



COVID-19
Safe Reopening
Fall 2020

Version: August 5, 2020

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Purpose

This document presents an outline for phased reopening of Cuesta College and documents the major prevention and mitigation strategies used to ensure the safety and well-being of the campus community. This plan will be continuously updated as guidance and recommendations change. Date of revision will be noted on the cover.

Special gratitude is extended to the COVID-19 Planning Team, the campus Space Planning Work Group, and the Classroom Return Task Force.



Criteria for Phased Reopening

Cuesta College planning is consistent with federal, state, and local guidance. The phased return of students, faculty, classified professionals, and administrators is contingent on achieving the following metrics.

Federal Phase Two | [Guidelines for Opening Up America Again](#)

1. Downward trajectory of influenza-like illnesses AND COVID-like syndromic cases within a 14-day period
2. Downward trajectory of documented cases within a 14-day period OR downward trajectory of positive tests as a percent of total tests within a 14-day period
3. Treat all patients without crisis care AND have a robust testing program in place for all at risk healthcare workers

California Order of the State Public Health Officer | [Variance to Stage 2 of CA Roadmap](#)

1. Perform a detailed risk assessment
2. Train Employees
 - a. On limiting spread
 - b. How to screen for symptoms
 - c. To stay home if sick
3. Implement
 - a. A site-specific plan
 - i. San Luis Obispo Campus
 - ii. North County Campus
 - iii. South County Center
 - b. Cleaning and disinfecting protocols
 - c. Physical Distancing Guidelines

San Luis Obispo County | [Interim Social/Physical Distancing and Sanitation Guidelines](#)

1. Self-Certify Readiness to Open
2. Employers are encouraged to display signage at each entrance of the facility to inform employees and customers:
 - a. of common COVID-19 symptoms and that they must not enter the facility if they are sick with or suspect they may be experiencing COVID-19 symptoms
 - b. of social / physical distancing protocol at the facility; persons to maintain a minimum 6-foot distance from non-household members as much as practicable and not engage in any unnecessary physical contact
 - c. of proper hand washing techniques and encouraging regular hand washing in breakrooms and other locations where employee information is provided

3. In addition to the State’s guidelines by sector regarding adjustment of maximum occupancy, employers are encouraged to limit the number of customers in the facility based on a number that allows for 6 feet of distance for customers and employers to the extent feasible.
4. Consider designating a foot traffic control monitor to ensure social distancing requirements are maintained.
5. Disinfect high contact surfaces in break rooms, restrooms, and other common areas (i.e. door handles, lobbies, etc.) frequently. Those areas receiving more traffic should be disinfected more often. As a best practice, all businesses should disinfect on the following schedule and maintain a log capturing actions, at a minimum:
 - a. Public Restrooms: Daily
 - b. Employee Breakrooms: Daily
 - c. Employee Restrooms: Daily
 - d. Portable Restrooms: Daily
 - e. Other employee shared areas: Daily
 - f. High contact surfaces (door handles, light switches, etc.): At least twice daily and more frequently if needed.
 - g. Clean visibly dirty surfaces with soap and water prior to disinfecting.
 - h. Discourage customers from bringing their own bags, mugs, or other reusable items from home; or if customers do bring their own bag, customer should bag their own goods after purchase/transaction.
 - i. Clean and sanitize dressing rooms daily, or at least twice per day if there is high use.
 - j. Discontinue use of bulk water dispensers for employees or customers.
 - k. Encourage employees to regularly clean workstations. Provide sanitizer/disinfectant and related cleaning supplies for employees to use as practicable.



Campus-wide Measures to Prepare for Reopening

Cuesta College will engage a breadth of mitigation measures to reduce the potential spread of COVID-19 while providing for modified teaching, learning, working, and access to academic resources on campus. These mitigation measures are grounded by daily symptom monitoring by students and employees and supported by robust contact tracing of campus community members who test positive for COVID-19. Physical aids and visual communications to promote physical distancing, requirement of face coverings in all public areas on campus, and increased disinfection efforts are implemented across the campuses.

All campus-based services and classes may be moved to remote delivery if increased spread of disease results in heightened restrictions at the state or county level or such time that Cuesta College is unable to maintain a safe and healthy learning environment.

