A photograph of a modern building at dusk. The building is illuminated with a blue glow, and a sign on the side reads "STUDENT SERVICES". The sky is a deep blue, and the building's architecture is modern with large windows and a prominent overhang.

STUDENT SERVICES

# Pandemic Response Plan

Photo by Mark Townsend



### SUPERINTENDENT/PRESIDENT'S MESSAGE

Summer 2020

To the Allan Hancock College Community:

Emergency planning is a critical component of ensuring the college can continue operations in the face of external threats. The COVID-19 pandemic tested the preparedness of all community institutions and revealed the need for specific procedures for such a unique situation.

This Pandemic Plan is a collaborative effort that articulates best practices and procedures as we continue to respond to the on-going pandemic. It will serve as our guidebook for the coming year as we face decision points and questions about protocol in our community. It will also be the foundation for responding to similar situations in the future, should such an occasion arise.

Please take time to read it, and refer to it first when questions arise about college operations in coming weeks and months. Any questions or concerns should be directed to a department supervisor or dean, or any member of the President's Cabinet.

Thank you to the individuals who helped produce this document and to all who support this community, the college, and our students.

Kevin G. Walthers, Ph.D.  
Superintendent/President

# TABLE OF CONTENTS

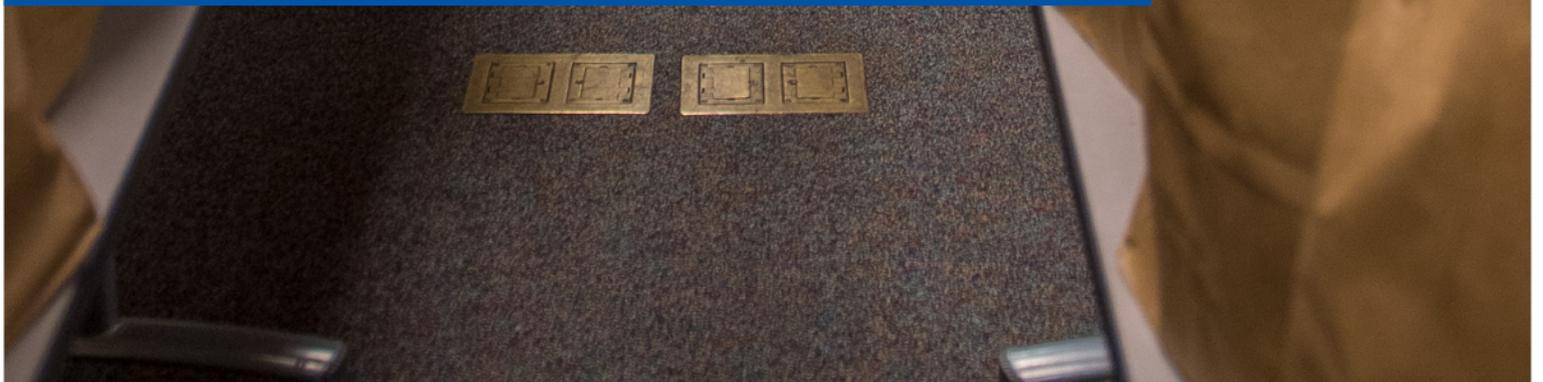
Purpose and Background .....	6
Executive Summary .....	6
Section 1: Reopening Framework, State and County Considerations .....	9
Section 2: Institutional Prevention and Response.....	12
A. Emergency Operations Center: .....	12
B. Local Health Department: .....	13
C. Identified Workplace Coordinators:.....	13
D. Workplace Protocol.....	14
E. COVID-19 Signs and Symptoms .....	16
F. Campus Safety and Training .....	17
G. Facility and Distancing Guidelines .....	19
H. Incident Response: .....	20
I. Classroom/Student Incident Response: .....	22
J. Sick Employees .....	24
K. Cleaning, Disinfecting, and Prevention Protocols.....	25
Section 3: Campus Access, Technology, Finance, and Institutional Planning and Assessment.....	29
A. On-Campus Settings (Campus Access and Study Spaces).....	29
B. Technology .....	31
C. Finance .....	31
D. Institutional Planning and Assessment .....	32
Section 4: Instructional and Student Services Guidelines.....	34
Instructional and Service Programs.....	34
Instructional Delivery Plans .....	34
Services and Support Programs - Phase 1-4.....	44
Section 5: Special Programs and Services .....	60
A. Athletics .....	60
B. Bookstore (Follett) .....	62
C. Childcare Center.....	64
D. Food Services (Testa Cafe).....	66
E. Industrial Technology Department.....	67

## TABLE OF CONTENTS

F. Learning Assistance Program.....	67
G. Library.....	68
H. PCPA - Pacific Conservatory Theatre .....	72
I. Public Safety Training Complex.....	72
J. Science/Engineering Labs .....	72
K. STEM and MESA Centers .....	73
L. Student Health Center .....	74
M. Veteran Success Center.....	76
References.....	78
Appendices .....	79



# Purpose & Background



### Purpose and Background

Allan Hancock College (AHC) performs a vital role in Northern Santa Barbara County, and its mission is more critical than ever as the result of the COVID-19 pandemic's economic fallout. Furthermore, institutions of higher education are identified by the federal government as part of the [Government Facilities Sector](#), and an element of the national critical infrastructure. Similarly, California identifies higher education workers as essential support for critical infrastructure as part of [Government Operations and Other Community-Based Essential Functions](#). Both designations underscore how crucial it is for the college to maintain operations despite the challenges posed by the COVID-19 pandemic. This plan represents the collaborative work of faculty, staff, students, and administrators to ensure the continuity of the college mission in the face of uncertainty and change.

The California Department of Public Health (CDPH) recommends that workplaces develop an action plan to respond adequately to the pandemic and designate responsible individuals to execute the plan. Developed in alignment with guidance set by the State of California and Santa Barbara County, this document establishes guidelines for current operations and a safe reopening of AHC, and it will be distributed widely to campus stakeholders and will be used as part of training and communication with staff.

While this document focuses primarily on the fall 2020 semester, the guidance and protocols developed through the planning process are intended to provide ongoing direction for the duration of the current COVID-19 pandemic emergency. This plan will guide the college's plans for a staged, flexible reopening to make it as safe as possible for students, staff, and faculty to return and to minimize the risks of transmission, while recognizing that as the situation evolves, this plan may evolve in response.

### Executive Summary

In March 2020, in response to the COVID-19 pandemic and the governor's shelter-at-home order, the college transitioned nearly all courses to synchronous online instruction, locally termed 'Emergency Remote Teaching' (ERT). The only exceptions were courses in public safety and health sciences that continued to meet on-site under new safety protocols. Other courses that required on-site instruction were canceled or suspended until they could be completed on-site with safety protocols in place. College services also transitioned to online modules, with staff working remotely to offer a full range of academic and student support services via web, online chat, videoconferencing, and telephone.

