

HUMAN RESOURCES BULLETIN

August 18, 2020

Welcome back to the 2020-2021 academic year. As we begin the fall semester, the District is providing you with a COVID 19 Health and Safety update. This bulletin introduces our Health Branch Director, lists steps to minimize the spread of COVID 19, and provides information on the District's Health and Safety Plan, which includes guidelines on accessing our campuses.

HEALTH BRANCH DIRECTOR – COVID 19 EMERGENCY OPERATIONS

Ray Hernandez, MPH, RRT, NPS will be serving as Health Branch Director during this COVID 19 emergency and recovery operation. He has been with the District for 23 years as a faculty member and academic Dean. He holds a Master's in Public Health and is a licensed Respiratory Care Practitioner and will be providing health expertise to:

- Inform SMCCCD in delivering current, sound, evidence-informed practices
- Ensure the District community is knowledgeable about COVID-19 symptoms, transmission, relevant protocols, and updated CDC guidance.
- Review and update Health and Safety plan as necessary to related processes and procedures.
- Monitor and ensure compliance with health and safety procedures.
- Communicate COVID-19 related health information with San Mateo County public health for guidance and determination.
- Ensure adequate personal protective equipment (PPE) is available and that all staff are trained in its use.



You may visit the SMCCCD COVID 19 webpage for further information: <https://covid-19.smccd.edu/>

OR contact the Health Branch Director for any COVID 19 health safety related questions at hernandezr@smccd.edu

REMINDERS TO MINIMIZE THE SPREAD OF COVID 19

The State of California and San Mateo County maintain orders for all individuals to practice the following to minimize the spread of COVID 19:

<https://covid-19.smccd.edu/health-safety-procedure/>

- Stay home except for permitted work, local shopping or other permitted errands, or as otherwise authorized
- Wear a mask when out in public
- Stay 6 feet away from others
- Wash hands with soap or sanitizer frequently
- Sanitize workspaces and equipment before and after use

Do not come into work if you are feeling one or more the following symptoms:

Fever or chills	New loss of taste or smell
Cough	Sore throat
Shortness of breath or difficulty breathing	Congestion or runny nose
Fatigue	Nausea or vomiting
Muscle or body aches	Diarrhea
Headache	

If you have tested positive for COVID-19, been exposed to someone with COVID-19 symptoms, either confirmed or suspected, and/or have any of these COVID-19 symptoms, notify the District Health Branch Director. In addition, please contact Ingrid Melgoza, Senior Human Resources Representative, at melgozai@smccd.edu for assistance with Families First Coronavirus Response Act (FFCRA) leave.

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH) – INSTITUTIONS OF HIGHER EDUCATION GUIDANCE

The State of California recently published guidelines to help institutions of higher education and their communities plan, prepare, and conduct operations as we continue through this COVID 19 pandemic. <https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

The SMCCD Health and Safety Plan can be found here: <https://covid-19.smccd.edu/health-and-safety-plan/>

The new guidance informs SMCCD's policies and procedures and requires updates and changes to some of our practices. They are as follows:

Campus Access and Health Screenings:

Beginning fall semester, persons approved to enter any SMCCCD campus during the COVID-19 pandemic will be required daily to document their health screening prior to entering SMCCCD campus. Completion of the health screening form will now record individuals screening assessment, provide digital record, and assist with contact tracing requirements. Persons without a completed health screening will be directed to complete one prior to gaining access to campus.

The updated health screening process will be rolled out to groups in phases and will be notified via email. August will be Auxiliary Services, Facilities (Grounds and Operations), Information Technology Services, and Public Safety. All other groups (faculty, staff, and students) will occur in September shortly after Labor Day.

COVID 19 Safe Colleges Training:

All employees must be trained in COVID 19 prevention and the SMCCC District's Health and Safety Plan. The Health Branch Director is currently preparing the training and will be delivered through the District's Safe College training platform. It is anticipated that this training will be ready before the end of August. All employees will be required to complete this training per CDPH expectations. Employees who are regularly accessing campus (essential workers and faculty teaching face-to-face lab courses) will be prioritized to complete the training as soon as it becomes available.

Health & Safety Compliance Inspections:

The District must regularly evaluate the facility for compliance with the health and safety plan for effectiveness. Ben'Zara Minkin is the District's Emergency Manager. He will start inspections the beginning of fall semester. These inspections will be conducted observing all District Operations as they relate to the health and safety plan as reference above.

To voice concerns regarding the District's COVID-19 response, contact public safety (650-738-7000).