



# **Eventual Return to Campus**

**October 22, 2020 – Living Document**

As of **September 24, 2020**, Compton College is operating at **Level Four - Severe Infection Rate**, according to the [Compton CCD Pandemic Outbreak - Emergency Operations Plan](#).

- Telecommuting will continue until further notice. “Essential employees” are gradually returning to work on campus per a predetermined schedule.
- Compton College is closed to the public. Only essential personnel and pre-approved individuals are allowed on campus, as scheduled.
- Alternative academic instruction will continue through spring 2021.
- For fall 2020 and winter 2021, the majority of classes will be offered online. However, a plan is in place to offer some Career and Technical Education on-campus programs that have been identified as “essential workforce training.”
- Spring 2021 classes will be online. However, some classes, including essential workforce training, cosmetology, and intercollegiate athletics programs, may be provided in-person if approved by the Los Angeles County Department of Public Health.
- Student services, including counseling, are currently available online at [compton.edu/studentservices/](http://compton.edu/studentservices/).

Compton College closely monitors the pandemic and continues to follow the guidelines set forth by the Centers for Disease Control and Prevention (CDC), as well as local, state, and national government agencies.

- [Reopening Safer at Work and in the Community for Control of COVID-19](#) (County of Los Angeles Department of Public Health) – October 6, 2020
- [Higher Education Guidance](https://covid19.ca.gov/) (State of California <https://covid19.ca.gov/>) – updated October 1, 2020
- [COVID-19 Industry Guidance: Institutions of Higher Education](#) (California Department of Public Health) – September 30, 2020
- [Protocols for Institutes of Higher Education](#) (County of Los Angeles Department of Public Health) – September 14, 2020
- [Order of the State Public Health Officer](#) (California Department of Public Health) – August 28, 2020

Safety is our top priority and the decision to reopen the College will be in the best interest of Compton College students, employees, visitors, and community members, and will align with best practices and requirements set forth by the CDC and local, state and national health and government agencies. Once these agencies and authorities deem it safe to operate on campus, Compton College will reopen following the County of Los Angeles Department of Public Health’s [“Protocols for Institutes of Higher Education.”](#)

## **PREPARATION AND CONSIDERATIONS FOR SAFE REOPENING**

### **Protecting and supporting worker health and safety**

- Limit in-person work and ensure that vulnerable workers have alternative assignments
- Supply and require the use of face coverings and personal protective equipment
- Provide resources and information that enable employees to stay at home when they are sick

### **Ensuring appropriate physical distancing**

- Limit occupancy in accordance with safe reopening protocols
- Ensure 6-foot distance between individuals as much as possible
- Manage employees’ schedules to enable physical distancing

### **Ensuring effective infection control**

- Follow strict cleaning and sanitation standards
- Frequently clean high-touch surfaces

### **Communicating with the public**

- Post clear signage on campus to communicate protocols to visitors

### **Ensuring equitable access to services for vulnerable populations**

- Prioritize access to critical services
- Move transactions and services online as feasible

## **PHASE 0 - Preparation**

Campus remains closed to the public in Phase 0. In preparation for the gradual return of employees to campus, the following steps have been taken by the Compton College Maintenance & Operations Department.

- MERV 13 filters have been installed in the Child Development Center, Library-Student Success Center, as well as the Allied Health, Math/Science, and Vocational Technology Tech buildings. The remaining buildings were also serviced by HVAC professionals. Filters will be replaced quarterly in occupied buildings.
- Compton CCD purchased three e-misters to disinfect the buildings on campus.
  - Maintenance & Operations (M&O) staff were trained on proper usage of the e-misters on June 15, 2020.
  - One e-mister will cover 58,000 square feet per hour per bucket of disinfectant. It would take approximately 2.5 hours and seven buckets of disinfectant to disinfect the nearly 400,000 square feet of interior building space.
  - All Compton CCD buildings will be cleaned weekly by M&O staff.
- Beginning Monday, July 6, 2020, M&O staff will clean open restrooms hourly.
- Compton CCD will work with a vendor to install plexiglass in Cosmetology (TV-1) and Voc Tech shops.

