emergency Operation Center (EOC) Public Information Officer (PIO). The intent of single stream communications is to provide timely and accurate information, and to avoid duplication of effort, communication fatigue, and false/inaccurate communications. All PIO communications shall be vetted by the EOC Director and approved by the EOC Liaison to the EOC Policy Group.

The PIO shall be responsible for:

- ✓ Designing/approving all District social distancing signage
- ✓ Designing/approving all floor adhesive signage
- ✓ COVID Website information regarding social distancing

- ✓ Creation of video/audio media

BARRIERS / CORDONS

Barriers or cordons may be placed to prevent entrance to locations where gatherings of District occupants are common practice. Barriers may consist of caution tape, staffed security, gates, etc., and shall be placed under the direction of the Operations Section Chief of the EOC. Obligations and possible mandates from state and local governments shall inform SMCCCD; however, SMCCCD will continue to operate with a discipline focused on campus health, and will not compromise District occupant health for instruction nor business sales. Locations where barriers may be placed shall include, but are not limited to:

- ✓ Common interior/exterior eating/dining spacing
- ✓ Theaters/stadiums/waiting rooms/bookstores/libraries/breakrooms/cafeterias
- ✓ Locker rooms
- ✓ Meeting rooms

TRANSPARENT BARRIERS

Antimicrobial curtains and/or barriers serve as a barricade to encumber the transmission of COVID-19, and other contagion viruses. The SMCCCD may place barriers in District locations where social distancing is desired but cannot be accomplished due to the forward-facing modality of the work assignment of distinct District employees. Locations for installations of these barriers shall be determined by the Physical Space Assessment Teams which includes College VPAs, Facility Leadership, and the Office of Emergency Management. Barriers shall be standardized across District campuses, and all purchases must be approved by the Logistics Section and Finance Section Chiefs. Requests for barriers from employees must be sent to the designated VPA, and approved by the Social Distance Committee before the request is forwarded to the Logistics Section Chief.

MODIFICATIONS TO THE LEARNING ENVIRONMENT

In the event that the San Mateo County Health Department mandates that all classroom activities be required to maintain six feet of distance between classroom occupants, SMCCCD will implement a standardized approach to reduce the occupant load in each instructional space to abide by any and all County Health Orders. The following are possible methods to reduce occupant load and maintain social distancing requirements (decision making shall be made through the Social Distancing Committee):

- ✓ Limit number of individuals within defined spaces. Migrate designated classrooms to alternate locations that offer increased square footage
- ✓ Cover/remove/cordon chairs to deny proximal learning milieus (i.e. block every other chair, etc.)
- ✓ Place ground markings to demarcate social distancing barriers within the learning environment

ENFORCEMENT OF SOCIAL DISTANCE PROCEDURES

Social distancing serves to protect all District occupants, and is applied to preserve life, health, and instruction. Violation of the protocol jeopardizes essential District instruction, business, and wellbeing. Moreover, the protocol may be mandated by the local, state, and federal governments, and the San Mateo County Community College District will not compromise the safe of the community. The following measures may be taken to enforce compliance:

- ✓ Signs shall be printed and posted in all District facilities where social distancing is required
- ✓ Markers will be placed on the floor denoting 6 feet in locations where lines or gathering may take place
- ✓ Public Safety will be responsible for enforcing the social distance protocol
- ✓ Faculty and staff will be responsible for advising students and fellow employees
- ✓ The failure to comply may result in the escalation to the related campus supervisor
 - Formal code of conduct inquiry shall be completed
 - Results may lead to formal discipline
 - Record keeping shall be maintained throughout all disciplinary proceedings

ADA COMPLIANCE

The San Mateo County Community College District strives for inclusion and equity. SMCCCD will not compromise at-risk or vulnerable populations to infection, and shall make the protection of those with disabilities an absolute priority consistent with the District's EOP (Emergency Operations Plan). All persons with Disabilities shall be given reasonable accommodations within all measures to prevent the spread of COVID-19.

A **reasonable accommodation** is a change in the work environment that allows an individual with a disability to have an equal opportunity to apply for a job, perform a job's essential functions, or enjoy equal benefits and privileges of employment.

An accommodation poses an **undue hardship** if it results in significant difficulty or expense for the employer, taking into account the nature and cost of the accommodation, the resources available to the employer, and the operation of the employer's business. If a particular accommodation would result in an undue hardship, an employer is not required to provide it but still must consider other accommodations that do not pose an undue hardship. Generally, the ADA requires employers to provide reasonable accommodations for known limitations of applicants and employees with disabilities

SMCCCD may make inquiries that are not disability-related. An inquiry is not disability-related if it is designed to identify potential non-medical reasons for absence during a pandemic (e.g., curtailed public transportation) on an equal footing with medical reasons (e.g. chronic illnesses that increase the risk of complications). The inquiry should be structured so that the employee gives one answer of "yes" or "no" to the whole question without specifying the factor(s) that apply to him. The answer need not be given anonymously.

MEASURES TO PROTECT THE DISTRICT'S DISABLED AND/OR VULNERABLE POPULATIONS

SMCCCD is aware that some employees and students may be at [higher risk for serious illness](#), such as [older adults](#) and those with chronic medical conditions. SMCCCD shall minimize face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from their workers, customers and visitors, or to telework if possible. Other measures to protect the disabled community shall include:

- ✓ Limiting elevator use for people with disabilities
- ✓ Arranging modified instruction, work, or telework

- ✓ Providing sanitizers and hand cleansers
- ✓ Providing PPE
- ✓ Providing medical counseling
- ✓ Modifying social distance requirements for aids that are required for mobility, access, etc.

For current Social Distancing County Protocol, visit San Mateo County Public Health, Policy & Planning

<https://www.smchealth.org/division-public-health-policy-and-planning>

DRAFT

APPENDIX G: RESPONDING TO COVID-19

Purpose and Scope:

The following Standard Operating Procedure (SOP) shall delineate response, mitigation, and reporting on occasions when students, staff, and faculty have COVID-19 signs and symptoms, test positive for COVID-19, exclusion of COVID cases, and when such persons may refuse to leave class or campus. This SOP will also define exposure, and isolation/quarantine stipulations. Although the SMCCCD health screening protocol mandates self-checks 24 hours prior to campus entry, it may be possible for occupants to develop signs and symptoms once on District grounds. It is imperative that SMCCCD maintain intuitive procedures for all occupants to reduce the spread of the Virus, to protect life, and maintain instructional continuity. The subsequent SOP shall maintain the following Scope:

- Definitions
- Identifying COVID-19 signs/symptoms
- Testing
- District Emergency Action Plan for Suspected or Confirmed COVID-19 Cases
- Isolation Parameters
- Instructional/Operational Continuity
- Isolation Procedures
- Exclusion of COVID-19 cases
- Removal of person/s from campus
- HIPPA compliance
- Prevent the Spread of COVID-19 if You are Sick Document from CDC

Definitions

- **Exposure:** A potential exposure means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" regardless of the use of face coverings. Use of facial coverings does not impact exposure determination per San Mateo County Health Department. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic. Any duration of exposure should be considered prolonged if the exposure occurred during performance an aerosol-generating procedure (AGP).
- **Exposure Risk Level:**
 - **"Low"** risk means persons were in minimal contact with the individual and do not need to quarantine or isolate.
 - **"Mid"** means persons came into contact with the individual for a long enough duration or were at close enough proximity to require self-quarantine at home.
 - **"High"** risk means that there is a high-probability person who came into contact with the individual were exposed to the virus. The Health Branch Director and County Health will instruct these persons on subsequent actions. This includes Persons who develop COVID-19 symptoms from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. This period also includes persons who test POSITIVE but are ASYMPTOMATIC from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

- **Close Contact:** Having *close contact within 6 feet of an individual for greater than 15 minutes with confirmed or suspected COVID-19*. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic or tested positive.
- **Aerosol-generating procedures (AGPs):** Aerosol-generating procedures are procedures performed on patients that are more likely to generate higher concentrations of infectious respiratory aerosols than coughing, sneezing, talking, or breathing. These AGPs may put healthcare workers (HCWs) at an increased risk for exposure and infection.
- **Quarantine:** refers to the practice of separating individuals who have had close contact with someone with a contagious disease such as COVID-19 from others. This is meant to interrupt disease transmission as people can be contagious before they develop symptoms and in the case of COVID-19 can be contagious without ever developing symptoms. People who are in quarantine should stay home until it is safe for them to be around others. They should stay home, separate from others, and monitor their health. 14-day quarantine is ideal and is still recommended for all close contacts per San Mateo County Health. However, If quarantining for 14 days is a hardship, individuals may be allowed to end quarantine after day 10 WITHOUT testing.
https://www.smchealth.org/sites/main/files/file-attachments/smc_covid-19_release_from_quarantine_guidance_01-07-2021.pdf?1610441376
- **Isolation:** used to separate people infected with a contagious disease (such as those who are sick with COVID-19 and those who have tested positive for COVID-19 but do not have any symptoms) from people who are *not* infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, sick/infected individuals should separate themselves from others by staying in a specific “sick” room or area and using a separate bathroom if available. Individuals will be directed to isolate for a minimum of 10-days.

Identifying COVID-19 Signs/Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

The San Mateo County Health Department has implemented a COVID-19 recommendations checklist for K-12 and applicable school-based programs outlining protocols, control measures, and recommendations. The following chart provides guidance for determining confirmed and suspected cases of COVID-19 infections:

- Confirmed Case of COVID-19 Infections: Individual with positive COVID-19 molecular amplification laboratory testing results (e.g., PCR) or positive antigen testing result.
- Note: Serology/antibody testing results are not currently used to diagnose COVID-19.

In the absence of a more likely diagnosis:		
At Least 1 of the following criteria	OR At Least 2 of the following criteria	
<ul style="list-style-type: none"> • Fever (temperature ≥ 100.4°F / 38°C or subjective fever) AND cough (new or change in baseline) • Fever (temperature ≥ 100.4°F / 38°C or subjective fever) AND shortness of breath or difficulty breathing (new or change in baseline) • New loss of taste or smell (i.e., new olfactory or taste disorder) • Painful purple or red lesions on the feet or swelling of the toes ("COVID toes") • Pneumonia (or clinical exam or imaging) • Acute Respiratory Distress Syndrome (ARDS) 	<ul style="list-style-type: none"> • Fever (temperature ≥ 100.4°F / 38°C or subjective fever) • Chills • Repeated shaking with chills (rigors) • Cough (new or change in baseline) • Shortness of breath or difficulty breathing (new or change in baseline) • Chest pain with deep breathing • Sore throat • Hoarseness 	<ul style="list-style-type: none"> • Muscle pain (myalgias) • Malaise or fatigue • Abdominal pain • Loss of appetite • Nausea • Vomiting Diarrhea • Headache • Altered mental status (e.g., confusion) • Conjunctivitis or "pink eye" • Rash

https://www.smchealth.org/sites/main/files/file-attachments/covid-19_recommendations_checklist_for_schools_9.8.2020_0.pdf?1600278794

Testing

The SMCCCD shall establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department. ***The District shall also implement COVID Surveillance Testing (See Appendix C).*** The following testing actions occur when there has been a COVID-19 case at the place of employment:

- The District shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s)
- COVID-19 testing shall be provided at no cost to employees during their working hours who had potential COVID-19 exposure in the workplace
- Provide all employees with information on benefits
- All employees in the exposed workplace shall be offered weekly testing.
- Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- SMCCCD shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department
- SMCCCD shall provide additional testing when deemed necessary by the governing body through the Issuance of Order to Take Special Action

Local Testing Facilities

The SMCCCD has partnered with San Mateo County Office of Emergency Services (SMCOES). This partnership has manifested centralized COVID-19 testing at the College of San Mateo. Contracted testing will be managed through Unified Command with SMCOES and Optum Health. District personnel and students shall have allocated testing at no costs.

The District also has procured testing for each college to conduct surveillance testing for employees and students exempt from vaccination policy, and for student athletes. Further and current testing information, including college testing locations, shall be maintained on the SMCCCD C-19 website.

Testing Considerations

- Recommend student and employee to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19
- Recommend all students and employees to report either their own positive COVID-19 test results, or that of a household member or non-household close contact, to the Health Branch Director as soon as possible
- The District will maintain strict HIPPA compliance and will maintain due diligence to protect their community from COVID spread with medical reporting data.
- The District shall maintain its Student First Mission, and shall create policy and protocol in alignment with equity minded solutions
- The District shall align with CAL OSHA, SMCH, CDPH, and all applicable legislation
- All testing requirements shall be verified with the appropriate governing authority

District Emergency Action Plan for Suspected or Confirmed COVID-19 Cases

CONTACT INVESTIGATIONS

The SMCCCD shall:

- Determine the day and time the COVID-19 case was last present and,
- To the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and
- The date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- Give notice of the potential COVID-19 exposure,
 - Must be within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case
- Offer COVID-19 testing information
 - No cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace
 - Provide employees with information on benefits
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure
- Identify measures to reduce exposure to COVID-19 hazards
- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.
- Emergency Action Plans (EAPs) may vary based on virus discoveries. All isolations and quarantines shall be verified with the LHD by the HBD.
- The HBD shall collaborate with the District Safety Officer with any conflicting guidelines, or in unusual/unique exposures.

WHO NEEDS TO QUARANTINE?

People who have been in close contact with someone who has COVID-19—**excluding people who have had COVID-19 within the past 3 months or who are fully vaccinated.**

- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms

What Counts as a close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to Take: Stay at home and monitor your health:

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

After stopping quarantine, you should:

- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash your hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

Confirmed and suspected cases of reinfection of the virus that causes COVID-19

- Cases of reinfection of COVID-19 have been reported but are rare. In general, reinfection means a person was infected (got sick) once, recovered, and then later became infected again. Based on what we know from similar viruses, some reinfections are expected.

- ***CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. CDC will continue to evaluate new information and update recommendations as needed.***
- ***Individuals who are 2 weeks post their completed COVID-19 vaccination series (2 doses for Pfizer and Moderna OR single dose Johnson & Johnson Janssen) are exempt from quarantine guidelines. Isolation directives still apply if the individual exhibits symptoms and/or tests positive for COVID-19.***

APPENDIX H: SANITIZATION

Background

The colleges of the San Mateo County Community College District (SMCCCD), Cañada College, College of San Mateo, and Skyline College, are designated as “Essential Businesses” (as that term is defined in Section 15.f.xiv of the San Mateo County Health Officer’s Order No. c19-5f, dated June 4, 2020 (“Order No. c19-5f”).

Obligations and possible mandates from state and local governance shall inform SMCCCD, however, SMCCCD will continue to operate with a discipline focused on campus health, and will not compromise District occupant health. Campus occupancy load is calculated by the ability of the District to provide resources and staffing levels so that Facilities Custodians effectively clean, sanitize, and disinfect occupied areas of the campus and District office buildings. The following procedure shall serve as a living document to guide, inform, and assist all District personnel in community cleaning, sanitization, and disinfection processes that will help to protect life and slow the communal transmission of COVID-19.

It may be possible that a person become infected by COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as surface material type, sun light, and humidity. Regular sanitization and disinfection of horizontal, vertical, and high use surfaces are proven to slow communal transmission of COVID-19.

Implemented campus access control policies, procedures, and record keeping informs Facilities of occupied areas. Refer to the District’s Access Standard Operating Procedure for process and details. Understanding which areas on campus have been occupied allows the Custodians to focus their professional cleaning, sanitizing, and disinfecting efforts on those specific areas. This results in a more directed, comprehensive, and effective approach to those targeted cleaning strategies.

In addition, to professional cleaning by the District’s custodians, all people working at, learning at, and visiting the campuses are expected to assist in slowing the spread of COVID-19 by practicing physical distancing, engaging in effective hygiene practices, and sanitizing furniture and equipment they use.

Definition and Scope

Cleaning, sanitization, and disinfection, are a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by reducing the level of contagion, also known as pathogens, virus, or germs, on surfaces.