Symptoms Monitoring

- Self-screening for COVID-19 symptoms prior to return to campus is required of all employees and students using the COVID-19 Screening Questionnaire
- Daily COVID-19 symptom monitoring of employees and students working and attending classes on campus through a daily 3 Step Check and self-serve, non-contact temperature screening
- Focus Student Health Center services on physical and mental health impacts of COVID-19

Public Health Interventions

- Robust contact tracing will be conducted by trained experts with San Luis Obispo County Department of Public Health
- Direction to individuals with potential exposure to COVID-19 will be provided by San Luis Obispo County Department of Public Health

Self-care and Prevention

- Meetings will be held using Zoom, telephone, and other remote technologies

- Maintain education and outreach to students and employees on handwashing, symptom monitoring, face coverings, physical distance, and physical health resources
- Facilitate ease of access to mental health resources for students at [Student Health Services](#) and employees via the [Employee Assistance Program](#) (EAP)
- Hand sanitizer made available at building entrances and other key locations

Face Coverings

- Face coverings to be worn by employees, students, and visitors in public areas on campus where it is likely you will come in contact with other individuals (not including while eating)
- Disposable face masks are made available



Sanitation and Prevention Protocols

- Custodial professionals will sanitize frequently used restrooms, common areas, and high touch surfaces according to local, state, and federal guidance
- Employees will be provided sanitizing spray, paper towels, and gloves to support frequent disinfection of personal workspace throughout the day
- Windows and doors will be open to maximize air-exchange rate and HVAC flow increased to prevent airborne droplets from stagnating where possible
- Drinking fountains and hydration stations are cleaned and sanitized daily with signage denoting CDC encouragement to bring your own water to avoid touching fountains
- Traffic flow signage and physical distancing markers reinforce safety measures
- Closed restrooms have signage with directions to the nearest open restroom

Large Gatherings

- Large gatherings are indefinitely postponed and future events are dependent on state and county reopening authorization and guidance



Classrooms

Cuesta College will institute physical distancing in classrooms while simultaneously requiring face coverings and organized entry and exit to avoid congestion.

Entry and Exit

- Students and employees handwash before and after each class
- Students will wait outside, practicing social distancing, until the faculty member props open the classroom door
- Students enter the classroom practicing social distancing
- Students and faculty use sanitizing spray/wipes to sanitize their workspace as desired throughout the class
- Students exit through propped open door while following social distancing protocol

Self-care and Prevention

- Face coverings are required in the classroom
- Frequent hand sanitizing to supplement handwashing encouraged throughout the class
- Students sit in same seat each class meeting
- Students exhibiting symptoms are encouraged to contact their health provider or the Student Health Center and are expected to stay home
- Students caring for someone positive, or exposed to COVID-19 are expected to stay home

Supporting Protocols

- Students are spaced as widely as possible around the classroom
- Daily attendance recording

- Desks or tables are oriented one direction to avoid cluster configuration
- Limit the sharing of equipment, use gloves, sanitize hands before and after equipment use, and sanitize equipment between uses
- Follow directional signage, faculty direction, and social distancing protocol when moving within the laboratory space
- No field trips
- Office hours held virtually using remote technologies
- No indoor classroom activities that elevate heart or respiratory rates except where authorized as essential pedagogy
- Only *minimal* personal supplies allowed in classroom
- Remote options will be provided for students unable to attend and to ensure those with symptoms can still access educational programs
- Sanitization between uses of classroom space by custodial professionals
- Sanitized rooms marked with cleaned and sealed tape on door
- Syllabi for courses with campus attendance should include reference or link to this reopening plan
- Faculty are encouraged to develop contingency plans for student absences due to illness, symptoms, and/or quarantine, faculty absence, and the potential for moving the entire course online for multiple weeks in case of an exposure or quarantine
- Faculty may temporarily move the class to remote instruction to reduce spread of disease when:
 - potential exposure or multiple tertiary exposures is/are reported
 - a positive case is identified
 - a number of students are staying home due to illness
 - faculty illness
- Faculty communicate temporary moves to remote instruction to the Chair and Dean

Library, Study, and Common Areas

Cuesta College encourages use of library and study areas for individual study within the guidelines of 6-foot physical distancing, face coverings, frequent handwashing and hand sanitization, and traffic flow designations to reduce risk of spread of disease.