In early April 2020, with the stay-at-home order still in place and the uncertainty about conditions during the summer term, the college determined that summer courses would be offered through ERT.

Given the ongoing uncertainty of the county and state's reopening status and accompanying restrictions during the fall 2020 semester, the college convened a meeting of students, faculty, staff, and administrators on May 7, 2020, to determine how fall instruction would be delivered. At that meeting, the college leadership decided that all courses that normally would have been scheduled on-site in the fall - but could be delivered in an online format - would be scheduled as ERT. Courses that could not be delivered by ERT would be taught on-site, in accordance with all state and local regulations. Planning for service and support areas, also reviewed at that meeting, adopted a phased model for gradual reopening

contingent on the county's reopening status. As a result, college services will change modality as state and county restrictions are relaxed or tightened.

This report provides a high-level review of departmental and division plans and safety guidelines, with gradually increasing level of detail. Section 1, "Reopening Framework, State and County Considerations," identifies the guiding principles, criteria, and authorities consulted in the development of this plan. Section 2, "Institutional Prevention and Response," reviews the college's COVID-19 workplace coordination structure, as well as the safety protocols and practices adopted in support of a safe campus reopening. Section 3, "Technology, Finance, and Institutional Planning and Assessment," provides an overview of college planning and implementation in these three divisions to support the continuity of student services and instruction as emergency conditions have continued to change.

Section 4, "Instructional and Service Programs," is divided into two sections. The first is the college's fall 2020 delivery plan, which identifies, by department and discipline, each academic program's instructional plan. The second is an overview of the planning matrix for the college's student services and academic support programs. These plans are offered in a phased reopening framework to accommodate ongoing changes in safety conditions as the pandemic emergency continues.

Finally, Section 5, "Special Programs and Services," provides more detailed fall planning information for a range of distinct college programs and services. Additional information, including supporting documentation, implementation plans for on-site instruction, and course-level information are included in the appendices and supplemental documents.



SECTION 1

## Reopening Framework, State and County Considerations

# THE HANCOCK PROMISE

### Section 1: Reopening Framework, State and County Considerations

Community colleges are vital to the economic recovery of California, as many individuals will seek retraining and skill development during and after the COVID-19 pandemic. Initial estimates of job losses in Santa Barbara County are projected to exceed 30,000, with many in the service and hospitality industries seeing the largest decline. In recognition of this key role, both [federal](#) and [state](#) guidelines designate higher education as essential critical infrastructure. Both designations underscore how crucial it is for the college to maintain operations despite the challenges posed by the COVID-19 pandemic. To establish the safest possible environment to support that imperative, this plan draws on guidance from the CDC and the state, including information and recommendations from the California Department of Public Health, [COVID-19 Industry Guidance: Institutions of Higher Education](#), as well as Santa Barbara County's [Rise Guide](#) and the California Community Colleges' "[Report of the Safe Campus Reopening Workgroup](#)."

This guidance, along with the "Reopening Stages" established in California's [Resilience Roadmap](#) to guide workplace transitions, provide a framework to support the college's decision-making process and to allow for delivery of instruction and services.

Stage 1- Safety and preparedness.

Stage 2- Creating opportunities for lower-risk sectors to adapt and reopen.

Stage 3- Creating opportunities for higher-risk sectors to adapt and reopen.

Stage 4- End of Stay-at-Home Order.



As part of its plan, the college identified action steps to decrease the spread of COVID-19 and reduce the pandemic impact in the workplace. The American College Health Association provides the following guidance for colleges and universities to consider in order to protect the safety and well-being of individuals during the pandemic:

1. The road to recovery will be long. It is anticipated that restrictions and limitations in activities will be in place for the next 12–18 months, if not longer.
2. Resumption of activities will be gradual and phased based on local public health conditions, as well as institutional capacity.

## SECTION 1: REOPENING FRAMEWORK, STATE AND COUNTY CONSIDERATIONS

3. The high-touch, highly interactive, mobile, densely populated living and learning environment typical of most campuses is the exemplar of a congregate setting with multiple risk factors for ready transmission of COVID-19.
4. Protecting the most vulnerable populations (medically susceptible, undocumented, students of color, uninsured or underinsured, non-traditional, older, DACA, and homeless students, faculty, and staff members) is a moral and ethical obligation. Some vulnerable individuals may need to observe ongoing physical distancing for more prolonged periods.
5. Meticulous adherence to public health practices - including hand hygiene, social distancing, proper cough/sneeze etiquette, frequent disinfection of common and high-traffic areas, symptom assessment, temperature checks, and face covering in public - is the college's new normal. This should be widely communicated to students, employees, and all campus visitors.
6. The White House's "[Opening Up America Again](#)" plan identifies a phased approach to easing restrictions, which will be dictated in large part by COVID-19 activity state to state.
7. Faculty, staff, and student immunity to COVID-19 will be essential for long-term campus planning, management, and recovery.

While the college will continue to serve the community despite the challenges presented by the COVID-19 pandemic, the health and safety of students, employees, and their families are of paramount importance. For this reason, AHC operations and planning will continue to reflect the current state of knowledge and guidance about the novel coronavirus and the prevention and containment of COVID-19. This plan acknowledges that such guidance from the state and county will shift in response to new developments, and this plan may continue to be adjusted as a result. This plan will be accessible on the [college website](#).