- Cleaning refers to the physical removal of visible dust, dirt, and debris from surfaces and spaces by mechanical, manual or chemical methods, including scrubbing, washing, and rinsing.
- Sanitization refers to the treatment of cleaned surfaces with a chemical, physical agent, or process that will dramatically lower the number of pathogens, virus, or germs, on said surfaces to a safe level.

- Disinfection is the process to destroy or inactivate viruses, bacteria, and fungi on surfaces by means of chemicals or other processes.

For the purpose of this procedure, cleaning, sanitation, and disinfection measures shall include the following processes, procedures, and attachments:

- Cleaning and disinfection processes and frequencies of high use and community spaces and touch points. Examples include:
 - ✓ Restrooms—fixtures, door hardware, and all horizontal and vertical surfaces
 - ✓ Breakrooms, work rooms, and conference rooms, reception areas, lobbies etc.
 - ✓ Community area door hardware, handrails, light switches, public phones, water fountains, elevator buttons, etc.
- Cleaning, sanitization, and disinfection processes and frequencies of faculty and staff offices, equipment, and other community spaces
- Cleaning, sanitization, and disinfection processes and frequencies of classrooms, labs, and associated equipment
- Disinfection procedure for an area occupied by a person with confirmed COVID-19
- Disinfection procedure for an area occupied by a sick person
- Procurement and distribution of sanitizing wipes and hand sanitizing products
- Strategy for addressing and cleaning water fountains and bottle fillers
- Reference to—APPENDIX A: Social Distancing Protocol (SMC Revision June 17, 2020)

The Facilities Director of Maintenance and Operations reviews and approves cleaning, sanitizing, and disinfecting processes. To ensure effective implementation of this procedure, the Director will inform District and college leadership of the threshold ratio relating to Custodial cleaning staff and available cleaning supplies to the occupied building spaces that require this specialized cleaning. The capacity in which District facilities are occupied is determined by Facilities Custodians ability to effectively clean, sanitize, and disinfect as outlined in this procedure.

In alignment with Center for Disease Control (CDC) mandates and recommendations for cleaning, sanitizing, and disinfecting for protecting against COVID-19, the campus Facilities Managers and Custodial Supervisors will develop effective cleaning, sanitization and disinfection procedures. In addition, Facilities Managers and Custodial Supervisors will

- Inform and train all Custodial cleaning professionals of the cleaning, sanitization, and disinfection strategies and requirements outlined in this procedure, so they may perform safely and effectively
- Ensure adequate staffing to carry out all cleaning, sanitization, and disinfection strategies outlined in this procedure
- Provide appropriate personal protective equipment (PPE) to ensure the safety of the Custodial staff
- Research and procure any required special tools or equipment necessary for the implementation of the cleaning, sanitizing, and disinfecting procedures effective against COVID-19

- Research and inform General Services of specific hospital grade sanitizing or disinfection products effective against COVID-19 required for procurement and/or procure those products themselves
- Enforce adherence to Federal, State, local, and District laws, policies, and procedures as appropriate
- Adhere to and enforce the completed District APPENDIX A: Social Distancing Protocol

District Custodians hold the Basic Custodial Certification professional credential, from ISSA's Cleaning Management Institute. This credential covers advanced procedures in custodial/housekeeping operations as set forth by the Cleaning Management Institute. District Custodians will adhere to all Federal, State, local and District laws, policies, and procedures while they perform effective cleaning, sanitization and disinfection procedures against COVID-19.

All people working and learning on the campuses will participate in sanitizing/disinfecting of the work surfaces and specialized equipment they use.

Cleaning, Sanitization, and Disinfection of High Use and Community Spaces

Occupied high use and community spaces and touch points are cleaned and disinfected daily (Monday-Friday and/or when otherwise specially scheduled) with hospital grade disinfectants effective against COVID-19, by the District's professional Custodial team. Examples include:

- ✓ Restrooms—fixtures, door hardware, and all horizontal and vertical surfaces.
- ✓ Breakrooms, work rooms, and conference rooms, reception areas, lobbies etc.
- ✓ Community area door hardware, handrails, light switches, public phones, water fountains, etc.

Custodians first clean the space by removing visible dust, dirt, and debris. This is accomplished by mopping, dusting, vacuuming, washing floors, extracting carpets, etc. Concluding the cleaning process, Custodians will apply appropriate disinfectants and allow these disinfectants to dwell to achieve maximum results.

Sanitization of Faculty and Staff Offices

Facilities Custodians Role: The Custodians are very respectful of the personal work environments where people work on the campus. Without disturbing the office occupant's furniture, equipment, work on desks, and/or personal possessions, District Custodial staff will perform standard cleaning of occupied offices and disinfection of door handles daily. Regular service includes the

- daily recovery of trash and recycling
- weekly vacuuming and dusting
- as needed cleaning of windows and window coverings, fixtures, and other surfaces to remove visible dust and dirt, etc.

Office Occupant Role: During the pandemic state of emergency, all people working on campus are required to participate in the mitigation of disease transmission. To accomplish this, office and work area occupants are responsible to regularly clean and sanitize their:

- office equipment, i.e. phone, computers, keyboards etc.
- furniture, i.e. desk surface chair backs and arm rests
- personal possessions
- specialized equipment

Office occupants may have their offices fully detail cleaned and disinfected by the Facilities Custodial team no more than monthly or if a qualifying event requires it, i.e. a sick person was in the office. This service may be requested via the Facilities Helpcenter work order process. In order for the Custodial team to perform the work, the desk and associated furniture must be clear of all work and personal belongings.

Disinfection Procedure for an Area Occupied by a Person with Confirmed Covid-19

Upon confirmation of suspected contamination, immediately restrict access to the space. Allow the space to lay SPRINGow for 24 hours or as long as practical before beginning cleaning and disinfection.

Note that Custodial staff may need to move work, equipment, and personal belongings of the office occupant to effectively clean and disinfect the space.

Ensure adequate ventilation when cleaning. Run the air handling system during the time the space lays SPRINGow, during the disinfection process, and for the following 24 hours after cleaning. Apply professional cleaning techniques consistent with Center for Disease Control and industry standards to all cleaning processes as referenced here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility
 - Isolate areas visited by the ill persons. When possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait as long as practical before beginning cleaning and disinfection.
 - Cleaning staff shall clean and disinfect all areas the ill person came in contact with. This includes offices, restrooms, common areas, and shared electronic equipment used by the ill person(s), focusing especially on frequently touched surfaces.
 - If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.
- At a minimum, Custodial staff will wear PPE appropriate for cleaning and consistent with CDC guidelines and in alignment with the SMCCCD PPE Use Policy. The CDC says, Personal Protective Equipment (PPE) and Hand Hygiene:

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
 - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
 - Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
 - Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
 - Disinfect the space to reduce the potential of disease spread
 - Per manufacturer's instructions, use a hospital grade disinfectant to disinfect all surfaces the infected person came in contact with.

Disinfection Procedure for an Area Occupied by a Person Who Went Home Sick

On occasion, a person may feel ill and need to leave work to go home. Regardless of the illness, the office or occupied space will be cleaned and disinfected. The ill person or a person in the service area will close and isolate the office or space and notify the Health Branch Director (HBD). The HBD will assess the situation to determine isolation timeframe for office or space. Subsequently a work order will be submitted via the Facilities Helpcenter work order request system to alert the Custodial team that the office or space needs to be disinfected. The Custodial team will clean and disinfect the office and other areas in which the person came in contact. If the office is shared or there are adjacent workstations, that furniture and those spaces will also be cleaned and disinfected.

Procurement and Distribution of Sanitizing Wipes and Hand Sanitizers

During the pandemic state of emergency, all people on the campuses are required to participate in slowing the spread of COVID-19 by regularly sanitizing and disinfecting workstations, personal items, and community equipment. The constant cleaning and sanitizing of community classroom, lab, and office equipment is essential to mitigate disease transmission.

In addition, when handwashing is not immediately available, the use of hand sanitizers serves as an acceptable alternative to help slow the communal transmission of COVID-19.

During the pandemic state of emergency, the District will procure and supply additional hand washing supplies, hand sanitizer and dispensers, and sanitizing wipes and dispensers. Hand sanitizer and wipe dispensers are installed in occupied buildings deemed necessary for the continuation of essential business functions.

The District uses sanitizers and disinfects in alignment with the Environmental Protection Agency's list of Disinfectants for Use Against SARS-CoV-2 (COVID-19): <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Faculty, staff, students, and campus visitors have access to hand sanitizer and disinfecting wipes via dispensers placed in community accessible spaces—examples include lobbies, corridors, classrooms, work rooms, etc.

- Hand Washing: Nearly all buildings on the campuses are equipped with restrooms. Hand washing may be accomplished in all restrooms and breakrooms. In addition, some classrooms/labs are equipped with sinks. Hand washing may also take place in those rooms. The expectation is that people will frequently wash their hands to ensure good hand hygiene.
- Hand Sanitizer: Hand sanitizer is available in dispensers located inside building entrances, along building corridors, in lobbies, and at the entrances of programmatic spaces. The expectation is that people will sanitize their hands upon entering the building.
- Disinfecting Wipes: Disinfecting wipes are available in essential classrooms and labs, occupied program suites, occupied building reception areas, and workrooms/breakrooms of occupied buildings. The expectation is that people will retrieve sanitizing wipes from the community dispenser and take it to their work/learning station to sanitize the work/learning stations before and after using it.

The District's Custodial staff will regularly service and stock community District supplied handwashing facilities, hand sanitizing dispensers, and disinfecting wipe dispensers. Should faculty or staff observe a restroom needing service or an empty dispenser, submit a facilities work order via the Facilities Helpcenter on the District's portal.



Facilities Helpcenter

username

@smccd.edu

At their own expense and for convenience, individual people or departments may elect to procure and/or provide their own personal containers of hand sanitizer and sanitizing wipes. If electing to provide their own hand sanitizer or disinfecting wipes, departments and individuals must use products designated as effective against COVID-19 as defined by the Center for Disease Control.

DRAFT

APPENDIX I: CHILD DEVELOPMENT CENTERS

CHILD DEVELOPMENT CENTERS (CDCs)

The CDCs shall develop specialized COVID recovery plans inherent to child care operations. All CDC staff must be immunized ten (10) days prior to returning to onsite work. Employees that meet SMCCCD exemptions must be tested at least once a week. Guidance for plan creation can be located at the CDPH website *COVID-19 UPDATE GUIDANCE: Child Care Programs and Providers* at <https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>. These plans shall be created, and presented to the EOC for approval prior to return to in-person operations. Resumption of on-site operations shall be the start of the ***Fall 2021 Semester***. These plans shall address the following requirements set forth by the CDPH:

- I. Planning
 - a. Establish plans for sharing information and guidelines with parents and caregivers in their preferred language.
 - b. Train all staff and communicate with families on the following:
 - i. Enhanced sanitation practices
 - ii. Physical distancing guidelines
 - iii. Proper use, removal, and washing of face coverings
 - iv. Personal hygiene
 - v. Screening practices
- II. Cleaning: See Appendix G: Sanitization
- III. Hygiene
 - a. Implement and enforce strict handwashing guidelines for all staff and children. Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. It may be helpful to sing a 20-second song while children wash.
 - b. Use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
 - c. Teach children to avoid contact with one's eyes, nose and mouth, and use tissue to wipe their nose and to cough/sneeze inside their elbow. Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
 - d. Discontinue brushing teeth during class.
 - e. All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others. Personal toys and blankets should either be sent home with the family each day or washed daily by the provider.
 - f. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.
- IV. Arrival Procedures

- a. If a parent/caregiver is entering the classroom, ask them to wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and as soon as they get home.
 - b. Ask parents/caregivers to meet at the facility entryway for pick-up and drop-off of children whenever possible and to be as brief as possible.
 - c. If parents/caregiver must enter, ask them to enter and exit the room one person at a time to allow for social and physical distancing. Consider asking them to wear face coverings.
 - d. Ask parents/caregivers to bring their own pens when signing children in and out. When that is not possible, collect pens immediately after a single use, deposit them in the cleaning area, and provide a sanitized pen.
 - e. Install hand sanitizers, out of the reach of children, near all entry doors and other high traffic areas.
 - f. Take steps to reduce contact between children and adults, including other children's parents during pick-up/drop-off, classroom visits, volunteers.
 - g. If possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating those at high risk.
 - h. Consider staggering arrival and drop off times.
 - i. Consider designating a staff member from each class to escort in or out of facility (if parent/caregiver are comfortable with this option) and signing their child in and out for arrival.
- V. Health Screening
- a. Providers must implement screening procedures for all staff and children before they enter the facility. Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Exclude anyone who has an affirmative response on any of these points.
 - b. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - c. Conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
 - d. Take children's temperature each morning with a no-touch thermometer. If a thermometer requiring a touch-method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected. Thermometers must be properly cleaned and disinfected after each use.
 - e. Monitor staff and children throughout the day for signs of illness; send home children 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.
 - f. Child care programs must exclude any child, parent, caregiver, or staff showing symptoms of COVID-19. Staff should discuss with parent/caregiver and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude.

APPENDIX J: INSTRUCTION AND STUDENT SERVICES

METHODOLOGY

Continuity of instruction and student services shall be commanded through the respective Continuity of Instruction Branch Director (COI-BD), or Continuity of Student Services Branch Director (COSS-BD). The COI-BD, or COSS-BD may utilize participatory governance methodologies outside of the EOC to inform Branch decision making. Proposals for the modality of instruction or student services remain the responsibility of the COI-BD (with approval from Policy Group and Board of Trustees). In-person instruction and essential support services necessary to support courses will be prioritized based on essential worker training, difficult to teach remote courses, or difficult to remotely provide essential support services.

Approval Processes for Summer and Fall 2021:

The EOC shall review ALL instruction and student services programs, processes, and courses prior to migrating instruction or student services modality. The COI-BD or COSS-BD shall make a determination of qualified instruction and student services programs, processes, and courses that align with Federal, State, and County health guidelines. In the case that no stipulation is made at the national, state, or local level of governance, the COI-BD or COSS-BD will make every attempt to parallel face-to-face qualifications to vocational manifestations in the County's business sector. For example, if hair salons are allowed to open within the County, the COI-BD may suggest the return of courses within the Cosmetology Program. The following steps outline the EOC Approval Process:

- I. The COI-BD and COSS-BD shall collaborate with Academic and Classified Senate, Policy, and the OPS Section Chief to determine qualified programs, process, and courses.
- II. Assigned Deans shall receive a template for on-site instruction planning.
- III. The OPS Section Chief will schedule Program/Course Leads to present their face-to-face instruction or student services plans. Plans must include the following:
 - a. Course Name, Section, Description or Program/Process Name and Description
 - b. Location (Building, Classroom, Campus)
 - c. Start and end times
 - d. Parking
 - e. Sanitization equipment needed
 - f. Required Signage
 - g. Occupancy (Social Distancing Requirements)
 - h. PPE needed
 - i. Entry/Egress
 - j. Proof of Space Assessment
 - k. Required COVID training completion
- IV. Course/Program Lead shall present in front of OPS
 - a. All Branches must approve the face-to-face instructional plans
 - b. Safety and EOC Director shall approve the face-to-face instructional plans
- V. Instruction may begin when approved by Policy and the EOC
- VI. EOC course approval will no longer be required after Fall 2021

APPENDIX K: NON-INSTRUCTION

Services and activities classified outside of instruction and student services will be considered based on California's Blueprint for a Safer Economy tier system, Beyond the Blueprint Protocols, and San Mateo County's guidance (Office of Emergency Services/ Public Health). District priority for instruction and student services, as well as other priority operation commitments, will be factored into a final determination.

While restrictions cannot be predicted at any given time, allowance for approved scheduled events will take place commensurate to appropriate real time conditions. Continual assessment will occur through the Emergency Manager and Emergency Operation Center team. Event leads will be contacted as soon as possible if an event cannot be conducted due to County restrictions. Reservation cancellations due to these restriction uncertainties will be honored.