Physical Distancing

- Seats and work stations will be marked at 6-foot distances, extra chairs will be removed or obstructed to encourage distancing
- Entry, exit, and traffic flow will be clearly designated to avoid congestion
- Signage and floor markings at service areas for waiting students will be posted
- Virtual rooms for group study are available via Zoom

Symptom Monitoring

- Self-serve, no contact temperature kiosks are located at the library entrance and near instructional spaces to aid with self-monitoring
- Students exhibiting symptoms of COVID-19 are encouraged to contact their health provider or the Student Health Center and are expected to leave campus

Sanitation and Protocols

- Frequent handwashing is encouraged including handwashing before and after visiting the library or study spaces
- Hand sanitizer is available at the entry of the library and study spaces
- Custodial professionals will sanitize daily
- Sanitizing spray and wipes are provided for employee and student use to maintain workspaces throughout the day
- Face coverings are required

Athletics

Cuesta College intercollegiate competition teams resume off season training in accordance with CCCAA guidance. All 2020/21 competition has been moved to spring 2021.

Entry and Exit

- Students and employees handwash before and after each practice
- Students will wait outside, practicing social distancing, until the faculty member props open the facility door
- Students enter the facility practicing social distancing
- Students and faculty use sanitizing spray/wipes to sanitize their space as desired throughout the practice
- Students exit through propped open door while following social distancing protocol

Self-care and Prevention

- Face coverings are required when social distancing is not possible
- Frequent hand sanitizing to supplement handwashing is encouraged
- Students exhibiting symptoms, caring for someone positive, or exposed to COVID-19 must not come to campus
- Detailed athletic protocols are detailed in the Cuesta College Sports Medicine COVID-19 Policies and Procedures

Supporting Protocols

- Students are spaced as widely as possible
- Daily attendance recording
- No field trips

- Only *minimal* personal supplies allowed as necessary
- Sanitization between uses of facility by custodial professionals
- Coaches are encouraged to develop contingency plans for student absences due to illness, symptoms, and/or quarantine, coach absence, and the potential for canceling practice for multiple weeks in case of an exposure or quarantine



Arts

The Cuesta Performing Arts Center, Harold J. Miossi Art Gallery, and Student Art Gallery are currently closed under county and state guidance. The facilities will be opened when the county and relevant agencies allow.



Return to Campus COVID-19 Screening Questionnaire

Do you have a fever (over 100.4 F) without fever reducing medications or feeling feverish (chills, sweating)?

Do you have a new cough (for those with allergies/asthma, a change in cough from baseline)?

Are you experiencing difficulty breathing?

Do you have a sore throat?

Are you experiencing muscle aches or body aches?

Do you have vomiting or diarrhea?

Are you experiencing a new loss of taste or smell?

Do you have a new onset of severe headache, especially with fever?

Have you, or anyone you have been in close contact with, been diagnosed with COVID-19 or placed in quarantine for possible exposure to COVID-19 within the last two weeks?

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official in the last two weeks?

If you answer yes to any of the above, do not return to campus.

Employees should contact Human Resources at hr@cuesta.edu or 805.546.3129

Students should contact their primary care provider or Student Health Center at studenthealthcenter@cuesta.edu or 805.546.3171