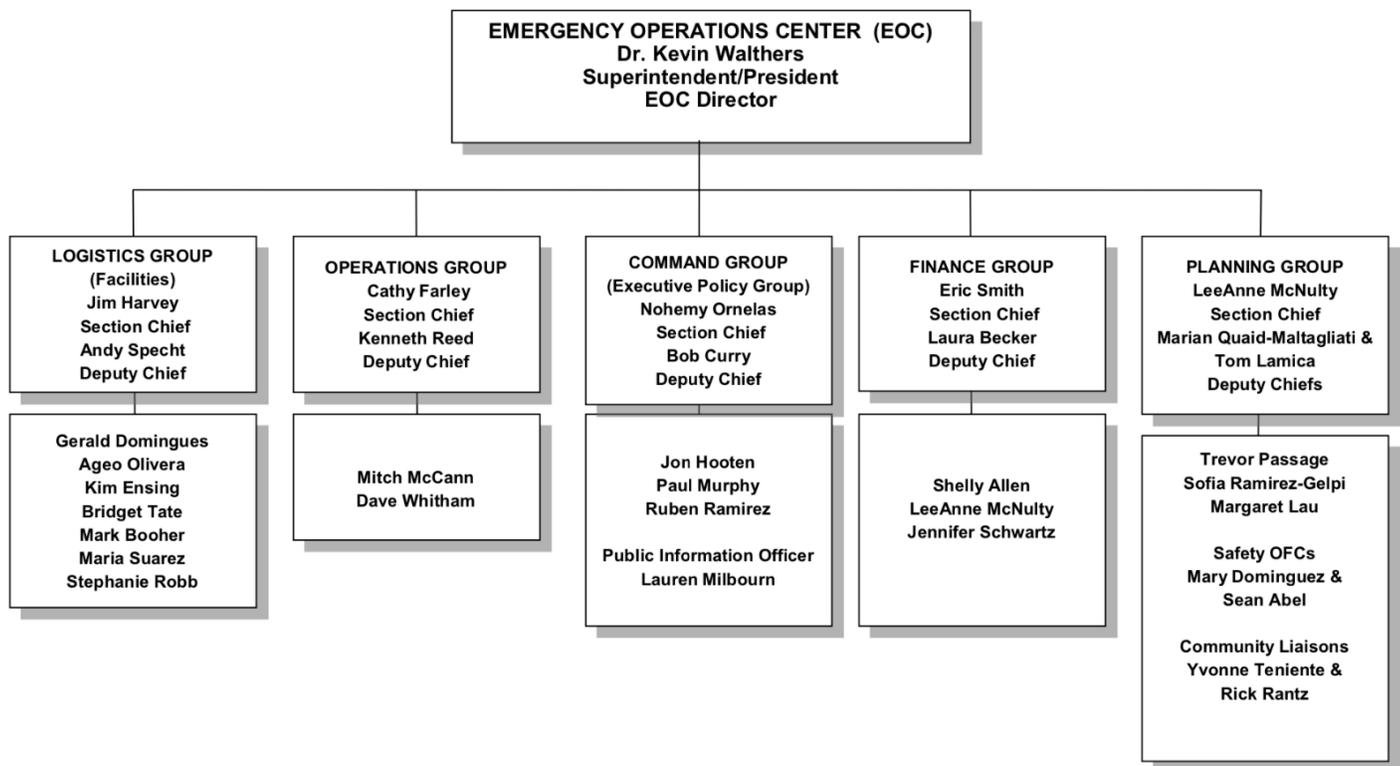
SECTION 2

## **Institutional Prevention and Response**

## Section 2: Institutional Prevention and Response

This section will review several procedures and practices the college has identified to protect faculty, staff, students, and visitors to campus and to minimize the transmission of COVID-19. These guidelines align with recommendations made by [Cal/OSHA](#) and will provide direction to support a safe campus environment as the college continues to operate under these conditions.

A. **Emergency Operations Center:** In accordance with its emergency response plan, on March 16, 2020, the college progressed from a limited Emergency Operations Center (EOC) to a fully activated EOC to coordinate its COVID-19 pandemic response. For the first time in the college’s 100-year history, the superintendent/president declared a Campus State of Emergency. The mission of the Allan Hancock College (AHC) EOC is to protect life and property through the effective use of college resources, in coordination with other responding and partnering agencies. The chart below identifies key roles and campus assignments:



Following guidance from the [Centers for Disease Control and Prevention](#) (CDC), the Allan Hancock College EOC created campus-level plans to manage the spread of the COVID-19 virus. The AHC EOC coordinated and communicated emergency strategies with the Santa Barbara County Office of Emergency Management on a weekly basis and made decisions with guidance from the California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA). EOC meetings were held daily at the beginning of the pandemic to institute rapid changes, disseminate information, assess resources, and procure resources, while supporting faculty and students as they

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

transitioned to online learning, counseling, and service platforms. EOC meetings were eventually reduced to a weekly schedule. Due to the unique and changing circumstances of the COVID-19 pandemic, the EOC has been held virtually and for a prolonged period of time. The AHC EOC will remain activated, at the appropriate level, throughout the pandemic.

- B. **Local Health Department:** Hancock will cooperate and work with the local health department to communicate information about COVID-19 outbreaks among students or staff. The contact information is listed below.

Santa Barbara County Health Department  
 Susan Klein-Rothschild, Deputy Director  
 300 North San Antonio Road  
 Santa Barbara, CA 93110

(805) 681-5407

<https://www.countyofsb.org/phd/>

The college has established regular communication with local and state authorities through the participation of the County's Emergency Operation Center. The college's Emergency Operations Center regularly reviews and disseminates local and county information to campus constituency leaders.

- C. **Identified Workplace Coordinators:** Managers are responsible for COVID-19 issues and their impact in the workplace as outlined below. Workplace coordinators will provide weekly reports to President's Cabinet.