Methodology

The approval process noted for instruction and student services shall serve for operations defined as gatherings and facility rentals. Gatherings, for the purpose of this plan, shall be defined as "An assembly or meeting, which may be social, festive, or instructional, held for a specific purpose with more than five (5) people for inside use, and more than (10) for outside use. CDC continues to recommend that large gatherings be avoided, particularly those in which physical (social) distancing cannot be maintained between people who live in different households. This guidance is intended for those who are planning a large event or a standard District sustained operation, such as Learning Centers, Food Services, Child Development Centers, festivals, conferences, dog training, weddings, and all other facility rentals. Individuals seeking recreation on District grounds (track, tennis courts, etc.) do not need to present plans to OPS for site use. However, recreational gatherings of more than 10 people on District Grounds, must receive prior approval to ensure separation from other District owned operations and facility rentals, and to ensure proper Public Safety regulation.

Staff (Non-Essential)

Effective JUNE 15th, 2021 all staff employees who can provide proof of vaccination (with second immunization for Pfizer/Moderna, and only vaccination for Johnson & Johnson) on/before ten (10) days prior to return, may be granted a return to their on-site work space.

- I. All fully vaccinated staff may return JUNE 15th 2021, with proof of vaccination.
- II. All employees working on-site in the FALL must complete:
 - a. Health and Safety Plan training (Safecolleges)
 - b. Cleaning & Sanitation Training (Safecolleges)
 - c. Vaccinations or follow SMCCCD COVID Surveillance Testing Policy
- III. Work schedules and accurate record keeping for staff on site is required

RECREATION

All recreation on District grounds shall adhere to Federal, State, and local guidance. Recreation is defined as, an "Athletic activity done for enjoyment when one is not working". No community member recreating on District grounds shall enter District Buildings for facility use while California remains in COVID Recovery

(Purple through Yellow Tier). Indoor facilities include bathrooms, gymnasiums, and District Buildings, but do not include SMAC facilities. Recreation for community members shall be limited to the following locations, and protocols: (No Community Recreation on Campus Interiors)

- I. Tennis Courts:
 - a. No reservations required
 - b. Hand sanitization station is available
 - c. Signage is required on site
- II. Track and Field
 - a. Reservation required if gathering is larger than ten (10) people
 - b. Activity must align with Outdoor and Indoor Youth and Recreational Adult Sports at: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>
 - c. Field use shall only be for SMCCCD Operations (Athletics, Police/Fire Academies, etc.) while California remains in COVID Recovery (Purple through Yellow Tier). This will prevent mixing gatherings and decrease possible exposures to students and employees
 - d. Hand sanitization station is available
 - e. Signage is required on site
- III. Community Walking, Dog Walking, Bicycling
 - a. Shall only occur on perimeter roads
 - b. All dogs must be on a leash
 - c. Recreators must don mask when within six (6) feet proximity to others.
 - d. District signage shall be placed on college perimeter roads detailing:
 - i. Masking and distancing requirements
 - ii. Routes of travel (DO NOT ENTER CAMPUS INTERIORS)
- IV. San Mateo Athletic Club (SMAC)
 - a. SMAC Director shall provide detailed C-19 Recovery plans to SMCCCD EOC
 - i. EOC must approve plans prior to implementation
 - b. Plans shall align with County, State, and Federal Guidance
 - c. SMAC shall maintain:
 - i. Attendance records
 - ii. SMCCCD Health and Safety Plan
 - iii. Appropriate Signage (sanitization, occupancy, paths of travel, etc.)
 - iv. Access staff
 - v. Sanitization supplies

FACILITY RENTALS

All facility rentals on District grounds shall adhere to Federal, State, and local C-19 guidance through the *Blueprint for a Safer Economy*. Facility rentals shall also adhere to District policy to ensure requisite MOUs and/or contracts have been completed per normal operating guidelines. The SMCCCD EOC may receive a facility use request from Policy, the Continuity of Business Branch Director (COB-BD), or through other internal/external stakeholders. However, ALL Facility rentals must receive EOC endorsement prior to

approval. Approval processes for facility rentals are identical to instructional courses and programs and include the following:

- I. The EOC shall determine and ensure:
 - a. All required contracts, MOU's, and agreement have been completed prior to facility use
 - b. Facility use is classified according to the type of operation (cultural ceremonies, day camps, farmers markets, small private gatherings, swap meets, etc.) to ensure limitations on occupancy
 - c. Point of Contact, and contact information for all attendees
 - d. No mixed gatherings

DRAFT

COVID-19 Recovery Plan



SPRING SEMESTER, 2022



Overview

The San Mateo County Community College District is focused on the safe and confident return of instructional programs and student support services to our campuses.

Beginning January 3, 2022, the District will operate in its “new normal” environment. This includes the return of all (or most) instructional programs, student support services, and other programs in face-to-face mode on the campuses and at the District Office. Many instructional programs and student services will also be available online for students who wish to remain online.

District Campuses will be fully reopened for community use.

Reopening Vision for Spring 2022

All offices, services, and programs will operate face-to-face on the campuses and at the District Office. Employees will be expected to work on campus. In order to support these operations, all employees and students will be required to demonstrate proof of vaccination against COVID-19.

Contact tracing and some health & safety precautions will remain in place such as required vaccinations, periodic testing of some personnel, and contact tracing capability. Campuses will strive to have onsite vaccination capability in order to support long-term operations.

Operations may again be limited or closed in the future as a result of COVID-19 resurgences or future public health emergencies.

Scope

The San Mateo County Community College District (SMCCCD) COVID Recovery Plan is intended to remain a living document, and will serve the entire District community. The Plan will be utilized by the Emergency Operations Center (EOC), and campus community. The Plan will serve to delineate clear cut objectives, establish sound strategies, and provide granular tactical aims. This Plan’s intent is also to remove barriers for future student learning, improve District operations, and prioritize equity in establishing principle to guide the reopening of the District. This recovery plan will align these principles with the District initiatives to build an even stronger antiracist, socially-just, and equitable community for faculty, staff, and students. Long-standing systemic health and social inequities have put many minoritized racial and ethnic minority groups at increased risk of contracting and dying from COVID-19.

To stop the spread of COVID-19 and address disparities in health and wellness within our communities, the District strives to work to ensure resources are distributed equitable and to maintain and manage overall health and wellbeing (e.g., physical, emotional, mental), including easy access to information, affordable testing, and medical and mental health care. While this Plan is to address COVID-19, it may serve future recovery efforts for similar crises.

Background

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Long-standing systemic health and social inequities have put many people from minoritized racial and ethnic minority groups at increased risk of contracting and dying from COVID-19. The term "minoritized racial and ethnic minority groups" includes black, indigenous, and people of color from various backgrounds, heritage, and cultural experiences. While this is true that some experiences may be common across minoritized racial and ethnic groups, this recovery plan acknowledges that systemic racism has exacerbated the current disparities in healthcare, medical resources, and overall wellbeing of our black, indigenous, and people of color communities. Minoritized racial and ethnic groups are disproportionately affected by COVID-19. Inequities in the social determinates of health, such as poverty and healthcare access, affecting these groups are interrelated and influence a wide range of health and quality-of-life outcomes and risks. To achieve equity in supporting our community needs for health and wellness, the District commits (or must commit) to remove barriers so that everyone has fair access to health resources and support. The following is intended to delineate the SMCCCD SRPING 2022 Recovery Plan for COVID-19.

SPRING 2022 OVERVIEW

The San Mateo County Community College District (SMCCCD) is committed to safeguarding the health and safety of its students and employees during the COVID-19 pandemic. In support of SMCCCD's commitment to health and safety for all members of its community, the District will be updating its Immunization Requirements for Students and Employees to include the COVID-19 vaccine. This health policy update means that, with limited exceptions, all students and employees planning to attend and/work on-site must be fully vaccinated by January 3, 2022. The benefits of COVID-19 vaccination include prevention of serious illness, hospitalization, and death from the virus. Broad immunization is critical to help stop the current pandemic and to protect our District community. Most important, a safer SMCCCD community supports a safer California for our families, our friends, and our neighbors across the state.

The benefits of requiring the vaccination specific to the District community include greater occupancies, full-course return, improved instruction and business continuity, and a decrease in health risks. Our students and employees will feel safer on campuses, and with improved trust, our Student First Mission will continue to flourish. The District remains committed to maintaining a safe work and learning space through:

- COVID Surveillance Testing
- Contact Tracing
- Health Screenings
- Indoor Mask Policies
- Sanitization
- Hygiene Excellence
- Facility Preparations

Equity

The COVID-19 pandemic has brought social and racial injustice and inequity to the forefront of public health. It has highlighted that health equity is still not a reality as COVID-19 has unequally affected many racial and ethnic minority groups, putting them more at risk of getting sick and dying from COVID-19. The term "racial and ethnic minority groups" includes people of color with a wide variety of backgrounds and experiences. Negative experiences are common to many people within these groups, and some social determinants of health have historically prevented them from having fair opportunities for economic, physical, and emotional health. Social determinants of health are the conditions in the places where people live, learn, work, play, and worship that affect a wide range of health risks and outcomes.

The Strategic Plan of the San Mateo County Community College District (SMCCCD) is explicit in its focus on Students First: Success, Equity, and Social Justice. All planning and operational objectives are prioritized by life safety, instructional/business continuity, and property conservation. All three of these objectives are achieved through the utilization of strategies grounded in equitable tactics. These tactics include:

- In-person learning prioritizations

- Vaccination clinic planning for campus locations
- On-site testing
- Financial Aid
- Food Distribution

Instruction and Student Services

SPRING 2022 instruction shall primarily occur in the in-person modality. Essential services in support of SPRING 2022 instruction will all now return to on-site work locations. **All employees and students working/learning on site beginning SPRING 2022 must be vaccinated (see Appendix B).**

Courses offered for SPRING 2022 include:

Health

SELF-SCREENING

All employees, students, and visitors are expected to complete self-screening procedures for recognized COVID-19 symptoms before coming onto campus. Because most of our office and instructional spaces meet the low/medium levels from the OSHA workplace assessment pyramid, all employees, students and visitors are asked not to enter District sites if experiencing COVID-19 symptoms or if recently exposed to an infected person. Temperature checks will only be performed in high density environments, such as fire technology, child development centers, and athletics.

VACCINATION AND TESTING

Requirement for Testing

If an employee or student reports experiencing symptoms of COVID-19, a supervisor observes what they believe to be symptoms of COVID-19 by an employee, they will be advised to seek medical care and receive a COVID test. Surveillance testing will be required of employees and students exempt from vaccination mandate beginning in the SPRING 2022 Semester. "Surveillance" testing refers to regular testing for individuals who are not experiencing any COVID-19 symptoms. Surveillance testing is provided for free to students, faculty, and staff, and is an added safeguard to minimizing the spread of COVID-19 within our community. The plan requires weekly surveillance testing for District employees and students who are working/learning on-site and are exempt from the vaccination requirement. The testing requirement applies to:

- **ALL STUDENTS and EMPLOYEES EXEMPT** from vaccine mandate

Requirement for Vaccinations

By providing information about COVID-19 vaccination and establishing supportive policies and practices, SMCCCD can help increase vaccine uptake among essential workers, faculty, staff, and students. Although COVID-19 vaccine supply is currently limited, it's not too early to share clear, complete, and accurate messages, promote confidence in the decision to get vaccinated, and engage employees in plans to address potential barriers to vaccination. Strong confidence in the vaccines within the SMCCCD workplace leads to more people getting vaccinated, which leads to fewer COVID-19 illnesses, hospitalizations, and deaths.

In support of SMCCCD's commitment to health and safety for all members of its community, the District will be updating its Immunization Requirements for Employees and Students to include the COVID-19 vaccine. **This health policy update means that, with limited exceptions, all employees and students planning to attend and/work on-site must be fully vaccinated by January 3, 2022.** For the purposes of this guidance, people are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer- or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).

The benefits of COVID-19 vaccination include prevention of serious illness, hospitalization, and death from the virus. Broad immunization is critical to help stop the current pandemic and to protect our District community. Most important, a safer SMCCCD community supports a safer California for our families, our friends, and our neighbors across the state. Benefits specific to the District community include:

- An expedited return to pre-pandemic normal
- Additional in-person course offerings and academic experiences
- Opportunities for a wider range of events and activities offered at our campuses
- Expanded dining and recreation options
- Greater interpersonal collaboration among faculty, students, and staff
- Travel domestically without a pre- or post-travel test
- Travel internationally without quarantining after travel
- Travel domestically without quarantining after travel
- Travel internationally without a pre-travel test depending on destination
- Quarantine occurrences will decrease
- Improved contact tracing

SOCIAL DISTANCING PROTOCOLS

The primary objective of the social distancing protocols is to ensure proper physical distancing in instructional, student services and office spaces. Physical distancing is identified by health authorities as the most effective single method of avoiding the spread and contraction of COVID-19. To support social distancing requirements, the following expectations apply districtwide:

- Employees and students will no longer be required to socially distance
- Employees and students shall remain aware of other's personal space, and grant distance if requested
- The number of people that can be present within a shared space (employees and students) will be determined by the normal operating occupancy load.
- Space modifications may still be requested for employees who require social distancing

FACE COVERINGS

Masks are an additional step to help prevent people from getting and spreading COVID-19. They provide a barrier that keeps respiratory droplets from spreading. When on campus and at the District Office, employees and students are expected to follow public health guidelines for physical distancing, face covering, and hygiene, plus additional measures as noted in this document.

In addition to the CDC guidelines, the guidance issued by the California Public Health Department on June 18, 2020 requires face coverings to be worn anytime an employee can possibly come within six feet of another person. Face coverings must cover the nose and mouth and should be worn when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible.

Distribution

One-time distribution of reusable cloth face coverings for employees is available from College Bookstores and the Campus Public Safety Offices Office, should employees not have their own face covering. Managers should work with their supervisors to assess when additional Personal Protective Equipment (PPE) is required for employees as necessary for their job functions.

Faculty will wear a face covering in the classroom. If a faculty is not able to wear a face covering, a face shield will be provided upon request.

Because of limited supplies, upon request, each employee will be provided with up to two reusable face coverings. Employees are encouraged to bring their own face coverings. Reusable face coverings will not be provided to students but will be available for purchase at campus bookstores. OES supplied surgical masks will be available at no cost in all College Bookstores as well.

Protocol Accommodations:

Employees who are not able to wear a face covering are encouraged to discuss their concerns with their supervisor, who will then refer them to District Human Resources or the Health Branch Director for the accommodation process. All students must wear a face covering to enter classrooms and all college buildings. Students who have medical exemptions and who are not able to wear a face covering should be referred the Health Branch Director for assistance. If a student refuses to comply with safety protocols, they should be referred to the College VPSS and VPAA, and shall not be permitted in class until resolution.

PROTOCOL FOR SUSPECTED CASE OF COVID-19 ON CAMPUS

Our campus community is being cautious and taking measures to reduce risk; however, the contagious nature of the COVID-19 virus and the essential functions we provide to our students mean our community will potentially have positive cases among our students, staff, and faculty. It is critical that everyone knows how to respond.

Contact Tracing

Any individual who believes they are experiencing symptoms of COVID-19 infection, and are expected to report to, or have reported to a College or District facility within the prior 48 hours, should report their situation to a supervisor/manager or instructor immediately. In the event of a confirmed workplace COVID- 19 case exposure, contact tracing will be initiated by the Health Branch Director.

- Contact should be made by phone, email, or other non- face-to-face communication, where possible, to avoid additional potential exposure.
- Supervisor/manager or faculty/student will contact Health Branch Director
- Health Branch Director will liaise with San Mateo County Health Department to determine isolation and quarantine protocol, and will initiate timely notifications

- In the event that multiple cases of exposure occur at a District site, the District will determine an appropriate response in consultation with County Health.
- The District will comply with all privacy laws, and if supervisor/manager/faculty/staff is contacted by a public health official during their contact tracing, all calls should be forwarded to District Health Branch Director where contact tracing information will be stored.
- ❖ Fully vaccinated occupants do not need to quarantine after a confirmed exposure unless accompanied with signs/symptoms, and/or a subsequent positive test.