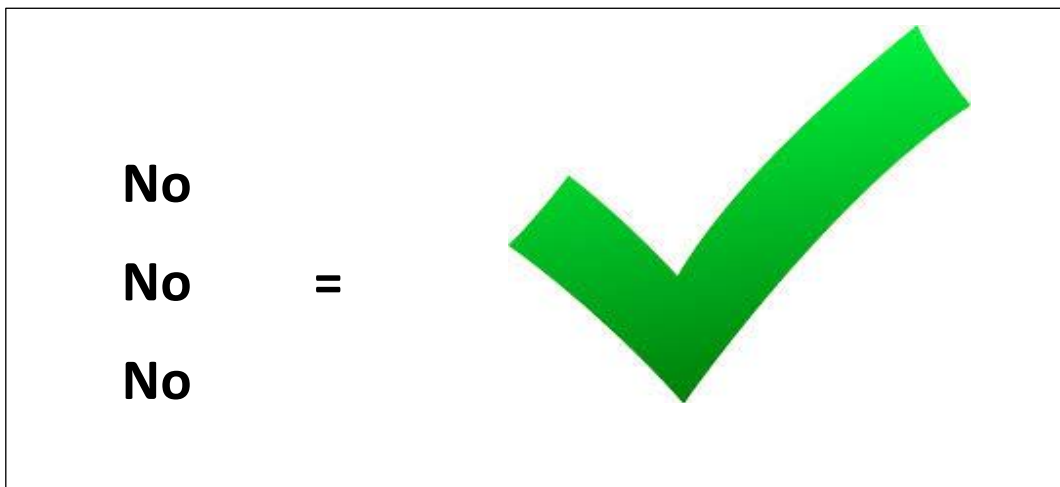
Daily 3 Step Check

In the last 48 hours, have you had any of the following NEW symptoms?

- Fever (over 100.4 F) without fever reducing medications or feeling feverish (chills, sweating)
- New cough (for those with allergies/asthma, a change in cough from baseline)
- Difficulty breathing
- Sore throat
- Muscle aches or body aches
- Vomiting or diarrhea
- New loss of taste or smell
- New onset of severe headache, especially with fever

Have you been within 6 feet of a person with a lab-confirmed case of COVID-19 for at least 5 minutes, or had direct contact with their mucus or saliva, in the past 14 days?

Has a public health official advised you to get tested for COVID-19?



If you answer yes to any of the above, do not return to campus.

Employees should contact Human Resources at hr@cuesta.edu or 805.546.3129

Students should contact their primary care provider or Student Health Center at studenthealthcenter@cuesta.edu or 805.546.3171

When Can I Return to Campus?

I think, or I know, I had COVID-19, and I had symptoms

You can return to campus after:

- 10 days since the symptoms appeared *and*
- At least 24 hours with no fever (without the use of fever reducing medication) *and*
- [Symptoms](#) have improved

I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can return to campus after:

- 10 days have passed since testing positive

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”

I have been in close proximity, within six feet, with a person with COVID-19 for at least 15 minutes

- Stay home for 14 days after date of last known exposure

Open Buildings Fall 2020

To support daily sanitization of open buildings and instructional spaces, only a limited number of buildings are open and supported for use with HVAC and daily cleaning.

- Employees recalled to campus, with permanent workspace assignments in the open buildings, may work from their regular workspace when on campus.
- Employees with permanent office assignments in buildings that are not open, may access their workspace to retrieve personal items, items needed to complete remote work, or access their computer. If you access a closed building outside of the current campus hours (M-F, 8 am – 5pm) please send an email to Cuesta Police (ccpd@cuesta.edu) including your name, where you are, and how long you plan to stay.

Student Success and Support Programs and Services remain online fall 2020.

Access to academic technology and resources is available 8 a.m. - 5 p.m., Monday – Friday in the SLO Campus Library (3200) and NCC Campus Center (N1000/1100).

North County Campus Open Buildings:

Campus Center	N1000/1100
Plant Science	N5300

San Luis Obispo Open Buildings:

Martinez Building	2700	(employees only)
Student Services	3100	(employees only)
Library	3200	(student access to services and technology)
Student Success Center	3300	(temperature kiosk, restrooms, & library entry)
Learning Resources Center	3400	(employees only)
Campus Safety	6600A	(parking permits)
Relocatables	6700	(reprographic services)
	6800	(employees only)
Performing Arts Hallway	7130	(temperature kiosk)
Loomis Administration	8000	(temperature kiosk & open to public)

Cuesta College Foundation 8100 (employees only)

Facilities (employees only)

*Classrooms being used for campus instruction are identified in [Class Finder](#)

Classrooms for lecture streaming and recording:

This list to be made available upon installation of camera technology. List will be updated as additional classrooms are added.

To schedule use of a classroom for recording/streaming contact Jacob_parsons@cuesta.edu or phone 805.546.3100 x2105