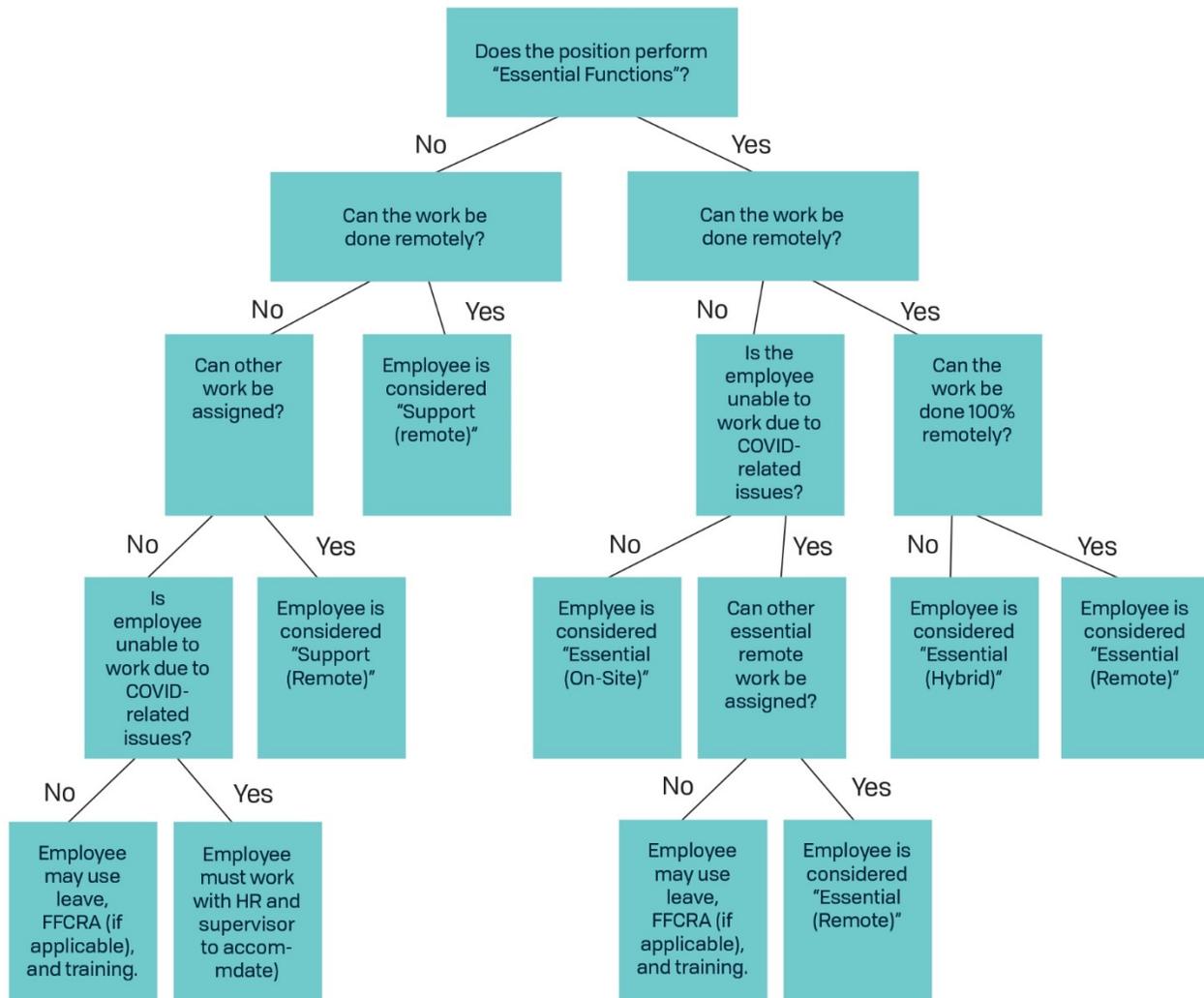
Location	Workplace Coordinator
Santa Maria Campus	
Building A - Student Services	Mary Dominguez, Dean, Student Services
Building B – Administration	Robert Curry, Ph.D., Vice President, Academic Affairs
Building C - Humanities Complex and Forum	Rick Rantz, Dean, Academic Affairs
Building CBC - Columbia Business Center	Jennifer Schwartz, Managing Director, PCPA
Building D - Performing Arts Center	Mark Booher, Associate Dean, Academic Affairs
Building E – Music	Rick Rantz, Dean, Academic Affairs
Building F - Fine Arts	Rick Rantz, Dean, Academic Affairs
Building G - Student Center and Bookstore	Stephanie Robb, Director, Student Activities and Outreach
Building H - Campus Graphics	Lauren Milbourne, Director, Public Affairs and Communications
Building I - Early Childhood Studies and Children's Center	Maria Suarez, Director, Orfalea Children's Center Lab School
Building K - Business Education and IT Services	Andy Specht, Ph.D., Director, ITS
Building L - Library/Academic Resource Center	Mary Patrick, Dean, Academic Affairs

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

Building M - Math and Science Complex	Sean Abel, D.A., Dean, Academic Affairs
Building N - Sports Pavilion and Joe White Memorial Gymnasium	Kim Ensing, Associate Dean, Academic Affairs
Building O - Industrial Technology	Margaret Lau, Dean, Academic Affairs
Buildings P and Q – Facilities	James Harvey, Director, Facilities
Building S - Community Education	Sofia Ramirez Gelpí, Ph.D., Dean, Academic Affairs
Building S2 - Police Department	Cathy Farley, Chief, Campus Police
Building W - Student Health Services Center, STEM Center, and MESA Program	Sean Abel, D.A., Dean, Academic Affairs
Lompoc Valley Center	
Buildings 1 – 9	Mitch McCann, Associate Dean, Academic Affairs
Santa Ynez Valley Center	
R1 – R5	Sofia Ramirez Gelpí, Ph.D., Dean, Academic Affairs
Vandenberg Air Force Base (VAFB) Center	
Education Center	Marian Quaid-Maltagliati, Director, Admissions and Records

- D. **Workplace Protocol:** AHC has been identified as “[Essential Critical Infrastructure Workers](#)” that allows the continuity of services critical to public health and safety. In order to ensure the student and community needs are being met, the decision tree below identifies how programs and services will be delivered during the pandemic. District needs will vary by programs and services.

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE



Based on the decision tree, the following staffing options outlined allow for maximum employee safety, as well as the continuation of essential operations. Specific department information is located [here](#).

### 1. Remote Work

Those who can work remotely to fulfill their job responsibilities may continue to do so as determined by their manager. All remote work must be approved by and monitored by the immediate management supervisor and can be completed in a full or partial day/week schedule as appropriate.

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

### 2. On-site Work

On-site staffing will be coordinated to mitigate potential risks and ensure the safety of staff, faculty, and students, as well as the community we serve. Once decisions to expand on-site staffing have been made, staff must follow the policies and protocols detailed in this plan for returning to work on-site.

### 3. Alternating Days

To limit the number of individuals and interactions among those on campus, departments, where possible, will schedule partial staffing on alternating days.

### 4. Protections for Persons at Higher Risk for Severe Illness from COVID-19

The college has identified options for faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, remote course delivery, and modified job responsibilities). Under the [Families First Coronavirus Response Act](#) (FFCRA), Allan Hancock College must provide employees of the district with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 if the employee is unable to work. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces FFCRA. Leave provisions under FFCRA will apply from the effective date through December 31, 2020.

Under the FFCRA, an employee qualifies for paid sick time when unable to work because the employee:

- a. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- b. has been advised by a health care provider to self-quarantine related to COVID-19;
- c. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- d. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- e. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
- f. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

For additional information regarding rights under FFCRA, employees may contact the human resources department and visit the [U.S. Department of Labor website](#).

### E. COVID-19 Signs and Symptoms

COVID-19 symptoms, as described by the [CDC](#), include:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

It is recommended that faculty, staff, and students regularly conduct self-checks (e.g., temperature screening and/or symptom checking).

### F. Campus Safety and Training

1. **Employee Training:** All employees, prior to returning to campus workspaces, will be required to complete training on COVID-19 concepts, safety, and prevention in the workplace. Upon completing the training, employees should be able to explain basic facts, assess the risk of workplace exposure, define key steps in worker protection and infection control, and identify methods to prevent and respond to COVID-19 exposure in the workplace.

#### a. Instructions for Reducing the Spread of COVID-19:

- i. Follow the college's policies and procedures related to illness, cleaning and disinfecting, how to conduct safe work meetings and travel requirements.
- ii. Wear face covering at all times.
- iii. Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60 percent alcohol if soap and water are not available.
- iv. Avoid touching eyes, nose, and mouth with unwashed hands.
- v. Cover mouth and nose with a tissue when coughing or sneezing, or use the inside of the elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60 percent alcohol. Follow coughing and sneezing etiquette recommended by the CDC.
- vi. Encourage staff and students to clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, light switches, and doorknobs. Dirty surfaces are cleaned with soap and water prior to disinfection.
- vii. Avoid use of other employees'/students' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- viii. Complete safety training assigned to employees in the district learning management systems.
- ix. Strongly recommend that staff be immunized each autumn against influenza unless contraindicated by personal medical condition to protect the campus community, reduce demands on health care facilities, and decrease illnesses that cannot be distinguished from COVID-19.
- x. Travel for employees will be approved and based on need with state and local regulations and guidance.