### **Physical Distancing: Compton College Employees**

- a. Minimize contact among workers by replacing face-to-face meetings.
- b. Utilize digital communication methods to replace face-to-face contact.
- c. No events to be scheduled on campus (internal or external requests) unless approved by the President/CEO.
- d. Common areas, where personnel are likely to congregate and interact, such as cafeteria, Student Lounge, computer labs, Staff Lounge, as well as lounges/breakrooms, will remain closed unless strict social distancing protocols can be enforced.
- e. All non-essential travel is prohibited; employees will adhere to [CDC guidelines regarding isolation following travel](#).

### **Signage and Communication**

1. Signage that is consistent with CDC recommendations will be placed throughout the campus reminding everyone to maintain social distancing, wear a face covering, follow hand hygiene and cleaning guidelines; additional information will be provided about how employees should report symptoms or exposure to COVID-19.
2. Updated information posted to COVID-19 webpage:  
<http://www.compton.edu/adminandoperations/campuspolice/covid-19.aspx>
3. Regularly scheduled President/CEO Messages include COVID-19 updates and information. Emailed to all employees, posted on the College's COVID-19 webpage, shared via the College's social media channels.

### **Face Coverings, Hand Hygiene, Personal Protective Equipment**

1. To help ensure the health and safety of the Compton College campus community and the public, face coverings are required to be worn on campus by all individuals including employees, construction workers and visitors:
  - a) Indoors when other people are present, including common areas such as hallways, restrooms and elevators, and
  - b) Outdoors when keeping a 6-foot distance from others is not possible.
  - c) This requirement follows federal and state safety requirements and local public health directives, including the CDC's "[How to Wear Face Coverings](#)" guidelines.
2. All employees, students, and visitors must wash their hands regularly following [CDC recommendations](#) including washing with soap and water for at least 20 seconds after blowing their nose, coughing, or sneezing; after using the restroom; before preparing food; before eating; after being near someone who is ill; after touching garbage; after touching an item or surface that may be frequently touched by other people, such as door handles, tables, or keyboards; or before touching your eyes, nose, or mouth.

- a) If soap and water are not readily available, then an alcohol-based hand sanitizer should be used. Additional hand sanitizer stations have been installed throughout campus with appropriate hand hygiene information.
3. The College will provide personal protective equipment to employees as feasible.
  - a) Procedures for monitoring, maintaining and distributing PPE and other COVID-19-related supplies for Phase 1 are coordinated between Campus Police and Administrative Services.

### **Enhanced Cleaning and Disinfection Protocol**

- Restrooms in VT, Row D, Row C, and the Admin Building will be cleaned hourly.
- In-use CTE lab areas will be disinfected each morning with the e-mister.
- Employees will clean/disinfect high-touch areas in their offices/workspaces – daily.

### **Symptom Screening**

All Compton College employees, students, and visitors will be screened before entering campus.

1. All individuals entering the Compton College campus, including construction workers, vendors, and Smog Check Referee Center customers, will have their temperature screened by Campus Police or security personnel. Individuals who have a temperature of 100.4 or higher will not be allowed to enter the campus, and will be provided with information regarding the next steps, including a copy of the Los Angeles County Department of Public Health's "[COVID-19: Learn About Symptoms & What To Do If You Are Sick](#)" flyer (PDF).
2. In addition, employees and students will self-monitor for COVID-19 symptoms.
  - a) Effective August 1, 2020, all employees and students entering campus will be required to complete a COVID-19 Wellness Check questionnaire within 24 hours of their scheduled arrival time.
  - b) Supervisors will encourage sick workers, or those showing symptoms, to stay home.
3. COVID-19 testing
  - a) All essential employees are required to submit written COVID-19 test results to the Office of Human Resources via email ([rsasser@compton.edu](mailto:rsasser@compton.edu)) each month, until further notice.
    1. Testing may be scheduled through St. John's Wellchild and Family Center (HR coordinates) or employees may choose a testing site/service of their choice.
  - b) "Essential Workforce" training faculty, staff and students must submit written COVID-19 test results prior to their arrival on campus each month until further notice.
    1. Employees submit results to the Office of Human Resources via email to [rsasser@compton.edu](mailto:rsasser@compton.edu).
    2. Students submit results via email to [klambertmartinez@compton.edu](mailto:klambertmartinez@compton.edu).
    3. Testing may be scheduled through St. John's Student Health Center (coordinated by CTE staff) or students may choose a testing site/service of their choice.
  - c) Student-athletes must submit written COVID-19 test results to [klambertmartinez@compton.edu](mailto:klambertmartinez@compton.edu) on a monthly basis, until further notice.