Facility Preparations

As a part of pandemic planning, Facility Management teams will conduct detailed building use/space assessments with the intention of strategically limiting the spread of COVID-19 in the workspace. Although most COVID signage has been removed, District signage may still include:

ROOM CAPACITY

Room capacity and seating layouts have been returned to pre-COVID specifications. Space modifications may be requested through the Campus Facility Departments.

SIGNS AND FLOOR MARKINGS

Floor markings to assist with social distancing and traffic flow will be placed in the following locations, as appropriate and necessary.

- Transaction window/counter where lines may form
- Directional “lanes” through interior narrow walkways and high traffic areas
- Additional locations as determined with individual departments and approved by Faculties Managers
- Signs have been placed at numerous locations on campus:
 - Occupancy Limitations
 - Social distancing reminders
 - Elevator capacity restrictions. Elevators are restricted to one occupant
 - Traditional drinking fountains have been taped off
 - COVID-19 awareness signs and any County required signage
 - Stairwells signage indicating appropriate directional flow of traffic

BUILDING HVAC SYSTEMS

District Facilities staff have returned to work in order to keep our buildings operating and safe for the activities that are occurring on campus. Where possible, adjustments have been made to bring in additional fresh air to buildings. A variety of air handling systems are in use across each campus and will be cleaned and filters changed to meet current ASHRAE guidelines. Physical spaces determined to not meet recommended standards will not be used during COVID-19.

CLEANING AND DISINFECTING

All facilities have been thoroughly cleaned in preparation for full District services starting in SPRING 2022. Areas on campus that will be regularly used during the Spring will be stocked with additional disinfection wipes for use by students, faculty, and staff.

Instructions on proper use of disinfection supplies will be provided in each location. Disinfection of personal areas such as office desks will be the responsibility of the occupant. Disinfection of shared equipment, such as keyboards or copier controls is the responsibility of the user of the equipment. The supply of disinfection wipes may become inconsistent, and we ask that they are used only as instructed and not removed from the room they have been placed.

In addition, each campus Custodial Supervisors has completed the following steps to combat COVID-19 within campus facilities:

- Surveyed of all direct and indirect high- touch surface areas throughout campus buildings. This includes tables, doorknobs, light switches, elevator buttons, countertops, handles, desks, toilets, faucets, sinks, etc.
- All custodial staff have been given additional training and instruction on proper disinfection protocols specifically related to Coronavirus.
- Stockpiled additional cleaning and disinfection supplies that are certified by the EPA to be effective against the COVID-19 virus.

College Maintenance and Operations/Buildings and Grounds teams ask for the ongoing cooperation of the campus communities by disposing of trash appropriately and returning chairs, desks, and workstations to their original positions to allow our staff to be able to shift more of their energies from housekeeping duties to focus on cleaning and disinfecting.

Access

Access will remain open for the Spring 2022 Semester. Health screenings will be required to work/learn on campuses, and managers/faculty will be required to maintain rosters/schedules for contact tracing.

Discipline

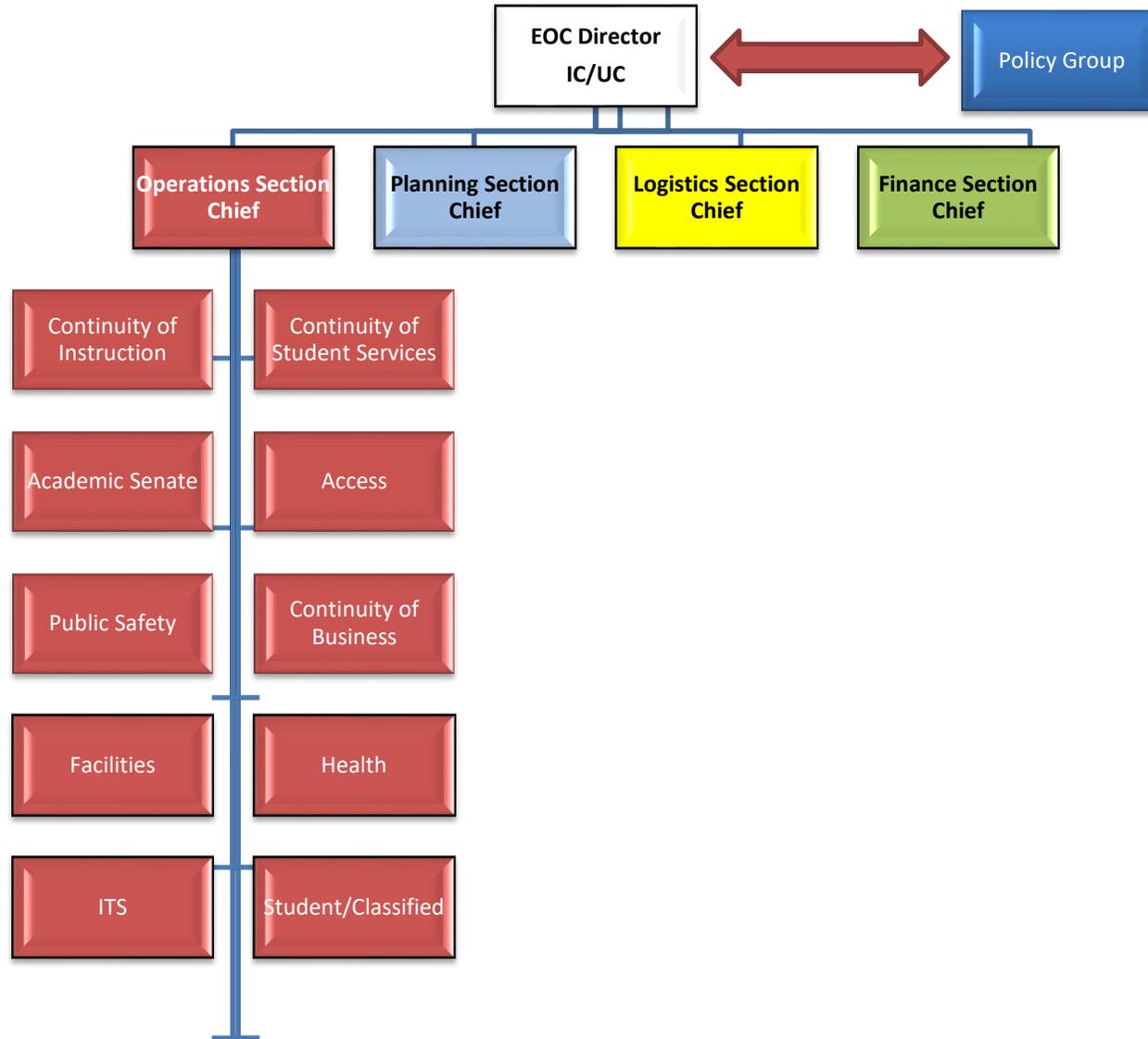
Discipline related to the enforcement of this plan/policy will be done in accordance with the progressive discipline process guided by Board Policy 3.50 (Certificated Employees), Board Policy 4.45 /Administrative Procedures 4.45.1 (Classified Employees) and the applicable labor agreements.

San Mateo Athletic Club (SMAC)

ITS

All ITS interactions will be habitual to pre-COVID exchanges. All District COVID supplied hardware shall be returned to place of work, or maintained per District policy.

APPENDIX A: ORGANIZATIONAL STRUCTURE (OPERATIONS)



APPENDIX B: COVID-19 VACCINATION REQUIREMENTS

By providing information about COVID-19 vaccination and establishing supportive policies and practices, SMCCCD can help increase vaccine uptake among essential workers, faculty, staff, and students. Although COVID-19 vaccine supply is currently limited, it's not too early to share clear, complete, and accurate messages, promote confidence in the decision to get vaccinated, and engage employees in plans to address potential barriers to vaccination. Strong confidence in the vaccines within the SMCCCD workplace leads to more people getting vaccinated, which leads to fewer COVID-19 illnesses, hospitalizations, and deaths.

In support of SMCCCD's commitment to health and safety for all members of its community, the District will be updating its Immunization Requirements for Students and Employees to include the COVID-19 vaccine. ***This health policy update means that, with limited exceptions, all employees planning to attend and/work on-site must be fully vaccinated by July 31, 2021 and all students planning to attend on-site instruction must be fully vaccinated by January 3, 2022.*** The benefits of COVID-19 vaccination include prevention of serious illness, hospitalization, and death from the virus. Broad immunization is critical to help stop the current pandemic and to protect our District community. Most important, a safer SMCCCD community supports a safer California for our families, our friends, and our neighbors across the state. Benefits specific to the District community include:

- An expedited return to pre-pandemic normal
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- Opportunities for a wider range of events and activities offered at our campuses
- Expanded dining and recreation options
- Greater interpersonal collaboration among faculty, students, and staff
- Travel domestically without a pre- or post-travel test
- Travel internationally without quarantining after travel
- Travel domestically without quarantining after travel
- Travel internationally without a pre-travel test depending on destination

Moreover, positive cases of COVID-19 within essential services departments may impact business and student services continuity. Public Safety, ITS, Facilities, and Business Services are critical departments that help maintain the SMCCCD mission, especially during the pandemic. Quarantine/Isolation obligations that arise from essential personnel exposure, may result in class cancellations, campus closures, and health risks to those infected with the virus.

The Food and Drug Administration (FDA) does **not** mandate vaccination. However, whether a state, local government, or SMCCCD, for example, may require or mandate COVID-19 vaccination is a matter of state or other applicable law. The obligation for employees and students to provide proof that they have received a COVID-19 vaccination from a pharmacy or their own healthcare provider does not require the employee/student to provide any medical information (outside of immunization record) as part of the proof.

SMCCCD ACTIONS

- I. All employees planning to work onsite beginning Fall 2021 will need to provide proof of completed COVID-19 vaccination.
- II. All students planning to access campus facilities beginning Spring 2022 will need to provide proof of completed COVID-19 vaccination. This policy is dependent upon:
 - a. Access to the vaccines
 - b. The creation of vaccine clinics on campus(es)
 - c. EAU and relevant litigation
- III. Any vaccine authorized for use in the U.S. (currently Moderna, Pfizer, and Johnson & Johnson) is acceptable. Pfizer's vaccine has been authorized for ages 16 and up. Moderna and Johnson & Johnson's vaccines are currently authorized for ages 18 and up. All three companies have begun clinical trials for younger kids
 - a. It is understood that some incoming students may be 16 years old, and may be only eligible for the Pfizer vaccine.
 - b. It is understood that some Middle College students may be younger than 16 years old, and these underaged students must follow the SMCCCD C-19 Testing Policy
 - c. Children in the CDC do not need to be tested or vaccinated
- IV. Exemptions to Vaccination Requirement must follow the SMCCCD COVID Testing Policy (Below). Exemptions include:
 - a. Those with religious beliefs that forbid the Vaccine
 - b. Those with Disabilities
 - c. Middle College underage students
 - d. Child members of the Child Development Centers
 - e. Case by case exemptions discovered in new law and legislative actions
- V. Administration and Record Keeping
 - a. The ADA requires that all medical information about a particular employee be stored separately from the employee's personnel file, thus limiting access to this confidential information. SMCCCD may store all medical information related to COVID-19 in existing medical files. This includes an employee's statement that he has the disease or suspects he has the disease, or the Health Branch Director's notes or other documentation from questioning an employee about symptoms.
 - b. Immunization records will be maintained by human resources
 - c. Supervisors shall be provided employee clearance to work on site
 - d. Employee and students must submit proof of completed COVID-19 Vaccination:
 - i. EMPLOYEES: NO LATER THAN TEN (10) DAYS PRIOR TO THE START OF FALL 2021
 1. OR, NO LATER THAN (10) DAYS PRIOR TO DISTRICT ACCESS IN THE FALL
 - i. STUDENTS: NO LATER THAN TEN (10) DAYS PRIOR TO THE START OF SPRING 2022
 2. OR, NO LATER THAN (10) DAYS PRIOR TO CAMPUS ACCESS IN THE SPRING

People with Disabilities

The ADA allows SMCCCD to have a qualification standard that includes “a requirement that an individual shall not pose a direct threat to the health or safety of individuals in the workplace.” However, if a safety-based qualification standard, such as a vaccination requirement, screens out or tends to screen out an individual with a disability, the SMCCCD must show that an unvaccinated employee would pose a direct threat due to a “significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.” 29 C.F.R. 1630.2(r). SMCCCD should conduct an individualized assessment of four factors in determining whether a direct threat exists:

1. The duration of the risk;
2. The nature and severity of the potential harm;
3. The likelihood that the potential harm will occur; and
4. The imminence of the potential harm.

A conclusion that there is a direct threat would include a determination that an unvaccinated individual will expose others to the virus at the worksite. If SMCCCD determines that an individual who cannot be vaccinated due to disability poses a direct threat at the worksite, the SMCCCD cannot exclude the employee from the workplace—or take any other action—unless there is no way to provide a reasonable accommodation (absent undue hardship) that would eliminate or reduce the risk posed by the unvaccinated employee.

If there is a direct threat that cannot be reduced to an acceptable level, the SMCCCD can exclude the employee from physically entering the workplace, but this does not mean the SMCCCD may automatically terminate the worker. SMCCCD will need to determine if any other rights apply under the EEO laws or other federal, state, and local authorities. For example, if SMCCCD excludes an employee based on an inability to accommodate a request to be exempt from a vaccination requirement, the employee may be entitled to accommodations such as performing the current position remotely. This is the same step that SMCCCD take when physically excluding employees from a worksite due to a current COVID-19 diagnosis or symptoms; some workers may be entitled to telework or, if not, may be eligible to take leave under the Families First Coronavirus Response Act, under the FMLA, or under the SMCCCD’s policies. Students and employees that refuse to be vaccinated due to disability shall adhere to the SMCCCD COVID-19 testing procedure.

Religious Practice or Belief

Once SMCCCD is on notice that an employee’s sincerely held religious belief, practice, or observance prevents the employee from receiving the vaccination, the SMCCCD must provide a reasonable accommodation for the religious belief, practice, or observance unless it would pose an undue hardship under Title VII of the Civil Rights Act. Courts have defined “undue hardship” under Title VII as having more than a de minimis cost or burden on the SMCCCD. EEOC guidance explains that because the definition of religion is broad and protects beliefs, practices, and observances with which the SMCCCD may be unfamiliar, the SMCCCD should ordinarily assume that an employee’s request for religious accommodation is based on a sincerely held religious belief. If, however, an employee requests a religious accommodation, and SMCCCD has an objective basis for questioning either the religious nature, particular

belief, practice, or observance, the SMCCCD would be justified in requesting additional supporting information. Students and employees that refuse to be vaccinated due to religious practice or belief shall adhere to the SMCCCD COVID-19 testing procedure.

Non-Compliance due to Disability or Sincerely Held Religious Belief

If an employee cannot get vaccinated for COVID-19 because of a disability, religious belief, practice, or observance, and there is no reasonable accommodation possible, then it would be lawful for the SMCCCD to exclude the employee from the workplace. This does not mean the SMCCCD may automatically terminate the worker. SMCCCD will need to determine if any other rights apply under the EEO laws or other federal, state, and local authorities.

Title II of the Genetic Information Nondiscrimination Act (GINA) and Vaccinations

Administering a COVID-19 vaccination to employees or requiring employees to provide proof that they have received a COVID-19 vaccination does not implicate Title II of GINA because it does not involve the use of genetic information to make employment decisions, or the acquisition or disclosure of “genetic information” as defined by the statute. However, if administration of the vaccine requires pre-screening questions that ask about genetic information, the inquiries seeking genetic information, such as family members’ medical histories, may violate GINA.

APPENDIX C: COVID-19 SURVEILLANCE TESTING REQUIREMENTS

Background

The SMCCCD shall establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 signs/symptoms, who are exempt from vaccine mandate, or as recommended by the local health department.