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

2. **Student Training and Outreach:** Hancock College is scheduled to meet with the Associated Student Body Government (ASBG) to share this plan. Students will learn about COVID-19 concepts, safety, and prevention. Students will also learn the key steps the college has taken to protect employees and control infection, and identify methods to prevent and respond to COVID-19 exposure in the workplace. The college will host a student town hall and share bilingual information regarding COVID-19 on social media.

**a. Instructions for Reducing the Spread of COVID-19:**

- i. Inform students about adhering to the college's policies and procedures.
- ii. Wear face covering at all times.
- iii. Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60 percent alcohol if soap and water are not available.
- iv. Avoid touching eyes, nose, and mouth with unwashed hands.
- v. Cover mouth and nose with a tissue when coughing or sneezing, or use the inside of the elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60 percent alcohol. Follow coughing and sneezing etiquette recommended by the CDC.
- vi. Encourage students to clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, light switches, and doorknobs. Dirty surfaces are cleaned with soap and water prior to disinfection.
- vii. Avoid use of other employees'/students' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- viii. Strongly recommend that students be immunized each autumn against influenza unless contraindicated by personal medical condition to protect the campus community, reduce demands on health care facilities, and decrease illnesses that cannot be distinguished from COVID-19.

3. **Control Measures and Symptom Screening**

- a. **Face Covering:** Anyone who is on campus is required to use a face covering at all times while conducting business on campus among students, faculty, and staff. Face coverings should be worn in public areas and, most importantly, when 6 feet of physical distance is not possible. Individuals should be reminded not to touch face coverings and to wash hands frequently. Information will be provided to all students, faculty, and staff on proper use, removal, and washing of face coverings.

**Note:** Face coverings should not be placed on:

- i. Babies and children younger than 2 years old.
- ii. Anyone who has trouble breathing or is unconscious.
- iii. Anyone who is incapacitated or otherwise unable to remove the face cover without assistance.
- iv. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.  
Employees seeking a face covering exemption due to a medical condition, mental

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

health condition, or disability that otherwise prevents wearing a face covering must contact [Human Resources](#).

### 4. Communication and Messaging

- a. Hancock has established communication systems to allow faculty and staff the ability to report COVID-19 related exposures or symptoms. (For more information, see section H., Incident Response).
- b. Information and notification processes related to COVID-19 will follow all confidentiality guidelines established by FERPA and state law.
- c. AHC posts signs in highly visible locations (building entrances, restrooms, dining areas, etc.) that promote protective measures and describe how to stop the spread of germs (such as by properly washing hands, maintaining social distance of 6 feet between persons, and wearing a face covering). Signs will also communicate proper ingress and egress protocols and contact information for college departments and programs. Signage will be developed in both English and Spanish.
- d. AHC has established a COVID-19 webpage to inform campus stakeholders and the community. The website contains FAQs, resources, college updates, and more.
- e. AHC launched a #YouGotThisAHC marketing campaign that provided support and guidance to students. The targeted campaign ran on multiple platforms, including digital, social, radio, and TV. The messaging continues to be used in the college's fall marketing campaign.
- f. AHC uses the website, social media posts, emails, videos, text messages, signage, news media, marketing campaigns, town hall meetings, Zoom meetings, virtual events, and more as various means for communication related to the campus operations.

### 5. Support Respiratory Etiquette and Hand Hygiene

- a. AHC will provide tissues and no-touch disposal receptacles.
- b. Soap and water sink areas are available throughout campus and located in all bathrooms. If soap and water are not readily available, employees are encouraged to use alcohol-based hand sanitizer.
- c. Hand sanitizer dispensers are located at all points of entry and exit to buildings and in other areas as deemed necessary to encourage sanitized hand hygiene.
- d. Posted notifications are displayed by building entrances and in other visible areas encouraging hand hygiene to help stop the infection spread.

## G. Facility and Distancing Guidelines

### 1. Social Distancing

- a. Avoid gatherings and maintain distance (approximately 6 feet or 2 meters) from others when possible.
- b. Implement flexible work hours to minimize close contact as people arrive and depart from work (e.g., staggered shifts).
- c. Increase physical space between employees/students at the worksite.
- d. Increase physical space between employees, students, and customers (e.g., drive through, partitions).
- e. Receive products through curbside pick-up or delivery whenever possible.

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

- f. Place markers designating line-start points and 6-foot spacing with floor markers to ensure safe distance is being maintained.
- g. Designate separate entry points and exit points whenever possible to ensure, as much as possible, safe distancing is being followed.

### 2. Modified Layouts

- a. Space seating/desks at least 6 feet apart when feasible. When movable furniture is used, the unused furniture is removed from the space to allow more space within the room for distancing. For lecture halls, seats and rows are marked or covered and made unusable - designate seats that cannot be used to ensure 6-foot distance between seats.
- b. Host smaller classes in larger rooms.
- c. Offer distance learning in addition to in-person classes to help reduce the number of in-person attendees.
- d. Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).
- e. Create distance between students in rooms (e.g., skipping rows) when possible.
- f. Physical distancing does not alter the guidance to wear face coverings.
- g. Use non-classroom space for instruction, including outdoor space, as appropriate and feasible.
- h. Physical guides and cues have been set up throughout campus, such as tape on floor markers or sidewalks and signs on walls, to ensure individuals remain at least 6 feet apart in lines and at other times.
- i. Designated routes for entry and exit have been established in areas across campus, protocols have been put into place to limit direct contact with others as much as practicable.
- j. Covering sinks, toilets, and urinals when the 6-foot spacing cannot be accomplished. Where sinks are closer than 6 feet, they are disabled to create more distance. Signage is posted in these areas to promote social distancing.

### 3. Physical Barriers and Guides

- a. Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart.
- b. Provide physical guides, such as tape on floors or sidewalks and signs on walls, and cordon off areas to ensure individuals remain at least 6 feet apart at all times.

### 4. Communal Spaces

- a. Close shared spaces (dining halls, game rooms, exercise rooms, and lounges); otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, clean and disinfect between use.
- b. Add physical barriers, such as plastic flexible screens, between bathroom sinks, urinals, or close fixtures to maintain at least 6 feet apart.