### **Actions Related to Symptomatic and COVID-19 Positive Individuals**

In case of a positive case reported on campus, the College will remain at, or return to, Level 4 of the Pandemic Outbreak – Emergency Operations Plan.

The following procedures will be followed if a positive COVID-19 case is confirmed on campus.

1. The individual will notify the Compton College Pandemic Coordinators via email ([rbox@compton.edu](mailto:rbox@compton.edu), [rjames@compton.edu](mailto:rjames@compton.edu), [hparnock@compton.edu](mailto:hparnock@compton.edu), and [rsasser@compton.edu](mailto:rsasser@compton.edu)).
2. The individual will provide the following information: the student or employee's full name; Compton College student ID, if applicable; date of the test; when and where they were last on campus.
3. Per the CDC's "[Overview of Testing for COVID-19](#) – Updated September 18, 2020":  
If you are a critical infrastructure worker, healthcare worker, or first responder.
  - You may need to get tested according to your employer's guidelines.

- Even if you have a negative test, you should wear a mask when you cannot physically distance during your workday, avoid crowds and indoor crowded places, wash your hands frequently, and monitor yourself for symptoms.
4. Individuals who may have been exposed to the affected individual will be identified and notified via email and advised to self-monitor for symptoms.
  5. Areas the affected individual is known to have visited before testing positive for COVID-19 will be identified and undergo thorough disinfection.

Communication Protocol in the event there is a confirmed COVID-19 case on campus:

- A message from President/CEO to the Compton CCD Board of Trustees
- A message from the President/CEO to the President of the Academic Senate
- A message from the President/CEO to the members of our bargaining units
- A message from President/CEO to those who may have been exposed
- A message to faculty, Classified Staff, administrators, and students, which is then be placed on our COVID -19 webpage.
- A message from President/CEO to the Chancellor, California Community Colleges

And the Vice President of Human Resources also notifies the County of Los Angeles Public Health Department of all confirmed Compton College COVID-19 case(s).

## **COVID-19 Leave**

Option 1: [Families First Coronavirus Response Act](#)

Option 2: Utilize regular sick time and/or [Family and Medical Leave Act](#) (FMLA)

## **Logistics**

The Eventual Return to Campus Plan is fluid. Therefore, the plan focuses on those areas where the College has some degree of control (i.e. the who, what, where, why and how) and relies on state and local officials to provide guidance as to when it is safe to implement additional phases.

In addition, if pandemic developments require, the College is fully prepared to return to Phase 1 through the fall semester. This phased-in approach will allow the College to quickly move operations back online should the danger of infection suddenly escalate due to a possible second wave of COVID-19 infections.

Conversely, if the pandemic conditions change dramatically and health and government agencies deem it safe, the College will be poised to fully restore operations quickly.

Phase 3 will focus on instruction and student services for Winter 2021. The next phase may also include the implementation of the California Community College Athletic Association (CCCCAA) Contingency Plan and the Tartar Athletics Resocialization Plan for the return of intercollegiate athletics for the 2020-2021 academic year. Depending on Los Angeles County Department of Health guidance and approval, a future phase may also include the gradual reopening of the Child Development Center.

The final phase of the Eventual Return to Campus Plan will focus on the transition to standard operations on campus.

## PHASE 1 – Gradual Return of Employees to Campus

Campus remains closed to the public in Phase I, with additional essential employees scheduled to work on campus. The expanded list of essential employees focuses on critical student support and Admissions & Records functions, as well as Administrative Services, Human Resources, and Maintenance & Operations.

### Phased Reopening

1. Campus remains closed to the public until further notice, including the Child Development Center, Track/Field, Tartar Pantry, Library, and Fitness Center.
2. Student Services remain online.
3. Spring 2020 Career and Technical Education (excluding cosmetology) lab hours scheduled on campus. (see 'appendix item 1b')
4. Smog Certification resumes. (see 'appendix item 2b')
5. Construction continues on campus.

## PHASE 2 – Some On-Campus Classes Open; Additional Employees Return to Campus

Campus remains closed to the public in Phase 2, and the majority of Compton College fall 2020 classes are offered online. Some Career and Technical Education programs that have been identified as “essential workforce training” on campus are now open. (see 'appendix item 2'). Additional essential employees are now scheduled to work on campus. The expanded list of essential employees is posted online via the [Essential Employees Work Schedule](#), which is updated every Thursday for the following week as employees continue to return to campus gradually.