The ADA requires that any mandatory medical test of employees be “job related and consistent with business necessity.” Applying this standard to the current circumstances of the COVID-19 pandemic, SMCCCD may take screening steps to determine if employees entering the workplace have COVID-19 because an individual with the virus will pose a direct threat to the health of others. Therefore, SMCCCD may choose to administer COVID-19 testing to employees before initially permitting them to enter the workplace and/or periodically to determine if their presence in the workplace poses a direct threat to others. The ADA does not interfere with SMCCCD following recommendations by the CDC or other public health authorities regarding whether, when, and for whom testing or other screening is appropriate. Testing administered by SMCCCD consistent with current CDC guidance will meet the ADA’s “business necessity” standard.

If an employee or student cannot get vaccinated for COVID-19 because of a disability or religious belief, practice, or observance, and there is no reasonable accommodation possible (remote work/instruction, etc.), they must comply with the SMCCCD Testing Actions noted below to continue/return to work/instruction on District grounds.

SMCCCD TESTING ACTIONS

SMCCCD and SMAC Employees

- I. All non-vaccinated employees working on-site are required to be tested every week effective **July 31, 2021**.
- II. Contractors, vendors, and other non-hired District personnel will not be required to be vaccinated, or test regularly, if not vaccinated. These policies shall be at the discretion of their respective employers.
- III. The District shall take the following actions (testing) when there has been a COVID-19 case at the place of employment:
 - a. The District shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s)
 - b. COVID-19 testing shall be provided at no cost to employees during their working hours who had potential COVID-19 exposure in the workplace
 - c. Provide all employees with information on benefits
 - d. All employees in the exposed workplace shall be offered weekly testing.
 - e. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.

- f. SMCCCD shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department
 - g. SMCCCD shall provide additional testing when deemed necessary by the governing body through the Issuance of Order to Take Special Action
 - h. *Testing is not required for vaccinated employees unless COVID-19 signs/symptoms develop post case exposure.*
- IV. Testing shall be at no-cost to the employee:
- a. Testing site is employee's choice
 - b. Testing site is provided at the College of San Mateo for the general public and also at each campus for District employees and students.
 - c. Time allocated to testing may occur during working hours
- V. Reporting:
- a. Supervisors may develop testing schedules
 - b. Test results shall be provided to supervisor
 - c. Supervisors shall forward positive test results to:
 - i. Human Resources
 - ii. Health Branch Director

SMCCCD Students

- I. All non-vaccinated students are required to be tested every week effective at the start of the 2022 SPRING Semester (January 3, 2022)
- a. Athletics and other student programs may require COVID Surveillance Testing
 - b. All Middle College students that are exempt from Vaccine Mandate must participate in testing protocol
 - c. CDC children do not need to test or vaccinate (depending on FDA authorizations)
- II. Testing shall be at no-cost to the Student:
- a. Testing site is student's choice
 - b. Testing site is provided at the College of San Mateo for the general public and also at each campus for District employees and students.
- III. Reporting:
- a. Test results shall be provided to program staff and/or faculty
 - b. Staff/faculty shall forward positive test results to:
 - i. Dean
 - ii. Human Resources
 - iii. Health Branch Director

APPENDIX D: DISTRICT ACCESS

Access to any SMCCCD facilities and functions shall return to Pre-COVID normal operation procedures. Facility use, District Business, Campus Access, Instruction, and all other District operations shall be managed through shared governance at the local college level. While the return to normal operating procedures eliminates staffed Access Points, District occupants will still need to complete self-health screenings and follow quarantine/isolations protocols following illness or exposure.

The Emergency Operations Center is intended to be demobilized by December 31, 2021. Campus access and COVID protocols shall be enforced at the College level.

- **All SMCCCD management shall return to working on-site (per Pre-COVID past practice) by January 3rd, 2022. Further discussions regarding employee requirements to work on-site are on-going, and subject to change.**

Health Screenings

All District occupants must complete self-health screenings prior to gaining access to District facilities. (See Health Screening SOP for further).

APPENDIX E: PPE AND FACIAL COVERINGS

Purpose

In the event of regional, national, and global emergencies, there may be an exponential increase in the demand for personal protective equipment (PPE). The intent of the following SOP is to ensure SMCCCD utilizes and rations PPE in a standardized, consistent, and apposite method. SMCCCD shall assess the hazards to which employees and students may be exposed; evaluate the risk of exposure; and select, implement, and ensure workers, students, and District occupants use controls to prevent exposure. Control measures may include a combination of engineering and administrative controls, safe work practices, and PPE. This standard operating procedure is intended to be a living document, given the ever-changing nature of novel epidemics (COVID-19).

This SOP is based on evidence of increasing occurrence of COVID-19 within the County, the Bay Area, and the United States of America, scientific evidence, and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically. **This SOP is subject to change with updated guidance from the CDC, CDPH, and the SMCHD. Changes in SOP must be communicated to all District occupants.**

Due to the outbreak of the COVID-19 virus in the general public, and now a pandemic, there is a public health emergency throughout San Mateo County. With the virus that causes COVID-19, people can be infected and contagious and not have any symptoms, meaning they are asymptomatic. People can also be infected and contagious prior to developing symptoms, the time when they are pre-symptomatic. Many people with the COVID-19 virus have mild symptoms and do not recognize they are infected and contagious, and can unintentionally infect others. The CDC, CDPH, and SMC PH have assessed that wearing a face covering, when combined with physical distancing of at least 6 feet and frequent hand washing, can reduce the risk of transmitting coronavirus when in public and engaged in essential activities. And because it is not always possible to maintain at least 6 feet of distance, members of the public and workers are required to wear face coverings while engaged in most essential activities and other activities when others are nearby. For clarity, although wearing a face covering is one tool for reducing the spread of the virus, doing so is not a substitute for sheltering in place, physical distancing of at least 6 feet, and frequent hand washing.

Background

SAN MATEO COUNTY HEALTH DEPARTMENT MASK MANDATES

On 11:59 p.m. on April 17, 2020 the Health Officer of San Mateo County placed into order (no. c19-8) requiring members of the public and workers to wear face coverings (public health emergency order). Violation of or failure to comply with this order is a misdemeanor punishable by fine, imprisonment, or both. The Health officer of the county of San Mateo's ("health officer") order of facial coverings including revisions can be found at:

https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-8_face_covering_20200417_copy.pdf?1587328957

https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-8b_face_covering_revised_final.pdf?1589988744

CDC UPDATED GUIDANCE FOR MASK USE: APRIL 27, 2021

- You can gather indoors with fully vaccinated people without wearing a mask or staying 6 feet apart.
- You can gather indoors with unvaccinated people of any age from one other household (for example, visiting with relatives who all live together) without masks or staying 6 feet apart, unless any of those people or anyone they live with has an increased risk for severe illness from COVID-19.
- You can gather or conduct activities outdoors without wearing a mask except in certain crowded settings and venues.

Your Activity	Fully Vaccinated People	Unvaccinated People
Walk, run, or bike outdoors with members of your household		
Attend a small, outdoor gathering with fully vaccinated family and friends		
Attend a small, outdoor gathering with fully vaccinated and unvaccinated people		
Dine at an outdoor restaurant with friends from multiple households		
Attend a crowded, outdoor event, like a live performance, parade, or sports event		

As used in this SOP, a “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A covering that hides or obscures the wearer’s eyes or forehead is not a Face Covering. A Face Covering may

be factory-made or may be handmade and improvised from ordinary household materials. The Face Covering should be comfortable, so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently, so as to avoid touching the face. Per CDC guidelines, the following are to be considered:

- Wear masks with two or more layers to stop the spread of COVID-19
- Wear the mask over your nose and mouth, fits snugly against the sides of your face with gaps, and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do **NOT** wear masks intended for healthcare workers unless directed, for example, N95 respirators

CDC does not recommend the use of gaiters or face shields in lieu of masks. Although You can gather indoors with fully vaccinated people without wearing a mask or staying 6 feet apart, the CDC still recommends mask wearing indoors.

Choosing Safer Activities

	Unvaccinated People	Your Activity	Fully Vaccinated People
		Outdoor	
Safest		Walk, run, roll, or bike outdoors with members of your household	
		Attend a small, outdoor gathering with fully vaccinated family and friends	
		Attend a small, outdoor gathering with fully vaccinated and unvaccinated people	
		Dine at an outdoor restaurant with friends from multiple households	
		Attend a crowded, outdoor event, like a live performance, parade, or sports event	
		Indoor	
Less Safe		Visit a barber or hair salon	
		Go to an uncrowded, indoor shopping center or museum	
		Ride public transport with limited occupancy	
		Attend a small, indoor gathering of fully vaccinated and unvaccinated people from multiple households	
Least Safe		Go to an indoor movie theater	
		Attend a full-capacity worship service	
		Sing in an indoor chorus	
		Eat at an indoor restaurant or bar	
		Participate in an indoor, high intensity exercise class	

The CDC recently found (February 2021) wearing a cloth mask over a surgical mask offers more protection against the coronavirus, as does tying knots on the ear loops of surgical masks. Those findings prompted recent guidance on how to improve mask fit at a time of concern over fast-spreading variants of the virus. https://www.cdc.gov/mmwr/volumes/70/wr/mm7007e1.htm?s_cid=mm7007e1_w

For as long as medical grade masks such as N95 masks and surgical masks are in short supply, members of the District should not purchase those masks as Face Coverings under this Order. Medical grade masks should be reserved for health care providers and first responders. In general, even when not required by this SOP, people are strongly encouraged to wear Face Coverings when on District grounds. Clean reusable Face Coverings frequently. Always have an extra Face Covering readily available in case a replacement is needed.

Scope

The following procedure applies to all employees and students of the SMCCCD, and shall include stipulations on purchase, care, and use of personal protective equipment (while on District Property).

Overview

1. When on campus and at the District Office, employees and students are expected to follow public health guidelines for physical distancing and face covering.
2. Care, and compliance of face coverings shall be the responsibility of the individual (employee, student, or District visitor). SMCCCD shall not be responsible for the care of face coverings.
3. SMCCCD shall maintain a central surplus of PPE in the Emergency Supply Cache for the three SMCCCD colleges and the District office. District Bookstores will also stock facial coverings for student sale, and employee provisions. PPE includes, but is not limited to, medical grade masks, gowns, eye protection, hearing protection, and latex/nitrile gloves. However, this SOP primarily addresses the use of Face Coverings.
4. PPE usage/administration shall be prioritized and authorized based on Life Safety, Incident Stabilization, and Property Conservation.

Procedure

FACIAL COVERING USE

1. All District occupants must possess a face covering while on District grounds
2. Facial coverings must be worn when:
 - a. While attending crowded outdoor events (sporting events, commencement, etc.)
 - b. Working/learning in shared indoor gathering space. For example:
 - i. SMAC Gym
 - ii. Pacific Dining
 - iii. Bookstores

- iv. Classrooms
 - v. Internal building corridors and hallways
 - vi. Large open group offices (District Office-main floor)
 - vii. Elevators
 - viii. Bathrooms
 - c. On all Public Safety emergency medical responses
3. Facial coverings are not required to be worn when:
 - a. In personal offices
 - b. In shared personal offices and work spaces where all employees have been vaccinated, and/or are subject to surveillance testing (Fall 2021)
 - c. In small outdoor gatherings with fully vaccinated and unvaccinated occupants
 - d. In all outdoor recreation
 - e. In defined athletic engagements
4. The District shall take reasonable measures, such as posting signs, to remind their occupants and the public of the requirement that they wear a Face Covering while on District grounds in accordance with San Mateo County Health mandates and/or CDC guidance. Other measures include but are not limited to:
 - a. prohibit any member who is not wearing a Face Covering from entering and remaining in District facility
 - b. prohibiting individuals from entering district property who do not comply with Face Covering protocols
5. The EOC Health Branch Director (HBD) shall ensure that all personnel that are issued PPE have been trained on the following:
 - a. Applicable OSHA standards
 - b. The nature of the event (dangers)
 - c. Routes of exposures
 - d. Safe donning and doffing procedures
 - e. Safe storage of PPE
 - f. Limitations and lifespan of PPE
 - g. Reporting PPE malfunctions and/or exposures
 - h. Procedures for waste, and decontamination
6. The Health Branch Director (HBD) shall determine the appropriate level of PPE required for personnel depending on the event and intelligence from San Mateo County Health, CDC, WHO, etc.
7. Medical grade respiratory protection for COVID-19 is only required by employees during aerosol-generating procedures, such as sputum induction or open suctioning of airways. They also should be worn when collecting respiratory specimens, although face masks are acceptable during this procedure if necessary
 - a. N-95 masks are not required for routine interactions with others in non-health care functions

- b. Face Coverings, in combination with appropriate physical distancing (at least six feet apart) are sufficient for personnel interacting with students, staff, and faculty in performing non-medical procedures
 - c. Public Safety officers shall utilize full PPE when responding to high risk COVID-19 related emergencies (Medical grade mask, nitrile gloves, and eye protection)
5. PPE shall only be issued by, or in conjunction with the HBD
6. All SMCCCD PPE requested for mutual aid by outside agencies shall be approved by the EOC Director/Incident Commander
7. Records of SMCCCD PPE distribution shall be forwarded to the Logistics Section Chief, and the Finance Section Chief
8. No PPE shall be exploited for non-essential health functions during emergency events

DISTRIBUTION

One-time distribution of reusable cloth face coverings for employees is available from College Bookstores and the Campus Public Safety Offices Office, should employees not have their own face covering. Managers should work with their supervisors to assess when additional Personal Protective Equipment (PPE) is required for employees as necessary for their job functions.

Faculty will wear a face covering in the classroom. If a faculty is not able to wear a face covering, a face shield will be provided upon request.

Because of limited supplies, upon request, each employee will be provided with up to two reusable face coverings. Employees are encouraged to bring their own face coverings. Reusable face coverings will not be provided to students but will be available for purchase at campus bookstores. OES supplied surgical masks will be available at no cost in all College Bookstores as well.

PROTOCOL ACCOMMODATIONS:

Employees who are not able to wear a face covering are encouraged to discuss their concerns with their supervisor, who will then refer them to District Human Resources or the Health Branch Director for the accommodation process. All students and employees must wear a face covering to enter classrooms and all college buildings. Students and employees who have medical exemptions and who are not able to wear a face covering should be referred the Health Branch Director for assistance. If a student refuses to comply with safety protocols, they should be referred to the College VPSS and VPAA, and shall not be permitted in class until resolution.

APPENDIX F: SOCIAL DISTANCING

Background

The colleges of the San Mateo County Community College District (SMCCCD) – Cañada College, College of San Mateo, and Skyline College – are designated as “Essential Businesses” (as defined in Section 13.f.xv of the San Mateo County Health Officer’s Order No. c19-5c, dated April 29, 2020 (“Order No. c19- 5bc”).

As a condition of operating under this Order, the SMCCCD must prepare or update, post, implement, and distribute to their personnel and all occupants a Social Distancing Protocol for each campus and facility in the District frequented by personnel, students or members of the public, as specified in Section 16.h of the Order. The following SOP shall serve as a living document to guide and assist all District personnel to protect life, and slow the communal transmission of COVID-19.

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Studies indicate that people who are infected but do not have symptoms also play a role in the spread of COVID-19.

It may be possible that a person become infected by COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sun light and humidity. Social distancing helps limit contact with infected people and contaminated surfaces.

Definition and scope

Social distancing, also called physical distancing, is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. For the purpose of this SOP, social distancing measures shall include the following procedures and attachments:

- Social Distance Media Campaign:
 - ✓ Digital Signage
 - ✓ COVID Website
 - ✓ A-Frames Signage
 - ✓ Ground Adhesives denoting distancing markers
 - ✓ Email/Text/Voice Notifications
 - ✓ Posters and all printed District Social Distance Media
 - ✓ Video tutorials
- The use of barriers/cordons to preclude occupants from gathering
- The utilization and installation of transparent barriers for forward facing employees

- The reconfiguring of learning accommodations to ensure social distancing requirements
- The suspension and/or modification of face to face instruction that cannot meet social distancing requirements
- Enforcement of Social Distance Procedures
- ADA compliance
- **APPENDIX A (COUNTY): Social Distancing Protocol (Updated December 22, 2020)**

Procedure

ACTIONS

1. Social Distancing for the Spring of 2022 will adhere to Local, State, and Federal guidelines.
2. All in-person instruction seating will no longer require 6 feet of social distancing
 - a. All students and employees are required to be fully vaccinated by January 3rd, 2022
 - b. All students and employees exempt from vaccination policy will undergo weekly COVID surveillance testing.
 - c. Vulnerable students and faculty may request increased social distancing accommodations
3. Employees may request social distancing accommodations
 - a. Requests will be forwarded to Human Resources
 - b. Human Resources will make case per case accommodation decisions based on:
 - i. Conferring with the District Safety Officer
 - ii. Current health department guidance
 - iii. Laws, codes, legislation, and District policy
4. Facility occupancies shall be returned to Pre-COVID operating occupancy. This shall include:
 - a. Bathrooms
 - b. Elevators
 - c. Classrooms
 - d. Office spaces
 - e. SMAC
5. All employees and students may request personal space when interacting in-person. District community members shall respect each other's space, and express empathy and compassion congruent to our Student First maxim.