**H. Incident Response:** All exposures or possible exposures should be reported to Human Resources (HR) as soon as possible to [CovidNotification@hancockcollege.onmicrosoft.com](mailto:CovidNotification@hancockcollege.onmicrosoft.com). When contacting

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

HR, individuals should be prepared to provide the names and classifications of all employees potentially exposed to COVID-19. Exposure, as defined by the Centers for Disease Control (CDC), is close contact with an individual known to have been infected with COVID-19. Close contact is defined as:

- a. Employee was within 6 feet of someone who has COVID-19 for at least 15 minutes.
  - b. Employee has provided care at home to someone who is sick with COVID-19.
  - c. Employee has had direct physical contact with a person known to have COVID-19 (e.g., touched, hugged, or kissed).
  - d. Employee has shared eating or drinking utensils.
  - e. Employee has been exposed to respiratory droplets via sneeze, cough, or other transmission method.
1. **Exposure Risk (Off-site):** If an employee has been exposed to COVID-19 at home or in the community:
    - a. Employee should self-quarantine for 14 days and monitor for symptoms.
    - b. Employee may not return to work until released by a healthcare provider and/or is free from all symptoms (without the use of symptom reducing medication) for seven (7) days.
    - c. Employee may be able to work from home if tasks can be performed remotely or use appropriate leave.
  2. **Department/Facility Closure:** Facility closure is not necessary. Routine cleaning and disinfection of all high-touch surfaces in the facility should continue. All remaining employees must wear face coverings, social distance, and regularly wash/sanitize hands.
  3. **Employee Notification:** Employees that have had direct contact with exposed employee:
    - a. HR will inform employees of their possible exposure to COVID-19 in the workplace. Confidentiality will be maintained as required by the [Americans with Disabilities Act \(ADA\)](#).
    - b. Employees should continue working as long as asymptomatic.
    - c. Encourage remote work, for employees who are identified as high-risk.
    - d. Employees who continue to work in the office should self-monitor for COVID-19 symptoms (e.g., fever, cough, shortness of breath) prior to coming to campus.
  4. **Exposure Risk (On-site):** If an employee has tested positive for COVID-19 or is exhibiting symptoms consistent with COVID-19 (e.g., fever, cough, shortness of breath):
    - a. Employee should leave work immediately or not report for duty if at home.
    - b. Employee should get tested (if not already tested) by their own healthcare provider.
    - c. Employee may not return to work until released by a healthcare provider and/or is free from all symptoms (without the use or symptom reducing medication) for seven (7) days.

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

5. **Department/Facility Closure:** In most cases, the facility will not need to be closed. HR will work with Facilities to determine appropriate measures. If it has been less than seven (7) days since the sick employee has been in the facility, any areas used for prolonged periods of time by the sick person will be closed off and:
  - a. Facilities will wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
  - b. During this waiting period, open outside doors and windows to increase air circulation in these areas.
  - c. If it has been seven (7) days or more since the infected employee used the facility, additional cleaning and disinfection is not necessary. Routine cleaning and disinfecting all high-touch surfaces in the facility will continue. All remaining employees must wear face coverings, social distance, and regularly wash/sanitize hands.
6. **Employee Notification:** Employees that have been exposed to the infected employee may need to take additional precautions:
  - a. HR will inform employees of their possible exposure to COVID-19 in the workplace. Confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#) will be maintained.
  - b. Potentially exposed employees must stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).
  - c. Potentially exposed employees may get tested by our industrial health provider, Industrial Medical Group, at any time during self-quarantine or if they become symptomatic.
- I. **Classroom/Student Incident Response:** All exposures or possible exposures should be reported to Student Health Services. Student Health Services will report any possible exposures to Human Resources (HR) as soon as possible to [CovidNotification@hancockcollege.onmicrosoft.com](mailto:CovidNotification@hancockcollege.onmicrosoft.com). Exposure, as defined by the Centers for Disease Control (CDC), is close contact with an individual known to have been infected with COVID-19. Close contact is defined as:
  - a. Student was within 6 feet of someone who has COVID-19 for at least 15 minutes.
  - b. Student has provided care at home to someone who is sick with COVID-19.
  - c. Student has had direct physical contact with a person known to have COVID-19 (e.g., touched, hugged, or kissed).
  - d. Student has shared eating or drinking utensils.
  - e. Student has been exposed to respiratory droplets via sneeze, cough, or other transmission method.
1. **Student Exposure Risk (Off-site):** If a student has been exposed to COVID-19 at home or in the community:
  - a. Student should self-quarantine for 14 days and monitor for symptoms. If no symptoms occur during self-quarantine, the student may return to class.
  - b. If the student experiences symptoms during self-quarantine, student should not return to class onsite until released by a healthcare provider, and/or
    - i. It has been at least 10 days since symptoms first appeared **and**

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

- ii. At least 24 hours with no fever without the use of fever-reducing medication **and**
  - iii. Symptoms have improved
- 2. **Facility/Lab Closure:** Classroom/facility closure is not necessary, and on-site instruction can continue. Routine cleaning and disinfection of all high-touch surfaces in the facility should continue, and all remaining students and faculty must continue to observe all safety protocols.
- 3. **Student Notification:** Students who have had close contact with potentially exposed student:
  - a. Student Health Services will inform students of their possible exposure to COVID-19. Confidentiality will be maintained.
  - b. Students should continue attending class as long as the students remain asymptomatic.
  - c. Students who continue to attend class should self-monitor for COVID-19 symptoms (e.g. fever, cough, shortness of breath) prior to coming to campus.
- 4. **Student Exposure Risk (On-site):** If a student has tested positive for COVID-19 or is exhibiting symptoms consistent with COVID-19 (e.g., fever, cough, shortness of breath):
  - a. Student should leave class immediately or not come to class if at home.
  - b. Student should get tested (if not already tested) by their own healthcare provider.
  - c. Student may not return to class until released by a healthcare provider, and/or
    - i. It has been at least 10 days since symptoms first appeared **and**
    - ii. At least 24 hours with no fever without the use of fever-reducing medication **and**
    - iii. Symptoms have improved
- 5. **Facility/Lab Closure:** The instructor, in consultation with the dean, will determine how to continue instruction safely in the case of on-site exposure. In most cases, the facility/lab will not need to be closed; Human Resources will work with Facilities to determine appropriate measures. If it has been less than 7 (seven) days since the sick student has been in the facility, any areas used for prolonged periods of time by the sick person will be closed off and:
  - a. Facilities will wait 24 hours before cleaning and disinfecting to minimize potential for employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
  - b. During this waiting period, open outside doors and windows to increase air circulation in these areas.
  - c. If it has been 7 (seven) days or more since the sick student used the facility, additional cleaning and disinfection is not necessary. Routine cleaning and disinfecting all high-touch surfaces in the facility will continue. Remaining students and staff must continue to wear face coverings, social distance, and regularly wash/sanitize hands.
- 6. **Student Notification:** Students that have had close contact with sick student:
  - a. Student Health Services will inform students of their possible exposure to COVID-19 in the classroom. Confidentiality will be maintained.
  - b. Student should self-quarantine for 14 days and monitor for symptoms.
  - c. Student should not return to class onsite until released by a healthcare provider, and/or
    - i. It has been at least 10 days since symptoms first appeared **and**