### Phased Reopening

1. Campus remains closed to the public until further notice, including the Track/Field, Tartar Pantry, Library, and Fitness Center. Plans to reopen gradually include:
  - a. As of September 1, 2020 the on-campus Student Health Center is open by appointment only.
2. Student Services remain online.
3. Fall 2020 Career and Technical Education (excluding cosmetology) lab hours continue to be scheduled on campus. (see 'appendix item 1a')
4. Smog Certification continues. (see 'appendix item 2a')
5. Construction continues on campus.
6. As of September 3, 2020 employees who are not included on the Essential Employees Work Schedule who wish to come to campus must submit an [Individual, One-Time Request Form](#) online. Requests must be submitted at least two business days in advance after obtaining manager/supervisor's approval.
  - a. The location to be visited determines the day of the week (Monday-Thursday/10 a.m.-2 p.m.) the employee can come to campus.
  - b. This schedule helps track occupied spaces on campus in terms of capacity and cleaning needs.

## Appendix Item 1 - CTE Labs

**Fall 2020** Phase 2 continues to offer the Spring 2020 Compton College CTE classes determined by the State Chancellor's Office as "essential workforce training." As such, Fall 2020 offers Air Condition and Refrigeration, Auto Collision Repair and Painting, Auto Technology, and Welding classes, which have a plan to conduct instruction for some or all classes in person. Since late spring, these programs have class sizes that do not to exceed 20 students per section. Faculty have also created a plan to further reduce the number of students in the lab at any given time. If a class or portion of a class can be conducted online through synchronous or asynchronous instruction, it is being conducted as such.

To ensure the safety of our students, faculty, and classified staff, on-campus students will have their temperature checked daily before entering campus. As previously noted, all enrolled students must also complete the online "Student Wellness Check" questionnaire and submit a negative COVID-19 test result to begin participating in classes. All students will also submit monthly test results via email to [klambertmartinez@compton.edu](mailto:klambertmartinez@compton.edu) for the duration of the fall semester.

Cleaning supplies and nitrile gloves are provided in each room. Faculty in need of additional supplies should contact Chief Box and more will be provided. Students, faculty, and instructional support staff will follow social distancing protocol and wear a face covering *at all times* while on campus. Students who do not have a mask upon arrival will be provided with one.

**Spring 2020** Phase 1 includes Spring 2020 Compton College CTE students who need to complete additional laboratory hours during the summer 2020 term. Cosmetology courses are not included in this schedule of lab hours.

To ensure the safety of our students, faculty, and classified staff, these students will have their temperature checked daily before entering campus. Students will also be required to complete the online "Student Wellness Check" questionnaire, and submit their COVID-19 test results to the College's Human Resources Department via email to [klambertmartinez@compton.edu](mailto:klambertmartinez@compton.edu) before being allowed on campus.

As noted above, faculty and instructional support staff will also have their temperature screened daily and will be required to provide written COVID-19 test results to Human Resources via email by July 30, 2020. Faculty and staff will also be required to complete the "Wellness Check" questionnaire (one time only) upon their initial entry to the campus.

In addition to providing written COVID-19 test results, students, faculty, and instructional support staff will follow social distancing protocol and wear a face covering *at all times* while on campus.

## Appendix Item 2 – Smog Check Referee Center

The Smog Check Referee Center, located in the Vocational Technology Building, re-opened to the community on May 26, 2020 and continues to serve consumers. The Referee Center is limiting the number of consumers who are provided with an in-person appointment, especially on Wednesdays, when students are present in the VT 198 space. The Referee Center follows CDC, state, and local government guidelines and procedures for social distancing, disinfecting, and sanitizing to ensure the safety of students, employees, and community members.

Employees at Referee Center:

- If any symptoms or known positive test results are confirmed, employees may not report to work.
- All referees are required to wear a face mask at all times while working at the site. Homemade masks with elastic bands are acceptable. Mask guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>.

## **Required Cleanliness Procedures**

Minimum cleaning standards are listed below. Additional washing/sanitizing is recommended when possible and as needed.