AWARENESS CAMPAIGN

All District communications shall be under the purview of the Emergency Operation Center (EOC) Public Information Officer (PIO). The intent of single stream communications is to provide timely and accurate information, and to avoid duplication of effort, communication fatigue, and false/inaccurate communications. All PIO communications shall be vetted by the EOC Director and approved by the EOC Liaison to the EOC Policy Group.

The PIO shall be responsible for:

- ✓ Designing/approving all District social distancing signage
- ✓ Designing/approving all floor adhesive signage

- ✓ COVID Website information regarding social distancing
- ✓ Creation of video/audio media

BARRIERS / CORDONS

Barriers or cordons may be placed to prevent entrance to locations where gatherings of District occupants are common practice. Barriers may consist of caution tape, staffed security, gates, etc., and shall be placed under the direction of the Operations Section Chief of the EOC. Obligations and possible mandates from state and local governments shall inform SMCCCD; however, SMCCCD will continue to operate with a discipline focused on campus health, and will not compromise District occupant health for instruction nor business sales. Locations where barriers may be placed shall include, but are not limited to:

- ✓ Common interior/exterior eating/dining spacing
- ✓ Theaters/stadiums/waiting rooms/bookstores/libraries/breakrooms/cafeterias
- ✓ Locker rooms
- ✓ Meeting rooms

TRANSPARENT BARRIERS

Antimicrobial curtains and/or barriers serve as a barricade to encumber the transmission of COVID-19, and other contagion viruses. The SMCCCD may place barriers in District locations where social distancing is desired but cannot be accomplished due to the forward-facing modality of the work assignment of distinct District employees. Locations for installations of these barriers shall be determined by the Physical Space Assessment Teams which includes College VPAs, Facility Leadership, and the Office of Emergency Management. Barriers shall be standardized across District campuses, and all purchases must be approved by the Logistics Section and Finance Section Chiefs. Requests for barriers from employees must be sent to the designated VPA, and approved by the Social Distance Committee before the request is forwarded to the Logistics Section Chief.

MODIFICATIONS TO THE LEARNING ENVIRONMENT

In the event that the San Mateo County Health Department mandates that all classroom activities be required to maintain six feet of distance between classroom occupants, SMCCCD will implement a standardized approach to reduce the occupant load in each instructional space to abide by any and all County Health Orders. The following are possible methods to reduce occupant load and maintain social distancing requirements (decision making shall be made through the Social Distancing Committee):

- ✓ Limit number of individuals within defined spaces. Migrate designated classrooms to alternate locations that offer increased square footage
- ✓ Cover/remove/cordon chairs to deny proximal learning milieus (i.e. block every other chair, etc.)
- ✓ Place ground markings to demarcate social distancing barriers within the learning environment

ENFORCEMENT OF SOCIAL DISTANCE PROCEDURES

Social distancing serves to protect all District occupants, and is applied to preserve life, health, and instruction. Violation of the protocol jeopardies essential District instruction, business, and wellbeing. Moreover, the protocol may be mandated by the local, state, and federal governments, and the San

Mateo County Community College District will not compromise the safe of the community. The following measures may be taken to enforce compliance:

- ✓ Signs shall be printed and posted in all District facilities where social distancing is required
- ✓ Markers will be placed on the floor denoting 6 feet in locations where lines or gathering may take place
- ✓ Public Safety will be responsible for enforcing the social distance protocol
- ✓ Faculty and staff will be responsible for advising students and fellow employees
- ✓ The failure to comply may result in the escalation to the related campus supervisor
 - Formal code of conduct inquiry shall be completed
 - Results may lead to formal discipline
 - Record keeping shall be maintained throughout all disciplinary proceedings

ADA COMPLIANCE

The San Mateo County Community College District strives for inclusion and equity. SMCCCD will not compromise at-risk or vulnerable populations to infection, and shall make the protection of those with disabilities an absolute priority consistent with the District's EOP (Emergency Operations Plan). All persons with Disabilities shall be given reasonable accommodations within all measures to prevent the spread of COVID-19.

A **reasonable accommodation** is a change in the work environment that allows an individual with a disability to have an equal opportunity to apply for a job, perform a job's essential functions, or enjoy equal benefits and privileges of employment.

An accommodation poses an **undue hardship** if it results in significant difficulty or expense for the employer, taking into account the nature and cost of the accommodation, the resources available to the employer, and the operation of the employer's business. If a particular accommodation would result in an undue hardship, an employer is not required to provide it but still must consider other accommodations that do not pose an undue hardship. Generally, the ADA requires employers to provide reasonable accommodations for known limitations of applicants and employees with disabilities

SMCCCD may make inquiries that are not disability-related. An inquiry is not disability-related if it is designed to identify potential non-medical reasons for absence during a pandemic (e.g., curtailed public transportation) on an equal footing with medical reasons (e.g. chronic illnesses that increase the risk of complications). The inquiry should be structured so that the employee gives one answer of "yes" or "no" to the whole question without specifying the factor(s) that apply to him. The answer need not be given anonymously.

MEASURES TO PROTECT THE DISTRICT'S DISABLED AND/OR VULNERABLE POPULATIONS

SMCCCD is aware that some employees and students may be at [higher risk for serious illness](#), such as [older adults](#) and those with chronic medical conditions. SMCCCD shall minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from their workers, customers and visitors, or to telework if possible. Other measures to protect the disabled community shall include:

- ✓ Limiting elevator use for people with disabilities
- ✓ Arranging modified instruction, work, or telework
- ✓ Providing sanitizers and hand cleansers
- ✓ Providing PPE
- ✓ Providing medical counseling
- ✓ Modifying social distance requirements for aids that are required for mobility, access, etc.

For current Social Distancing County Protocol, visit San Mateo County Public Health, Policy & Planning

<https://www.smchealth.org/division-public-health-policy-and-planning>

DRAFT

APPENDIX G: RESPONDING TO COVID-19

Purpose and Scope:

The following Standard Operating Procedure (SOP) shall delineate response, mitigation, and reporting on occasions when students, staff, and faculty have COVID-19 signs and symptoms, test positive for COVID-19, exclusion of COVID cases, and when such persons may refuse to leave class or campus. This SOP will also define exposure, and isolation/quarantine stipulations. Although the SMCCCD health screening protocol mandates self-checks 24 hours prior to campus entry, it may be possible for occupants to develop signs and symptoms once on District grounds. It is imperative that SMCCCD maintain intuitive procedures for all occupants to reduce the spread of the Virus, to protect life, and maintain instructional continuity. The subsequent SOP shall maintain the following Scope:

- Definitions
- Identifying COVID-19 signs/symptoms
- Testing
- District Emergency Action Plan for Suspected or Confirmed COVID-19 Cases
- Isolation Parameters
- Instructional/Operational Continuity
- Isolation Procedures
- Exclusion of COVID-19 cases
- Removal of person/s from campus
- HIPPA compliance
- Prevent the Spread of COVID-19 if You are Sick Document from CDC

Definitions

- **Exposure:** A potential exposure means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" regardless of the use of face coverings. Use of facial coverings does not impact exposure determination per San Mateo County Health Department. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic. Any duration of exposure should be considered prolonged if the exposure occurred during performance an aerosol-generating procedure (AGP).
- **Exposure Risk Level:**
 - **"Low"** risk means persons were in minimal contact with the individual and do not need to quarantine or isolate.
 - **"Mid"** means persons came into contact with the individual for a long enough duration or were at close enough proximity to require self-quarantine at home.
 - **"High"** risk means that there is a high-probability person who came into contact with the individual were exposed to the virus. The Health Branch Director and County Health will instruct these persons on subsequent actions. This includes Persons who develop COVID-19 symptoms from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. This period also includes persons who test POSITIVE but are ASYMPTOMATIC from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

- **Close Contact:** Having *close contact within 6 feet of an individual for greater than 15 minutes with confirmed or suspected COVID-19*. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic or tested positive.
- **Aerosol-generating procedures (AGPs):** Aerosol-generating procedures are procedures performed on patients that are more likely to generate higher concentrations of infectious respiratory aerosols than coughing, sneezing, talking, or breathing. These AGPs may put healthcare workers (HCWs) at an increased risk for exposure and infection.
- **Quarantine:** refers to the practice of separating individuals who have had close contact with someone with a contagious disease such as COVID-19 from others. This is meant to interrupt disease transmission as people can be contagious before they develop symptoms and in the case of COVID-19 can be contagious without ever developing symptoms. People who are in quarantine should stay home until it is safe for them to be around others. They should stay home, separate from others, and monitor their health. 14-day quarantine is ideal and is still recommended for all close contacts per San Mateo County Health. However, If quarantining for 14 days is a hardship, individuals may be allowed to end quarantine after day 10 WITHOUT testing.
https://www.smchealth.org/sites/main/files/file-attachments/smc_covid-19_release_from_quarantine_guidance_01-07-2021.pdf?1610441376
- **Isolation:** used to separate people infected with a contagious disease (such as those who are sick with COVID-19 and those who have tested positive for COVID-19 but do not have any symptoms) from people who are *not* infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, sick/infected individuals should separate themselves from others by staying in a specific “sick” room or area and using a separate bathroom if available. Individuals will be directed to isolate for a minimum of 10-days.

Identifying COVID-19 Signs/Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

The San Mateo County Health Department has implemented a COVID-19 recommendations checklist for K-12 and applicable school-based programs outlining protocols, control measures, and recommendations. The following chart provides guidance for determining confirmed and suspected cases of COVID-19 infections:

- Confirmed Case of COVID-19 Infections: Individual with positive COVID-19 molecular amplification laboratory testing results (e.g., PCR) or positive antigen testing result.
- Note: Serology/antibody testing results are not currently used to diagnose COVID-19.

In the absence of a more likely diagnosis:		
At Least 1 of the following criteria	OR At Least 2 of the following criteria	
<ul style="list-style-type: none"> • Fever (temperature ≥ 100.4°F / 38°C or subjective fever) AND cough (new or change in baseline) • Fever (temperature ≥ 100.4°F / 38°C or subjective fever) AND shortness of breath or difficulty breathing (new or change in baseline) • New loss of taste or smell (i.e., new olfactory or taste disorder) • Painful purple or red lesions on the feet or swelling of the toes ("COVID toes") • Pneumonia (or clinical exam or imaging) • Acute Respiratory Distress Syndrome (ARDS) 	<ul style="list-style-type: none"> • Fever (temperature ≥ 100.4°F / 38°C or subjective fever) • Chills • Repeated shaking with chills (rigors) • Cough (new or change in baseline) • Shortness of breath or difficulty breathing (new or change in baseline) • Chest pain with deep breathing • Sore throat • Hoarseness 	<ul style="list-style-type: none"> • Muscle pain (myalgias) • Malaise or fatigue • Abdominal pain • Loss of appetite • Nausea • Vomiting Diarrhea • Headache • Altered mental status (e.g., confusion) • Conjunctivitis or "pink eye" • Rash

https://www.smchealth.org/sites/main/files/file-attachments/covid-19_recommendations_checklist_for_schools_9.8.2020_0.pdf?1600278794

Testing

The SMCCCD shall establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department. ***The District shall also implement COVID Surveillance Testing (See Appendix C).*** The following testing actions occur when there has been a COVID-19 case at the place of employment:

- The District shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s)
- COVID-19 testing shall be provided at no cost to employees during their working hours who had potential COVID-19 exposure in the workplace
- Provide all employees with information on benefits
- All employees in the exposed workplace shall be offered weekly testing.
- Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- SMCCCD shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department
- SMCCCD shall provide additional testing when deemed necessary by the governing body through the Issuance of Order to Take Special Action

Local Testing Facilities

The SMCCCD has partnered with San Mateo County Office of Emergency Services (SMCOES). This partnership has manifested centralized COVID-19 testing at the College of San Mateo. Contracted testing will be managed through Unified Command with SMCOES and Optum Health. District personnel and students shall have allocated testing at no costs.

The District also has procured testing for each college to conduct surveillance testing for employees and students exempt from vaccination policy, and for student athletes. Further and current testing information, including college testing locations, shall be maintained on the SMCCCD C-19 website.

Testing Considerations

- Recommend student and employee to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19
- Recommend all students and employees to report either their own positive COVID-19 test results, or that of a household member or non-household close contact, to the Health Branch Director as soon as possible
- The District will maintain strict HIPPA compliance and will maintain due diligence to protect their community from COVID spread with medical reporting data.
- The District shall maintain its Student First Mission, and shall create policy and protocol in alignment with equity minded solutions
- The District shall align with CAL OSHA, SMCH, CDPH, and all applicable legislation
- All testing requirements shall be verified with the appropriate governing authority

District Emergency Action Plan for Suspected or Confirmed COVID-19 Cases

CONTACT INVESTIGATIONS

The SMCCCD shall:

- Determine the day and time the COVID-19 case was last present and,
- To the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and
- The date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- Give notice of the potential COVID-19 exposure,
 - Must be within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case
- Offer COVID-19 testing information
 - No cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace
 - Provide employees with information on benefits
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure
- Identify measures to reduce exposure to COVID-19 hazards
- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.
- Emergency Action Plans (EAPs) may vary based on virus discoveries. All isolations and quarantines shall be verified with the LHD by the HBD.
- The HBD shall collaborate with the District Safety Officer with any conflicting guidelines, or in unusual/unique exposures.

WHO NEEDS TO QUARANTINE?

People who have been in close contact with someone who has COVID-19—**excluding people who have had COVID-19 within the past 3 months or who are fully vaccinated.**

- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms

What Counts as a close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to Take: Stay at home and monitor your health:

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

After stopping quarantine, you should:

- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash your hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

Confirmed and suspected cases of reinfection of the virus that causes COVID-19

- Cases of reinfection of COVID-19 have been reported but are rare. In general, reinfection means a person was infected (got sick) once, recovered, and then later became infected again. Based on what we know from similar viruses, some reinfections are expected.

- ***CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. CDC will continue to evaluate new information and update recommendations as needed.***
- ***Individuals who are 2 weeks post their completed COVID-19 vaccination series (2 doses for Pfizer and Moderna OR single dose Johnson & Johnson Janssen) are exempt from quarantine guidelines. Isolation directives still apply if the individual exhibits symptoms and/or tests positive for COVID-19.***

APPENDIX H: SANITIZATION

Background

The colleges of the San Mateo County Community College District (SMCCCD), Cañada College, College of San Mateo, and Skyline College, are designated as “Essential Businesses” (as that term is defined in Section 15.f.xiv of the San Mateo County Health Officer’s Order No. c19-5f, dated June 4, 2020 (“Order No. c19-5f”).

Obligations and possible mandates from state and local governance shall inform SMCCCD, however, SMCCCD will continue to operate with a discipline focused on campus health, and will not compromise District occupant health. Campus occupancy load is calculated by the ability of the District to provide resources and staffing levels so that Facilities Custodians effectively clean, sanitize, and disinfect occupied areas of the campus and District office buildings. The following procedure shall serve as a living document to guide, inform, and assist all District personnel in community cleaning, sanitization, and disinfection processes that will help to protect life and slow the communal transmission of COVID-19.