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

- ii. At least 24 hours with no fever without the use of fever-reducing medication **and**
- iii. Symptoms have improved

### J. Sick Employees

#### 1. Sick Employees at Work

- a. When individuals exhibit symptoms while at work (e.g., fever, cough, or shortness of breath), they should immediately isolate from others and contact their supervisor.
- b. It is recommended they seek care from their healthcare provider as soon as possible.
- c. The District may, as a measure to ensure the immediate health and safety of other staff, send the affected employee to our industrial health provider for immediate testing.
- d. Employees must not return to work unless cleared by healthcare provider and have been free from any symptoms for seven (7) days without the use of fever-reducing or other symptom-altering medication.
- e. If an employee is confirmed to have COVID-19, the manager should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (e.g., fever, cough, or shortness of breath).
- f. When an employee/student tests positive for COVID-19, AHC will work with the Santa Barbara County Public Health Department (SBCPHD) COVID-19 Team on proper notification and contact tracing.

#### 2. Sick employees at Home

- a. Employees/students who display COVID-19 [symptoms](#) (e.g., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- b. Sick employees/students should follow [CDC-recommended guidelines](#).
- c. Employees/students should not return to work/school until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
- d. Employees/students who are well, but who have a sick family member at home with COVID-19 should notify their supervisor.
- e. Employees who must stay home for pandemic-related reasons should contact Human Resources to provide appropriate documentation and ensure all appropriate leaves are applied.
- f. If an employee is confirmed to have COVID-19, the manager should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for [symptoms](#) (e.g., fever, cough, or shortness of breath).
- g. When an employee/student tests positive for COVID-19, AHC will work with the Santa Barbara County Public Health Department (SBCPHD) COVID-19 Team on proper notification and contact tracing.

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

### K. Cleaning, Disinfecting, and Prevention Protocols

#### 3. Perform Routine Environmental Cleaning and Disinfection

- a. Custodial staff perform daily cleaning and disinfecting of all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, light switches, and doorknobs.
- b. Custodial staff perform daily cleaning and disinfecting of all occupied areas - including private offices, classrooms, and group areas - using cleaning products and disinfectants that are approved by the EPA as effective against COVID-19 virus.
- c. Custodial staff perform weekly disinfecting of individual use areas using electrostatic sprayers to ensure all areas are disinfected.
- d. Custodial staff daily check unused and unoccupied areas to confirm spaces have not been used. If they find a space was used it is cleaned and disinfected. Notifying Custodial staff of entry into normally unoccupied spaces assists in making sure all areas are cleaned and disinfected properly.
- e. Discourage workers/students from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, employees or students may have to clean and disinfect using supplied products before and after use.
- f. The Custodial department will provide disposable wipes when available or cleaning supplies such as spray bottles with disinfectant, as well as a Safety Data Sheet (SDS) of the product in the spray bottle so that commonly used surfaces (for example, doorknobs, light switches, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
- g. Areas of high use such as childcare, labs, and restrooms will be wiped down and disinfected every two hours to ensure the area is sanitized.
- h. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible (e.g., open windows where possible).
- i. Disinfecting cleaning is planned only when occupants are not present; fully air out the space before people return. If the surface or object is visibly soiled, start with soap and water or an all-purpose, asthma-safer cleaning product certified by the U.S. Environmental Protection Agency (EPA) Safer Choice Program.
- j. Allan Hancock College uses "Terminator" disinfectant product containing the required ingredients to meet the approved formulation and efficacy requirements from the [EPA-approved List "N"](#) for use against the virus that causes COVID-19. Students, faculty, and staff are encouraged to keep their spaces clean by using disinfectant spray or wipes to wipe down shared spaces before use (e.g., desks, lab equipment, doorknobs, light switches, and other shared objects or surfaces).

#### 4. Perform Enhanced Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility.

- a. If a sick employee is suspected or confirmed to have COVID-19, custodial staff meet (or exceed) the CDC cleaning and disinfection recommendations using proper PPE to protect themselves, staff, and students.

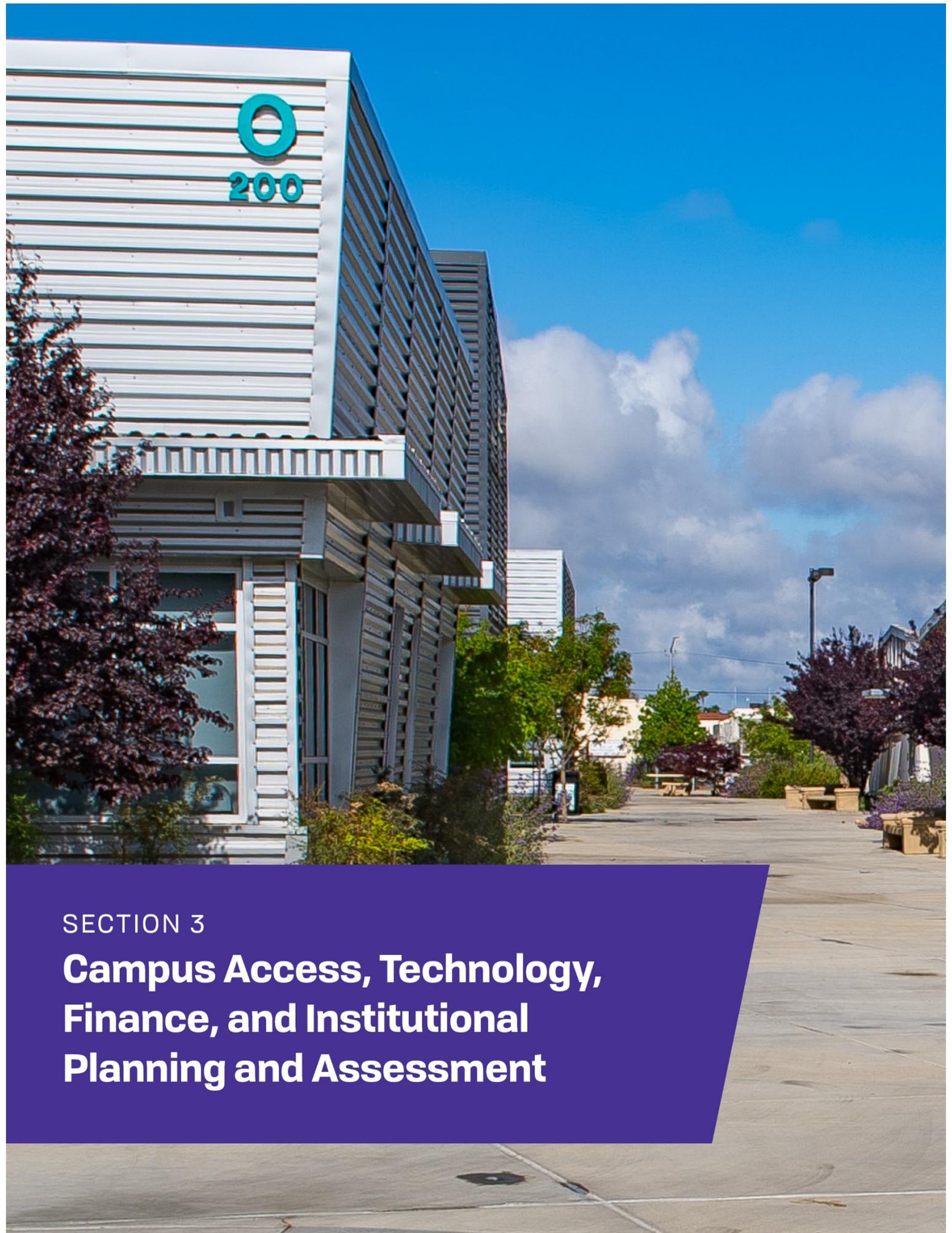
### 5. Improve the Engineering Controls Using the Building Ventilation System

