

Information for Managers

Related to

Resolution 21-05

Granting Authority to Develop a
Vaccination/COVID-19 Testing Program to
Facilitate the Protection of Faculty, Staff,
and Students Who Participate in On-
Campus College Educational Activities

Agenda

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Bill Scroggins

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General Information

Who does this apply to?

- Faculty
- CSEA 262
- CSEA 651
- Confidentials
- Managers
- Student Workers
- Short-term/Temporary Workers (hourly, substitute, interim, professional experts)
- On-campus students

Who does this not apply to?

- Employees who are at non-Mt. SAC sites (off campus) and do not visit the campus for regular business
- Fully online students
- Visitors (new check in process to be established)

When is this effective?

- Vaccine verification for employees – immediately
- COVID-19 surveillance testing for unvaccinated employees – TBD
- Vaccine verification for students – TBD
- COVID-19 surveillance testing for unvaccinated students – TBD
- Masking mandate – July 17, 2021

The College may implement reasonable additional safety precautions that would be consistent with achieving the purpose of the class or event.

Vaccination Verification

Employees:

- The College is reactivating the process for verification of employee vaccination cards. There is no longer a need for employees to request exemptions as all unvaccinated employees will be required to participate in weekly COVID-19 surveillance testing (when implemented).
- All employees should submit their vaccination card via the [Vaccine Verification Smartsheet](#).
- If an employee has already submitted their vaccination card, there is no need to do it again.
- Employee noncompliance will go through the employee discipline process [AP 7365 – Discipline and Dismissal – Classified Employees](#).

When weekly COVID-19 surveillance testing is implemented:

- Managers will receive a daily list for all of their direct report employees who are non-compliant (vaccine verified or completed weekly COVID-19 surveillance testing). Employees will appear on the list of their reporting manager.
- If you have an employee report to work who is on your daily list, you are expected to notify them that they are required to submit to weekly COVID-19 surveillance testing. Employee noncompliance is subject to progressive discipline.
- There is no longer a need for employees to request exemptions as all unvaccinated employees will be required to test weekly.

Students:

- Process TBD.

Weekly COVID-19 Surveillance Testing Process (when implemented)

Employees:

- Surveillance testing for employees will be done on campus during work hours.
- Don't come to campus for weekly COVID-19 surveillance testing if you are experiencing symptoms. Employees should submit the [Employee Health Check Form](#) and stay home, and consult their medical care provider.
- Employees who have not been fully vaccinated and submitted their vaccination information to Human Resources are required to be tested weekly.
- Unvaccinated employees on approved leave are not required to be tested while on leave, but must submit to COVID-19 surveillance testing immediately upon return to campus.
- There is no longer a need for employees to request exemptions as all unvaccinated employees will be required to test weekly.
- Surveillance test results will not be available immediately after testing, so employees will report to work. During COVID-19 surveillance testing, if an employee tests positive, they will be notified, as well as HR Contact Tracing at contacttracing@mtsac.edu (when implemented). They should immediately notify their manager, go home, quarantine, and wait for further instruction.

Students:

- Process TBD.

Temporary Campus Visits for Unvaccinated (when implemented)

Employees:

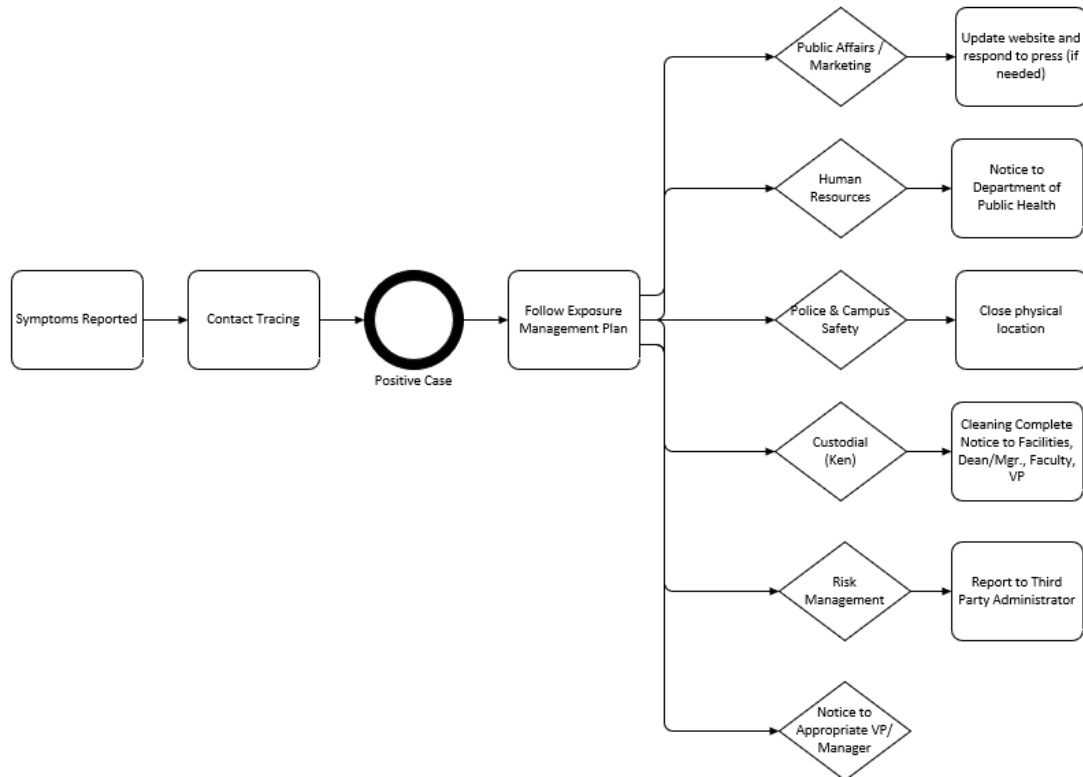
- Employees who are 100% remote or who are at non-Mt. SAC sites (off campus) are not required to participate in the COVID-19 vaccination/surveillance testing program at Mt. SAC.
- These employees are required to follow the off campus facility safety and vaccination requirements.

Students:

- Students who are 100% remote or who are at non-Mt. SAC sites (off campus) are not required to participate in the COVID-19 vaccination/surveillance testing program at Mt. SAC.
- These students are required to follow the off campus facilities' safety and vaccination requirements.
- These students are not allowed to conduct business on campus except for quick transactions (approximately 15 minutes) in areas such as:
 - Bookstore
 - Laptop distribution
 - Cashier's Office
 - Student Services
 - Food Pantry
 - Lab kit pickups

Vendors/Visitors:

- Process TBD.
- Visitors are required to complete a Visitor Health Check Form and are required to wear a mask at all times. Additionally, they must be symptom free.

Exposures/Contact Tracing Process**COVID-19 Case Flow Chart****Employees/Students:**

- This process is comprehensive of all necessary and sufficient actions when a positive COVID-19 incident occurs on campus. Managers shall take no other independent actions on their own.
- Close contact/exposure is someone who was exposed to someone who tested positive for COVID-19 while they were infectious if: 1) you were within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period; or 2) You had unprotected contact with body fluids and/or secretions from someone with COVID-19.
- Quarantine is used to keep someone who has been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease before a person knows they are sick or if they are infected with the virus without feeling symptoms.
- If you are vaccinated, you do not have to quarantine or get tested if you don't have symptoms after close contact with someone with COVID-19.

- A person who has tested positive is considered to be contagious from two days before their symptoms appear until they are no longer required to be isolated. A person with a positive COVID-19 test but no symptoms is considered contagious from two days before their test was taken until 10 days after.
- Employees who have symptoms while on campus and leave work are not considered positive until confirmed by a COVID-19 test.
- HR Contact Tracing can be reached at contacttracing@mtsac.edu and X6900.

Planning for Secondary Effects from an Exposure

Classroom Assignments

Class Exposure

- A class is considered directly affected when a student, staff, or professor have tested positive for COVID and the HR contact tracer has confirmed the case.
- Affected classes will transition to an emergency distance learning to maintain instructional continuity. Directly affected class(es) (where the exposure occurred) will be shifted to an online course for a 10-calendar day quarantine period (from the date of exposure). Deans will work with faculty in classes which are hard to convert to online on a case-by-case basis.
- Individual students in affected class(es) or other instructional spaces will be notified by HR Contact Tracing as to the level of their individual isolation or quarantine requirements based on their vaccination status. Students who are vaccinated and do not present any symptoms may return to other classes on campus.
- HR Contact Tracing will follow the exposure flowchart to notify appropriate administrator and Vice President/Provost.