It may be possible that a person become infected by COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as surface material type, sun light, and humidity. Regular sanitization and disinfection of horizontal, vertical, and high use surfaces are proven to slow communal transmission of COVID-19.

Implemented campus access control policies, procedures, and record keeping informs Facilities of occupied areas. Refer to the District’s Access Standard Operating Procedure for process and details. Understanding which areas on campus have been occupied allows the Custodians to focus their professional cleaning, sanitizing, and disinfecting efforts on those specific areas. This results in a more directed, comprehensive, and effective approach to those targeted cleaning strategies.

In addition, to professional cleaning by the District’s custodians, all people working at, learning at, and visiting the campuses are expected to assist in slowing the spread of COVID-19 by practicing physical distancing, engaging in effective hygiene practices, and sanitizing furniture and equipment they use.

Definition and Scope

Cleaning, sanitization, and disinfection, are a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by reducing the level of contagion, also known as pathogens, virus, or germs, on surfaces.

- Cleaning refers to the physical removal of visible dust, dirt, and debris from surfaces and spaces by mechanical, manual or chemical methods, including scrubbing, washing, and rinsing.
- Sanitization refers to the treatment of cleaned surfaces with a chemical, physical agent, or process that will dramatically lower the number of pathogens, virus, or germs, on said surfaces to a safe level.

- Disinfection is the process to destroy or inactivate viruses, bacteria, and fungi on surfaces by means of chemicals or other processes.

For the purpose of this procedure, cleaning, sanitation, and disinfection measures shall include the following processes, procedures, and attachments:

- Cleaning and disinfection processes and frequencies of high use and community spaces and touch points. Examples include:
 - ✓ Restrooms—fixtures, door hardware, and all horizontal and vertical surfaces
 - ✓ Breakrooms, work rooms, and conference rooms, reception areas, lobbies etc.
 - ✓ Community area door hardware, handrails, light switches, public phones, water fountains, elevator buttons, etc.
- Cleaning, sanitization, and disinfection processes and frequencies of faculty and staff offices, equipment, and other community spaces
- Cleaning, sanitization, and disinfection processes and frequencies of classrooms, labs, and associated equipment
- Disinfection procedure for an area occupied by a person with confirmed COVID-19
- Disinfection procedure for an area occupied by a sick person
- Procurement and distribution of sanitizing wipes and hand sanitizing products
- Strategy for addressing and cleaning water fountains and bottle fillers
- Reference to—APPENDIX A: Social Distancing Protocol (SMC Revision June 17, 2020)

The Facilities Director of Maintenance and Operations reviews and approves cleaning, sanitizing, and disinfecting processes. To ensure effective implementation of this procedure, the Director will inform District and college leadership of the threshold ratio relating to Custodial cleaning staff and available cleaning supplies to the occupied building spaces that require this specialized cleaning. The capacity in which District facilities are occupied is determined by Facilities Custodians ability to effectively clean, sanitize, and disinfect as outlined in this procedure.

In alignment with Center for Disease Control (CDC) mandates and recommendations for cleaning, sanitizing, and disinfecting for protecting against COVID-19, the campus Facilities Managers and Custodial Supervisors will develop effective cleaning, sanitization and disinfection procedures. In addition, Facilities Managers and Custodial Supervisors will

- Inform and train all Custodial cleaning professionals of the cleaning, sanitization, and disinfection strategies and requirements outlined in this procedure, so they may perform safely and effectively
- Ensure adequate staffing to carry out all cleaning, sanitization, and disinfection strategies outlined in this procedure
- Provide appropriate personal protective equipment (PPE) to ensure the safety of the Custodial staff
- Research and procure any required special tools or equipment necessary for the implementation of the cleaning, sanitizing, and disinfecting procedures effective against COVID-19

- Research and inform General Services of specific hospital grade sanitizing or disinfection products effective against COVID-19 required for procurement and/or procure those products themselves
- Enforce adherence to Federal, State, local, and District laws, policies, and procedures as appropriate
- Adhere to and enforce the completed District APPENDIX A: Social Distancing Protocol

District Custodians hold the Basic Custodial Certification professional credential, from ISSA's Cleaning Management Institute. This credential covers advanced procedures in custodial/housekeeping operations as set forth by the Cleaning Management Institute. District Custodians will adhere to all Federal, State, local and District laws, policies, and procedures while they perform effective cleaning, sanitization and disinfection procedures against COVID-19.

All people working and learning on the campuses will participate in sanitizing/disinfecting of the work surfaces and specialized equipment they use.

Cleaning, Sanitization, and Disinfection of High Use and Community Spaces

Occupied high use and community spaces and touch points are cleaned and disinfected daily (Monday-Friday and/or when otherwise specially scheduled) with hospital grade disinfectants effective against COVID-19, by the District's professional Custodial team. Examples include:

- ✓ Restrooms—fixtures, door hardware, and all horizontal and vertical surfaces.
- ✓ Breakrooms, work rooms, and conference rooms, reception areas, lobbies etc.
- ✓ Community area door hardware, handrails, light switches, public phones, water fountains, etc.

Custodians first clean the space by removing visible dust, dirt, and debris. This is accomplished by mopping, dusting, vacuuming, washing floors, extracting carpets, etc. Concluding the cleaning process, Custodians will apply appropriate disinfectants and allow these disinfectants to dwell to achieve maximum results.

Sanitization of Faculty and Staff Offices

Facilities Custodians Role: The Custodians are very respectful of the personal work environments where people work on the campus. Without disturbing the office occupant's furniture, equipment, work on desks, and/or personal possessions, District Custodial staff will perform standard cleaning of occupied offices and disinfection of door handles daily. Regular service includes the

- daily recovery of trash and recycling
- weekly vacuuming and dusting
- as needed cleaning of windows and window coverings, fixtures, and other surfaces to remove visible dust and dirt, etc.

Office Occupant Role: During the pandemic state of emergency, all people working on campus are required to participate in the mitigation of disease transmission. To accomplish this, office and work area occupants are responsible to regularly clean and sanitize their:

- office equipment, i.e. phone, computers, keyboards etc.
- furniture, i.e. desk surface chair backs and arm rests
- personal possessions
- specialized equipment

Office occupants may have their offices fully detail cleaned and disinfected by the Facilities Custodial team no more than monthly or if a qualifying event requires it, i.e. a sick person was in the office. This service may be requested via the Facilities Helpcenter work order process. In order for the Custodial team to perform the work, the desk and associated furniture must be clear of all work and personal belongings.

Disinfection Procedure for an Area Occupied by a Person with Confirmed Covid-19

Upon confirmation of suspected contamination, immediately restrict access to the space. Allow the space to lay SPRINGow for 24 hours or as long as practical before beginning cleaning and disinfection.

Note that Custodial staff may need to move work, equipment, and personal belongings of the office occupant to effectively clean and disinfect the space.

Ensure adequate ventilation when cleaning. Run the air handling system during the time the space lays SPRINGow, during the disinfection process, and for the following 24 hours after cleaning. Apply professional cleaning techniques consistent with Center for Disease Control and industry standards to all cleaning processes as referenced here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility
 - Isolate areas visited by the ill persons. When possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait as long as practical before beginning cleaning and disinfection.
 - Cleaning staff shall clean and disinfect all areas the ill person came in contact with. This includes offices, restrooms, common areas, and shared electronic equipment used by the ill person(s), focusing especially on frequently touched surfaces.
 - If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.
- At a minimum, Custodial staff will wear PPE appropriate for cleaning and consistent with CDC guidelines and in alignment with the SMCCCD PPE Use Policy. The CDC says, Personal Protective Equipment (PPE) and Hand Hygiene:

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
 - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
 - Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
 - Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
 - Disinfect the space to reduce the potential of disease spread
 - Per manufacturer's instructions, use a hospital grade disinfectant to disinfect all surfaces the infected person came in contact with.

Disinfection Procedure for an Area Occupied by a Person Who Went Home Sick

On occasion, a person may feel ill and need to leave work to go home. Regardless of the illness, the office or occupied space will be cleaned and disinfected. The ill person or a person in the service area will close and isolate the office or space and notify the Health Branch Director (HBD). The HBD will assess the situation to determine isolation timeframe for office or space. Subsequently a work order will be submitted via the Facilities Helpcenter work order request system to alert the Custodial team that the office or space needs to be disinfected. The Custodial team will clean and disinfect the office and other areas in which the person came in contact. If the office is shared or there are adjacent workstations, that furniture and those spaces will also be cleaned and disinfected.

Procurement and Distribution of Sanitizing Wipes and Hand Sanitizers

During the pandemic state of emergency, all people on the campuses are required to participate in slowing the spread of COVID-19 by regularly sanitizing and disinfecting workstations, personal items, and community equipment. The constant cleaning and sanitizing of community classroom, lab, and office equipment is essential to mitigate disease transmission.

In addition, when handwashing is not immediately available, the use of hand sanitizers serves as an acceptable alternative to help slow the communal transmission of COVID-19.

During the pandemic state of emergency, the District will procure and supply additional hand washing supplies, hand sanitizer and dispensers, and sanitizing wipes and dispensers. Hand sanitizer and wipe dispensers are installed in occupied buildings deemed necessary for the continuation of essential business functions.

The District uses sanitizers and disinfects in alignment with the Environmental Protection Agency's list of Disinfectants for Use Against SARS-CoV-2 (COVID-19): <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Faculty, staff, students, and campus visitors have access to hand sanitizer and disinfecting wipes via dispensers placed in community accessible spaces—examples include lobbies, corridors, classrooms, work rooms, etc.

- Hand Washing: Nearly all buildings on the campuses are equipped with restrooms. Hand washing may be accomplished in all restrooms and breakrooms. In addition, some classrooms/labs are equipped with sinks. Hand washing may also take place in those rooms. The expectation is that people will frequently wash their hands to ensure good hand hygiene.
- Hand Sanitizer: Hand sanitizer is available in dispensers located inside building entrances, along building corridors, in lobbies, and at the entrances of programmatic spaces. The expectation is that people will sanitize their hands upon entering the building.
- Disinfecting Wipes: Disinfecting wipes are available in essential classrooms and labs, occupied program suites, occupied building reception areas, and workrooms/breakrooms of occupied buildings. The expectation is that people will retrieve sanitizing wipes from the community dispenser and take it to their work/learning station to sanitize the work/learning stations before and after using it.

The District's Custodial staff will regularly service and stock community District supplied handwashing facilities, hand sanitizing dispensers, and disinfecting wipe dispensers. Should faculty or staff observe a restroom needing service or an empty dispenser, submit a facilities work order via the Facilities Helpcenter on the District's portal.



At their own expense and for convenience, individual people or departments may elect to procure and/or provide their own personal containers of hand sanitizer and sanitizing wipes. If electing to provide their own hand sanitizer or disinfecting wipes, departments and individuals must use products designated as effective against COVID-19 as defined by the Center for Disease Control.

DRAFT

APPENDIX I: CHILD DEVELOPMENT CENTERS

CHILD DEVELOPMENT CENTERS (CDCs)

The CDCs shall develop specialized COVID recovery plans inherent to child care operations. All CDC staff must be immunized ten (10) days prior to returning to onsite work. Employees that meet SMCCCD exemptions must be tested at least once a week. Guidance for plan creation can be located at the CDPH website *COVID-19 UPDATE GUIDANCE: Child Care Programs and Providers* at <https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>. These plans shall be created, and presented to the EOC for approval prior to return to in-person operations. Resumption of on-site operations shall be the start of the ***Fall 2021 Semester***. These plans shall address the following requirements set forth by the CDPH:

- I. Planning
 - a. Establish plans for sharing information and guidelines with parents and caregivers in their preferred language.
 - b. Train all staff and communicate with families on the following:
 - i. Enhanced sanitation practices
 - ii. Physical distancing guidelines
 - iii. Proper use, removal, and washing of face coverings
 - iv. Personal hygiene
 - v. Screening practices
- II. Cleaning: See Appendix G: Sanitization
- III. Hygiene
 - a. Implement and enforce strict handwashing guidelines for all staff and children. Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. It may be helpful to sing a 20-second song while children wash.
 - b. Use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
 - c. Teach children to avoid contact with one's eyes, nose and mouth, and use tissue to wipe their nose and to cough/sneeze inside their elbow. Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
 - d. Discontinue brushing teeth during class.
 - e. All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others. Personal toys and blankets should either be sent home with the family each day or washed daily by the provider.
 - f. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.
- IV. Arrival Procedures

- a. If a parent/caregiver is entering the classroom, ask them to wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and as soon as they get home.
 - b. Ask parents/caregivers to meet at the facility entryway for pick-up and drop-off of children whenever possible and to be as brief as possible.
 - c. If parents/caregiver must enter, ask them to enter and exit the room one person at a time to allow for social and physical distancing. Consider asking them to wear face coverings.
 - d. Ask parents/caregivers to bring their own pens when signing children in and out. When that is not possible, collect pens immediately after a single use, deposit them in the cleaning area, and provide a sanitized pen.
 - e. Install hand sanitizers, out of the reach of children, near all entry doors and other high traffic areas.
 - f. Take steps to reduce contact between children and adults, including other children's parents during pick-up/drop-off, classroom visits, volunteers.
 - g. If possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating those at high risk.
 - h. Consider staggering arrival and drop off times.
 - i. Consider designating a staff member from each class to escort in or out of facility (if parent/caregiver are comfortable with this option) and signing their child in and out for arrival.
- V. Health Screening
- a. Providers must implement screening procedures for all staff and children before they enter the facility. Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Exclude anyone who has an affirmative response on any of these points.
 - b. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - c. Conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
 - d. Take children's temperature each morning with a no-touch thermometer. If a thermometer requiring a touch-method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected. Thermometers must be properly cleaned and disinfected after each use.
 - e. Monitor staff and children throughout the day for signs of illness; send home children 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.
 - f. Child care programs must exclude any child, parent, caregiver, or staff showing symptoms of COVID-19. Staff should discuss with parent/caregiver and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude.

- g. Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate.
 - h. Advise sick staff members and children not to return until they met CDC criteria to discontinue home isolation.
- VI. Coronavirus Symptoms (see Health and Safety Plan)
- VII. Group Size and Staffing
 - a. Children should remain in groups as small as possible. Should these guidelines differ from local health ordinances, follow the stricter guidance.
 - b. It is important to keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible.
- VIII. Classroom Space/ Physical Distancing
 - a. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6 feet of separation, when possible.
 - b. For napping, place cots, cribs, and mats 6 feet apart, with heads in opposite directions.
 - c. Use opportunities to reduce time spend indoors by bringing children outside, weather permitting while maintaining physical distancing.
 - d. Offer more opportunities for individual play.
 - e. Plan activities that do not require close physical contact between multiple children.
 - f. Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
 - g. Ensure all outdoor play equipment is cleaned and disinfected between use by different groups of children.
 - h. Develop spacing instructions in both indoor and outdoor spaces that are developmentally appropriate and easy for children to understand.
- IX. Meal times
 - a. Utilize more tables to spread children out or use name cards to ensure adequate spacing of children.
 - b. Practice proper handwashing before and after eating. Use paper goods and disposable plastic utensils when possible, following CDC and CDPH COVID-19 food handling guidelines.
 - c. Do not allow children or staff to share or touch each other's food
 - d. Immediately clean and disinfect trays and tables after meals. Avoid family- or cafeteria-style meals, ask staff to handle utensils, and keep food covered to avoid contamination.
 - e. Ensure meals are provided in individual portions and are delivered by staff wearing gloves.
 - f. Implement outdoor meal times if space and weather allow

BOARD REPORT NO. 21-05-03C

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Bernata Slater, Chief Financial Officer

UPDATE ON THE 2021-22 TENTATIVE BUDGET DEVELOPMENT FOR THE UNRESTRICTED GENERAL FUND

The purpose of this budget update is to highlight changes in major assumptions on revenue and expenses as compared to Preliminary Budget presented to the Board of Trustees in February and illustrate at a very broad level how those changes impact the strategy for a balanced budget for 2021-22.

