MCCD COVID-19 Room-Specific Protection Plan

Purpose of this Document

The purpose of this document is to outline the maintenance of a safe, clean environment for employees and students scheduled to be in ___Bldg 27 Rm 220, Indian Valley Campus___. This Room-Specific Protection Plan (RPP) is a sub-document of the College's Site-Specific Protection Plan (SPP). Please be advised that circumstances are changing rapidly, and this RPP and SPP may be outdated and need revisions. For the most current information, please visit COM's COVID-19 webpage at http://www1.marin.edu/news/coronavirus-covid-19-updates-and-resources.

This COVID-19 Room-Specific Protection Plan was most recently updated on: *8/28/2020*

The person(s) responsible for implementation of this Plan is:

Jeff Marozick   Chief of Police, Marin Community College District Police Department
Name   Title

I, Jeff Marozick, certify that all employees have been provided a copy of it and have reviewed it and received training as required in the SPP.

Jeff Marozick   _____
Name   Signature

Individual Control Measures and Screenings

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted. For the fall 2020 semester, only a small number of faculty and students will come on campus as approximately 90% of course offerings will be online.
- Class sections have been scheduled to comply with occupancy limits for required physical distancing and to allow for enough time in between class meetings for cleaning.
- All employees and students entering this room have been provided with or have administered to themselves symptom screenings prior to arrival. Screening follows CDC Guidelines.

- Employees and students who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work or student may return to campus.
- Face coverings are required when employees and students are in this room. Face coverings are required when in the vicinity of others. Face coverings are not shared.
- Employees take reasonable measures to communicate with students and the public that they should use face coverings.
- Employees and students are provided with all required protective equipment (i.e., face coverings) to be worn properly at all times.
  - Employees are provided with:
    - Surgical masks or N95 masks (faculty member's choice) for faculty, up to one per week of in-person instruction. Faculty who want N95 masks should ask the dean/director who will submit a SchoolDude request.
    - Face shields for faculty upon request, up to one per semester. Faculty should ask the dean/director who will submit a SchoolDude request.
    - Faculty who would like additional protective equipment to be provided in the classroom should ask the dean/director who will submit a SchoolDude request:
      - Plexiglass barrier in front of faculty
  - Students are provided with:
    - Surgical masks for students, up to one per week of in-person instruction. The College may substitute N95 masks at its discretion. Students will obtain masks in class.
    - N95 masks for nursing and dental students, up to one per week of in-person instruction (unless more required for nursing/clinical course needs).
- Employees and students may provide their own protective equipment provided that it is acceptable for COVID-19 prevention pursuant to current CDC guidance.
  - An acceptable face covering is one that: Fits snugly against the face, covers an individual's nose and mouth, and is secured under the chin.
  - These are a few examples of coverings that are **not acceptable**: Those with holes in the covering, including exhalation valves mesh or lace fabrics; those that cannot be secured under the chin, including bandanas and face shields (worn on their own); neck gaiters (also called multi-bands).
  - Face shields may be worn in addition to face coverings, but not in place of face coverings.
  - Thermal temperature checks
  - Shoes disinfected with Lysol

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly by custodial staff.
  - Commonly used surfaces are frequently disinfected **before** in-person instruction as follows:
    - Items cleaned/sanitized by custodial staff include:
      - Door knobs
      - Door knobs for doors leading directly to outside, where applicable
      - Chair seat backs (where people grab their chair to pull it out from a desk)
      - Chair arm rests
      - Desk tops
      - Sink faucets
      - Time permitting, regular custodial duties can be performed (i.e., high cleaning of AC vents, dusting, windows, cleaning chair adjustment levers, etc.)
      - Note that keyboard, mouse, and other items not listed may not be cleaned or sanitized by custodial staff.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use **during** in-person instruction as follows specifically for this room:
  - Items cleaned/sanitized by Dental Instructors include:
    - All door knobs in and out of building
    - Chairs – seats/backs/arm rests
    - Desk tops
    - Counters
    - Computer keyboards and mouse
    - Operatories
    - Face shields and safety glasses
  - Instructions for items that are cleaned/sanitized by students will be written and posted at each station.
- Room entrances and exits are equipped with proper sanitation products. Products used in this room include:
  - One spray bottle containing Waxie # 730 HP Disinfectant Cleaner, a hydrogen peroxide-based disinfectant
  - One box surgical masks (each box has 50 masks)
  - One roll paper towels
  - Twelve packages alcohol wipes (each package contains 60 wipes)
  - One bottle hand sanitizer containing 62% Ethyl Alcohol (received form CalOES)
  - Lysol spray
  - Non-latex gloves

- Hand washing facilities will be made available for employees, students, and visitors and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.
- Sanitizing supplies are provided to promote employees' and students' personal hygiene etiquette. For this room, this includes:
    - No-touch trash cans
    - Paper towels
    - Hand soap
    - Adequate time for hand-washing
    - Alcohol-based hand sanitizers
    - Disinfectants
    - Disposable towels
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s-approved for use against COVID-19 list. Products used in this room include :
    - Caviwipes disinfecting wipes EPA Registration # 46781-8
    - OPTIM 33TB wipes EPA Registration # 74559-3-83259
    - Waxie # 730 EPA registration # 45745-11-14994
- Doors have signage indicating them as either active or inactive to reduce ingress and egress points.
- Classes with doors directly to the outside may be accessed through such doors or through other active doors. Instructors will provide students with maps showing the location of external doors. Such doors may be propped open during class.
- Hands-free devices have been installed, including N/A
- Scheduled classes have been staggered with instructional use hours modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.

Physical Distancing Guidelines to Keep People at Least Six Feet Apart
- Classroom desk and station locations have been modified to ensure that individuals are able to remain at least six feet apart.
- All desks or individual workstations are separated by at least six feet, or employees and students otherwise maintain six feet of distance if workspace is limited.
- Tape or other markings have been placed at least six feet apart in areas where lines form with signs directing individuals to use the markings to maintain distance.
- Students are spaced apart and in separate operatories

Notification of COVID-19 Positive Case at this Room
- The College's SPP outlines standard protocols for all reports of positive cases, regardless of room.

Training

Employees have been trained on the following topics:

- Information from the [Centers for Disease Control and Prevention](#) (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- Proper use of face coverings, including:
  - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
  - Avoid touching eyes, nose, and mouth.
  - Face coverings to be washed after each shift.
- Specifics protocols with student symptom screening green check mark, thermal temp check and recording. Maintain the social distancing and flow of students into their seats.
- Follow protocol to instruct students of Donning and Doffing of PPE and proper hand washing

Compliance and Documentation

- This room is regularly inspected for compliance with this RPP and the larger College-wide Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.