### **Personal Pre- and Post-Inspection Hand-Washing / Sanitizing**

- Frequent hand-washing for a minimum of 20 seconds with soap (bar or liquid) and water is required. Hand-washing guidelines: <https://www.cdc.gov/handwashing/index.html>.
- At a minimum, hand-washing should be performed before and after each consumer appointment.
- Sanitizer can be used if not able to immediately wash with soap. (Must be 60% alcohol minimum or an acceptable substitute).
- If using disposable gloves, they must be discarded after each appointment. After disposal, the user must wash hands thoroughly.
- Uniforms should be used for one workday only and must be laundered before using again.
- It is recommended to sanitize personal commute vehicle at least once per day.

### **Pre- and Post-Inspection Sanitizing of Surfaces / Devices**

Before first appointment, and after each appointment is completed, the Center, and any area/object that is touched by employees or customers, will be sanitized thoroughly.

### **Pre-Sanitizing of Vehicles that are Inspected**

Before inspection, the keys and surfaces near the driver area, and other applicable areas will be disinfected. wipe with disinfecting wipes or an appropriate substitute, the following areas:

#### **Consumer and Referee Physical Distancing**

- Maintain minimum of 6 feet between employee and consumer.
- Floor/wall will be marked with tape "X" marks and signs indicating distancing boundaries.
- No more than two consumers are allowed at one appointment (If the next appointment arrives early, they will have to wait in their vehicle).
- No handshaking or contact.

### **Face-to-Face Referee Appointments / Minimizing Potential Exposure**

Virtual referee appointments minimize or eliminate the exchange of hard copy documents between referee and consumer.

## **Appendix Item 3 – MLB Compton Youth Academy**

The on-campus MLB Compton Youth Academy remains closed due to the COVID-19 pandemic and all Youth Academy activities have been suspended indefinitely. In preparation for a possible fall opening, the MLB Compton Youth Academy has developed a reopening plan. Procedures in the plan follow CDC guidelines for social distancing and apply to athletes/participants, employees, guests, and all umpires, vendors, and outside contractors.

### **MLB Compton Youth Academy: COVID-19 Modified Operating Procedures**

1. All those who enter the MLB Compton Youth Academy must complete online forms/waivers before their visit.
  - All employees must sign the online Return to Work Acknowledgment Form (provided by MLB) and HIPAA Authorization form. These have been incorporated into the Workday platform.
  - All athletes/participants must sign the new participant waiver online via LeagueApps as part of registration: <http://comptonya.leagueapps.com/events>.
  - All umpires, vendors, outside contractors must complete the acknowledgment form and HIPAA Authorization Form.
  - All guests must complete the acknowledgment form and HIPAA Authorization form.
2. Everyone entering the MLB Compton Youth Academy will be screened before entering.

- All individuals, including athletes, employees, guests, and all umpires, vendors, and outside contractors, will have their temperature checked by a staff member.
  - Everyone will also answer questions regarding COVID-19 symptoms.
  - Individuals who have a temperature of 100 degrees or higher will not be allowed to enter or train at the Academy.
3. Training programs will be limited to 50 people per age group or 100 people per program so that the segmented individual training groups will have no more than 10 players each.
    - If anyone who attended training at the Academy tests positive for COVID-19, then ALL TRAINING at the Academy will be suspended until contact tracing and notification can take place.
  4. All those who wish to attend training MUST register for the Training Program via League Apps, found at <http://comptonya.leagueapps.com/events>.
    - No walk-ups are permitted; only those registered in the system will be allowed to train.
    - The online registration forms include new COVID-19 liability waivers that must be completed.

If the MLB Compton Youth Academy opens and COVID-19 cases increase in the area, local and state government recommendations will be followed to determine if the Academy will continue or suspend training. Updates on the MLB Compton Youth Academy are available here: <https://www.mlb.com/mlb-youth-academy/compton>.

## **Appendix Item 4 – Nursing 244 Labs**

Nursing Skills Practicum III (NURS 244) students are required to demonstrate hands-on practice in the skills lab. NURS 244 students will be scheduled to come to campus for an assessment of their skills.

- Students will follow the screening protocol listed in Phase 0.
- Students are required to wear a face-covering at all times on campus.
- Students, faculty and staff will maintain a physical distance of six feet or more and practice hand hygiene as outlined by the CDC.
- Labs, restrooms and building entrances will be disinfected in between scheduled lab times by Maintenance & Operations staff.
- Students, faculty and staff will disinfect workspaces and mannequins after each demonstration.