

- 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.
 - 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 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.
- The following tools are off limits:
 - The sandblaster in the machine shop.
 - The power grinders in the machine shop.
 - The buffing machines in the machine shop. No exceptions. I will introduce other methods and materials. Each student will have a section of blue sanding paper, small sections of Micro Mesh Sanding materials in 1800 grit, 2400 grit, 4000 grit, 6000 grit and 12000 grit.

- Most of the tools in the tool cupboard. One of each will be available. Each tool used once will be disinfected before becoming available to another student. They must ask permission to use the tool first.
- Most of the tools in the hammer room. Selected tools will be available on the instructor's desk. Students must ask permission to use a tool and bring it back to the instructor desk for disinfecting before being used by another student.
- Patinas – coloring the metal with patinas other than liver of sulfur will not be available this semester.
- Enameling will not be offered this semester.
- Investing – No student will invest this semester. They will see a demonstration (online for the T/R students and in the classroom for the Friday students) but the instructor will complete all investing for the students on an off-class day.
- Spruing waxes – Each student will have their own hot tool for attaching sprues and working the wax. Each student will have their own Tea Lights as a heat source instead of the usual alcohol lamps. They will bring their sprued waxes to campus for investing. A schedule for drop-offs will be established for the T/R class and the Friday class.
- Casting: T/R and Friday casting will be completed on an off-class day by the instructor. This will enable social distancing during regular class times and make the instructor available to observe the class, attend to questions and offer help to students during class times.
- Soldering – each student will have their own solder, their own cutters and their own flux brush. Only 2 students at the soldering table at a time. Students will be on opposite sides of the soldering table and separated by a galvanized steel ventilation wall. For annealing purposes, one student can place themselves at the other end of the soldering table and work from the end to maintain social distancing. Students cannot approach the soldering area without permission.
- Hammer room. As described above, available tools will be on the instructor's desk. All other tools in the hammer room will be off limits excepting one vise for use only by students in 117, 216 and 217. Only one person will be allowed in the hammer room at a time. Students must sign up for work time in the hammer room for a limited time to be determined. Discussion with advanced students will determine the time limit. Students must report to the instructor that they have disinfected the anvil and/or vise and/or stakes used by them.
- Beginners will have access to one vise and anvil in the main classroom. Ear plugs will be provided to all students. As above, they will disinfectant the vise and/or anvil.

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.
 - Instructions for any 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 from CalOES)
- 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:
 - Waxie # 710 Multipurpose Disinfectant cleaner EPA registration # 1839-167-14994.
 - Waxie # 700 Disinfectant Cleaner EPA registration # 1839-166-14994.
 - Oxivir Disinfectant cleaners EPA registration # 70627-60
 - 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.
- 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 must wait to enter the classroom until arrivals are situated.
- Once seated, students will raise their hands to get permission to move around the classroom, one at a time.

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.

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.