Alternate Classroom or Other Instructional Space Assignment

- Alternate classroom(s) or other instructional space will be identified by the appropriate administrator to move any class(es) affected by the room closure for at least a 24-hour period (from the date and time of exposure).
- Any classroom(s) or other instructional space affected by an exposure will be deep cleaned prior to reoccupation.
- If there is an alternate room assignment, the division office will post a sign on the door notifying students of the alternate location.

Temporary Emergency Distance Learning

- Class(es) that are quarantined due to an exposure will continue in an online synchronous method for the quarantine period.
- Vaccinated faculty, without symptoms, teaching a quarantined class moved to an online synchronous method may continue teaching other face-to-face classes when the contact tracers have cleared them. Vaccinated employees do not have to quarantine when exposed and they do not have symptoms.

- Faculty will need to be SPOT certified, FOMAR certified, or will be required to complete FOMAR as soon as possible, but no later than two weeks, of the move to temporary emergency distance learning.
- Temporary emergency distance learning will only be initiated as a result of a confirmed exposure by HR Contact Tracing.
- Faculty will coordinate with deans prior to the move to temporary emergency distance learning.
- The office of Instruction will work on standardized templates for notifications to faculty.
- A side letter with the Faculty Association with additional details is forthcoming.

Student Noncompliance Process

Standards of Conduct

- [BP 5500 – Standards of Conduct](#)

Student Discipline

- [AP 5520 – Student Discipline Procedures](#)

Removal of Students from Class/Noncompliance

- For the Fall semester, students cannot automatically be dropped for refusing to comply with the COVID-19 vaccine/surveillance testing requirement (when implemented). They must go through the student discipline process to remediate compliance with campus protocols related to vaccination, COVID-19 surveillance testing, and masking (unless exempt from mask requirement), up to and including an administrative drop.
- Students who are not following masking protocols and refuse to leave class as directed by the faculty will be removed by Police and Campus Safety. Managers should instruct faculty to contact P&CS at 909.274.4555 directly if students refuse to follow any directives. AP 5520 allows faculty to remove students for up to two class meetings.
- Faculty must report the removal of the student via the [Student Misconduct Report](#).

Face Mask Requirement

- Face masks must be worn in all indoor public settings, venues, gatherings, and public and private businesses in Los Angeles County, regardless of vaccination status by everyone 2 years of age and older.
- You are allowed to take off your mask while you are:
 - Actively eating or drinking as long as you are sitting or standing at a specific place.
 - Alone in a separate room, office, or cubicle.
- Classrooms are not considered a “separate room or office.”
- Students are discouraged from eating or drinking in the classroom.
- Outdoor classroom environments may require students to wear masks in situations where students and/or employees may need to be in close contact, as long as doing so does not interfere with instruction-related to situations where a mask would create a risk to personal health, safety, or classroom duty as determined by the faculty member (such as using machinery). Students or employees who remove their masks to conduct a certain task must put them on immediately after completing.
- Employees may take a 5-minute break every hour to step outside and remove their masks, if needed (per CSEA 262 and 651 side letter).
- Exemptions for face masks may be requested through Human Resources for employees or ACCESS or Student Health Services for students. An exemption note will be provided to those who are approved for such as proof of exemption.

Personal Protective Equipment and Other COVID-19 Related Supplies

- HEERF funds will cover the cost of these items. Don't automatically reject a request because you don't have enough departmental funding. Make sure you're allowing your faculty to get what they need to effectively teach their courses in a COVID environment.
- Managers are expected to gather all PPE requests and submit those through the [PPE Request Form](#). PPE requests will be handled by Risk Management and delivered to the department office.
- Instruction/classroom requests should be routed through the division office and submitted through the [PPE Request Form](#). PPE requests will be handled by Risk Management and delivered to the division office.
- Requests for personal amplifiers must be made through the division office. Division offices should collect requests from any faculty who have not already requested and submit them through the Classroom Technology Form. Personal amplifier requests will be handled by Technical Services and delivered to the division office.