At the Board meeting of February 24, 2021, staff presented a preliminary budget update for FY 2021-22. On June 23, 2021, the 2021-22 Tentative Budget will be submitted for Board review and approval. As we progress through the budget development process, assumptions are updated with new information and incorporated into both the Tentative and Adopted Budgets. The basic assumptions as presented to the Board in February are still relevant at this point of the budget development cycle. The tables, which are included below, have changed slightly based on the continued development of the budget, but there have been no changes to the fundamental revenue and expense adjustments.

State Update

On May 14, 2021, the Governor is scheduled to release his “May Revise.” District staff will incorporate any changes into the District’s budget assumptions based on the Governor’s revisions. Given the favorable status of revenue collections by the State, staff does not expect any negative impact to the District’s budget assumptions. Staff will freeze the budget assumptions for revenue and expenses and finalize the District’s 2021-22 Tentative Budget after the May Revise for adoption by the Board of Trustees at their meeting on June 23, 2021. As a reminder, the underlying assumptions for the District’s budget development will continue to change until the Governor signs the state budget into law for 2021-22 at the end of June 2021.

Current Revenue Assumptions

- Property tax increase: 4.54%
- Enrollment: 14,087 – Resident Full-Time Equivalent Students (FTES) (-1.01% projected decrease from 2020-21 (as projected in April))
- Non-resident Tuition Rate: \$307

Table 1. Revenue Budget -Adopted 2020-21 and comparison of Preliminary (February 24th) and Tentative (as of April 30, 2021)

	2020-21	Preliminary 2021-22	Tentative 2021-22 (as of April 30)	Variance between Preliminary and Tentative
Property Taxes	165,666,425	171,715,164	173,010,714	1,295,550
RDA Funds	14,970,114	14,794,946	15,626,516	831,570
Student Fees	8,150,650	8,673,289	8,395,976	(277,313)
Nonres. Tuition (int'l and out-of-state)	4,733,625	6,747,003	6,765,975	18,972
EPA	1,437,300	1,393,900	1,408,700	14,800
Other Rev/Tsfrs	13,453,855	13,874,592	13,825,028	(49,564)
Total	208,411,969	217,198,894	219,032,908	1,834,014

Property Tax Increase

The preliminary budget update in February was based on property assessed valuation (AV) increasing 3.67% over the prior year. Staff estimates that the increase is likely to be 4.5% to 5% when the County locks the assessed valuation roll in July 2021. As of this writing, the year-over-year increase is 4.54% and staff has adjusted the revenue assumption accordingly resulting in an overall property tax adjustment of \$2.1M. Staff will continue to monitor property tax revenue and assessed valuation resulting in adjustments to revenue projections leading to the 2021-22 Adopted Budget.

Enrollment Update

Resident Enrollment

Due to the pandemic, student instruction is primarily provided through distance learning. The District is developing plans for the return to face-to-face instruction by January 3, 2022; however, the post-pandemic impact on enrollment is still unknown. The campuses are currently estimating a slight decline in FTES enrollment of 1.01% as compared to the current year for a total projected resident FTES served of 14,087 for 2021-22 as compared to projected 2020-21 FTES of 14,231 (see tables below).

Non-resident Enrollment

International and out-of-state enrollment declined during 2020-21 due to the pandemic coupled with federal immigration policies. The implementation of the Global Online Learning (GOL) Program, which allows international students to study at SMCCCD from their home country, did buttress against larger declines. Staff projects a 4.78% increase in international student enrollment and that this trend will continue, but full recovery will not materialize until the pandemic and federal immigration policies are no longer a barrier. Including projected declines in out-of-state enrollments, the campuses are projecting to serve 1,048 Non-Resident FTES in 2021-22 as compared to the projected 1,078 in 2020-21.

Total enrollment is projected to decline by .96% as compared to the current year for a total projected FTES of 15,247 as compared to 15,394.

Table 2. Enrollment Projections for FY 2020-21 FTES (Full Time Equivalent Students)

20-21 PROJECTIONS	Cañada	CSM	Skyline	Total
Resident	3,053	5,294	5,885	14,231
Apprenticeship	0	82	2	84
Out-of-State	111	209	214	534
International	105	281	15	544
Total	3,269	5,865	6,259	15,394

Table 3. Enrollment Projections for FY 2021-22 FTES (Full Time Equivalent Students)

21-22 PROJECTIONS	Cañada	CSM	Skyline	Total
Resident	3,053	5,067	5,967	14,087
Apprenticeship	0	110	2	112
Out-of-State	111	163	204	478
International	105	305	160	570
Total	3,269	5,645	6,333	15,247

Revenue Summary

These revised enrollment projections, coupled with the other updated revenue projections, result in a net gain of revenue for 2021-22 of approximately \$1.8M as compared to the projections presented in February 2021.

Expenses

The District's Resource Allocation model budgets for all centrally managed expenses, such as utilities, insurance, legal expenses, set asides for total compensation, etc. Some allocations, such as part-time faculty office hours, are distributed to the campuses during the course of academic year. The remaining resources are allocated to the sites which include the District Office, Facilities, and the three Colleges. From their allocation, the sites pay for staff costs and other operating expenses such as classroom supplies, release time for faculty, conference and travel, and other site-specific operating expenses. Districtwide initiatives are primarily funded out of the college allocations.

Site Allocations

The adjustment of \$2.9M from February 2021 primarily reflects the redistribution of the negotiated AFT COLA to the sites following the tentative agreement. The site allocations will continue to be adjusted leading up to Tentative and Adopted Budgets as revenue and expense projections refine as new information becomes available.

Table 4. Expense Budget -Adopted 2020-21 and comparison of Preliminary (February 24th) and Tentative (as of April 30, 2021)

	2020-21	Preliminary 2021-22	Tentative 2021-22 (as of April 30)	Variance between Preliminary and Tentative
Site Allocations	171,424,265	175,240,487	178,214,535	2,974,048
Other Benefits/STRS on Behalf	6,046,149	6,046,149	6,046,149	-
Utilities	4,222,417	5,180,411	5,086,994	(93,417)
Districtwide Technology	3,637,143	4,098,036	4,115,036	17,000
Salary Commitments/Office Hours *	8,631,079	12,112,214	9,953,763	(2,158,451)
Commitment towards PT faculty	700,000	700,000	1,500,000	800,000
Insurance	2,815,663	3,213,364	3,213,364	-
Other	10,935,254	10,608,233	10,903,069	294,836
Total	208,411,970	217,198,894	219,032,911	1,834,017

*2021-22 Preliminary Budget included budgeted undistributed COLA for 2020-21 for AFT, which are to be distributed to site allocation in 2020-21.

Commitment Toward 50% Law Compliance

As communicated in February, the District earmarked an additional \$700K towards compliance with the 50% Law for 2021-22. These funds, coupled with an additional \$800K (for a total of \$1.5M), are proposed to be allocated towards improving part-time faculty pay in an effort to reach the part-time to full-time parity goals. This increase in part-time faculty pay will aid with the efforts towards compliance with the 50% Law.

Salary Commitments / Faculty Office Hours

Salary commitments assumes continued use of the Total Compensation Formula in allocating compensation increases and reflects the set aside for 2021-22, coupled with increases in the cost of part-time faculty office hours. Variance reflects the aforementioned redistribution of the negotiated AFT COLA to the sites following the tentative agreement adjusted by projected increase in the cost of faculty office hours.

Expense Summary

Due to changes in assumptions since February 2021 and other slight adjustments in expense categories, the overall expense budget has increased by about \$1.8 M.

Initiatives to be Funded in the 2021-22 Budget

As outlined in February Preliminary Budget presentation, several initiatives were highlighted. Below is a revised list, adjusted for additional funding sources. Please note that activity for these initiatives may be accounted for in other than the Unrestricted General Fund.

- Promise Scholars Program (increase the size of cohort from 2,000 to serve 2,500 students)
 - \$2M from the County (\$1M annually for two years)
 - \$1.5M California College Promise-AB 19 (estimated)
 - \$300K Foundation
 - \$300K Housing
 - \$400K Auxiliary (pending review of financial position after normal operations resume)
- \$800K Equity Institute (Year 3 of 3)
- \$1M Food Insecurity Initiative
- COVID-19 Mitigation
 - \$1M COVID-19 Contingency (set-aside)
 - \$6.65M Higher Education Emergency Relief Fund (HEERF) II Funding (estimated carry forward from 2020-21)
 - HEERF III Funding \$23.9M (estimated receipt with guidance and spending parameters pending from the federal government)

Pending Budget Adjustments

During the Board of Trustees' meeting on April 28, 2021, a proposal was made to convene a subcommittee focused on measures that would provide students with "free college." Other proposals were to expand the Promise Scholars Program, the Dual Enrollment Program, and the Middle College Program. Upon receipt of the Board's expansion goals, staff will revise the budget as appropriate to meet these expansion goals given that budget adjustments are routinely processed throughout the year and ratified by the Board.

Summary for Unrestricted General Fund

With the increase in revenue assumptions and the corresponding increase in expense assumptions, the net effect is still a balanced budget for 2021-22.

Staff does not expect to receive additional budget news until mid-May when the Governor and Department of Finance release the May Revise. As outlined above, the Tentative Budget will be submitted to the Board of Trustees for approval at their meeting on June 23, 2021. Additional adjustments will be made over the summer, as needed, leading to the Adopted Budget, which will be presented to the Board at the meeting on September 8, 2021.

BOARD REPORT NO. 20-03-102B

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

UPDATE ON SENATE BILL 659

At its meeting on March 10, 2021, the Board endorsed Senate Bill 659, sponsored by Senator Becker. The District has worked with the Senator and his staff to develop language that would provide for greater flexibility in the use of local funds to support District initiatives that support student access, success and completion. The Board has given guidance to staff to explore opportunities to expand options with fee waivers, providing for basic needs, and making attending our colleges less financially burdensome as possible for students in need of assistance.

SB 659 was heard and passed, as amended, by the Senate Education Committee on April 14, 2021. The Bill now is in the Senate Appropriations Committee where it has been placed in the Suspense File. Staff have been working with Senator Becker's office to explore options for moving the Bill forward and resolve concerns of the Appropriations Committee and others. At this point, two general issues continue to surface as concerns relating to the Bill: (1) that it will create competition between community college districts because of the language allowing for permissibility in adjusting fee rates lower than the state rate, and (2) that at a future date, districts that utilize the option to reduce fee rates will find themselves in financial hardship and seek assistance from the state.

Staff will provide an update on the Bill and seek the Board's guidance about potential amendments.

BOARD REPORT NO. 21-05-05C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

REVIEW OF INTERNAL AUDITOR POSITION DESCRIPTION

The Board established an ad-hoc committee consisting of Vice President Holober and Trustee Pimentel at its February 6, 2021, retreat to work with Chancellor Claire to (1) investigate the need for an internal audit position, and (2) to identify the specific duties of a position. The Board ad-hoc committee has gathered data and other information and has shared this information with the Board at the March 10, 2021 and April 28, 2021 Board meetings. Also, the Board ad-hoc committee has interviewed the Antelope Valley College Superintendent/President and the Antelope Valley Internal Auditor to better understand the function and the role of the internal auditor.

At the Board's April 28, 2021 meeting, a majority of the Board requested that a job description and job duties be brought to a future Board meeting for review, discussion, and possible action. The Board ad-hoc committee and Chancellor Claire of have met to discuss job duties. The attached document is a draft of these duties and is include for further Board discussion and direction to staff.

**SMCCCD Internal Audit Function
Representative Duties**

Draft 5/6/21

1. Prepares an annual audit plan based on assessment of risk areas; collaborates with the Board of Trustees and the Chancellor on the development of the annual audit plan.
2. Maintains a degree of independence from other district staff and functions in a manner sufficient to provide positive integrity of the responsibilities of the internal audit function.
3. Provides periodic reports to the Board of Trustees and to the Chancellor on the status of the annual audit plan; provides reports as necessary on outcomes of specific audits.
4. Plans and conducts financial, operational, compliance, and performance in audits in compliance with internal auditing standards.
5. Prepares audit reports, memoranda, and other related documents to communicate audit findings and recommendations; submits documents to appropriate internal personnel. Recommends outside performance auditors and/or other subject matter experts to the Board.
6. Assists in setting up and managing whistleblower infrastructure to receive, process, catalogue, investigate, report on whistleblower complaints.
7. Determines the priority of audits in collaboration with the Board of Trustees and the Chancellor.
8. Assures hiring, compensation, separation, promotion are actions properly taken by the Board and documented for review by internal auditor.
9. Reviews capital expenditures to ensure they are consistent with adopted facilities master plan, budgets, specific authority provided by voters, investigate change orders and building costs to comparable facilities.
10. Ensures accurate reporting, transparency, ethical practices, and disclosure of potential conflicts of interest; supports mandatory obligation to report irregularities.
11. Recommends and assists in the development of District policy and procedures related to finance and accounting, and recommendations to optimize performance of non-academic elements of college programs;
12. works with stakeholders to review and recommend updates to Board polices and administrative procedures to ensure that they reflect best practices.
13. Trains administrators and staff on policy and procedures related to finance, accounting and fraud prevention.
14. Reviews implementation of policies and procedures.
15. Assists with the preparation and coordination for external audits and serves as a liaison with external auditors and other experts as requested.
16. Conducts special investigations as requested or deemed necessary.

17. Acts as the primary investigator of any alleged fiscal wrongdoing by vendor, management and/or other employees.
18. Makes recommendations for improved internal controls, operating procedures, accounting records, and systems.
19. Routinely reviews and submits internal controls/segregation of duties report to the Board of Trustees with corrective action plan from affected areas.
20. Examines and reports on the effectiveness of management in safeguarding assets and compliance with established policies and procedures.
21. Prepares written reports of findings and recommends improvements.
22. Exchanges information with College and District staff at all levels regarding policies and procedures related to the assigned functional accounting area.
23. Meets and communicates with personnel to gain an understanding of individual departments and/or functions under review and to obtain sufficient evidential matter to develop appropriate audit findings and recommendations; documents and reports on findings.
24. Conducts unannounced audits in areas where cash and other assets require specific safeguards and appropriate internal controls; conduct special audits and the request of the administration or the Board of Trustees.
25. Provides technical information as a resource to various offices within the District.
26. Attends, meetings, workshops, and other gatherings to obtain most current information.
27. Drives a motor vehicle to visit off-site locations for meetings, conferences, workshops and other activities; represents staff at meetings, as assigned.
28. Monitors and evaluates performance of internal and external computerized financial record systems and develops recommendations, in conjunction with information technology staff, to implement system improvements and upgrades and to maintain effective integration of systems.
29. Plans and reviews report data and conclusions with management staff; coordinates required changes in District fiscal records, policies, and procedures, in conjunction with senior management and other staff.
30. Monitors and interprets Federal and State regulations and guidelines and assures compliance with requirements; updates and revises procedures as necessary.
31. Uses a variety of spreadsheet and other software to analyze complex financial, statistical, and other data.
32. Sets up and maintains database and other online resources of data.
33. Provides special and regular reports on data collected.
34. Compiles financial data for internal and external audits.
35. Performs other related duties as assigned.

BOARD REPORT NO. 21-05-06C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

**UPDATE ON SAN MATEO ATHLETIC CLUB RFP AND
VISION FOR DISTRICT ATHLETIC CLUBS**

At its January 19, 2021, Special Closed Session meeting, the Board voted to cancel existing RFP #86826 and explore issuance of a reimagined RFP to include options to expand the District's potential and service delivery to our students, faculty and greater San Mateo County community. The Board formed an ad-hoc committee consisting of Vice President Holoher and Trustee Goodman to work with Chancellor Claire and District staff to provide guidance on a new RFP process. The District has engaged the law firm of HansonBridgett to provide technical assistance on this matter. HansonBridgett has substantial experience with public procurement processes. At its March 10 meeting the full Board heard an update on the RFP process, as well as a suggested time line to execute the RFP.

Staff will provide an update on progress in executing the RFP and also will seek Board feedback. In addition, Chancellor Claire will provide a brief update on his work in engaging Kinesiology faculty and administrators regarding a vision for District Athletic Clubs.