- a. Outside air circulation has been increased in all buildings through the economizer settings. HVAC systems that are tied into the energy management system are checked daily to insure they are operating properly, new high-efficiency filters as designated by CDC guidelines are installed in all HVAC equipment and documented to ensure they are on schedule to be changed regularly to improve filtering and fresh air injection into classrooms, offices, and group areas.
- b. Equipment is monitored and regular maintenance is performed on all systems to ensure HVAC systems operate properly and increase circulation of outdoor air as much as possible. Campus staff should report any concerns of equipment malfunctions to Facilities to investigate and ensure the systems are operating properly.
- c. In buildings that do not have HVAC systems, it is recommended to open windows and doors to improve air flow within the space.
- d. Introduce as much fresh outdoor air as possible:
  - i. Open windows where possible.
  - ii. For mechanically ventilated buildings, increase outdoor air ventilation by disabling demand-controlled ventilation and opening outdoor air dampers to 100 percent or the greatest amount feasible as indoor and outdoor conditions permit.
  - iii. Mechanical ventilation systems in buildings are operated continuously when persons are in the building.
  - iv. Improve building mechanical ventilation filtration to MERV-13 or the highest feasible level. Hancock has planned on replacing filters at their next change to Merv-13. Currently the college is utilizing high-efficiency MERV- 8 or higher. This meets the highest feasible level criteria. There some units that will not be able to increase to MERV-13 and these be replaced with the highest MERV level rating filter possible into the units which in most cases will be MERV-8.
  - v. The Health Center will have a small air filtration unit in exam rooms. Hancock is currently exploring new technology and have just installed for testing two bi-polar high output ion generators in our package HVAC units this product is designed for treating air it sends out positive and negative ions to purify the supply air. If this is effective, the college will be installing these in all units on campus.

## SECTION 2: INSTITUTIONAL PREVENTION AND RESPONSE

### 6. Water Systems

- a. To minimize the risk of Legionnaires' disease and other diseases associated with water not flowing through fixtures, the Facilities maintenance department is taking steps to ensure that all water systems and features (e.g., sinks, faucets, drinking fountains, decorative fountains) are safe to use at all times by regularly running water through all fixtures and flushing all systems.
- b. Use of drinking fountains is prohibited. Faculty, staff and students are encouraged to bring their own water and to use water refilling stations where available for personal water bottles. Water refilling stations should be cleaned and disinfected regularly. The college has covered drinking fountains and bottle fillers will remain active. Signs will be posted at refilling stations that encourage users to wash or sanitize their hands after refilling.



SECTION 3

**Campus Access, Technology,  
Finance, and Institutional  
Planning and Assessment**

## Section 3: Campus Access, Technology, Finance, and Institutional Planning and Assessment

### A. On-Campus Settings (Campus Access and Study Spaces)

Allan Hancock College remains open and operating with measures in place to protect the health of our essential workers and the community, in accordance with state and local mandates. Staff able to perform work functions remotely have continued to do so since the start of the pandemic emergency, but as the county gradually relaxes restrictions and the college transitions to a phased reopening, additional on-campus programs and services will be required as described in the phased plans in Sections 4 and 5. Alongside these increased services, additional study spaces not directly linked to any program will be available on campus to support student access. The study spaces that are available for students meet the occupancy and distancing guidelines recommended in the [COVID-19 Industry Guidance: Institutions for Higher Education](#).

## SECTION 3: CAMPUS ACCESS, TECHNOLOGY, FINANCE, AND INSTITUTIONAL PLANNING AND ASSESSMENT

Campus Location	Bldg.	Room #	Capacity	Open Hours	Manager/ Responsible Party	Instructions for use
Santa Maria	L	Academic Resource Center	20	M-R 9am-7pm; F 9am-1pm	Mary Patrick/ARC Front Desk (3260)	Students must call and setup an appointment to reserve a computer
Santa Maria	L	Library Lobby	12	M-R 8am-5pm; F 8am-1pm	Mary Patrick/Front Desk (3683)	Services by appointment
Santa Maria	K	Classroom Room # 20	7	M-R 8am-8pm; F 8am-1pm	Bob Curry/VP Academic Affairs (3247) or Nohemy Ornelas/VP Student Services (3659)	No appointment needed, space will be available for students to use during the specified hours
Santa Maria	K	Classroom Room # 21	7	M-R 8am-8pm; F 8am-1pm	Bob Curry/VP Academic Affairs (3247) or Nohemy Ornelas/VP Student Services (3659)	No appointment needed, space will be available for students to use during the specified hours
Santa Maria	K	Classroom Room # 22	7	M-R 8am-8pm; F 8am-1pm	Bob Curry/VP Academic Affairs (3247) or Nohemy Ornelas/VP Student Services (3659)	No appointment needed, space will be available for students to use during the specified hours
Santa Maria	K	Classroom Room # 23	7	M-R 8am-8pm; F 8am-1pm	Bob Curry/VP Academic Affairs (3247) or Nohemy Ornelas/VP Student Services (3659)	No appointment needed, space will be available for students to use during the specified hours
Santa Maria	K	Classroom Room # 24	7	M-R 8am-8pm; F 8am-1pm	Bob Curry/VP Academic Affairs (3247) or Nohemy Ornelas/VP Student Services (3659)	No appointment needed, space will be available for students to use during the specified hours
Santa Maria	K	Classroom Room # 25	7	M-R 8am-8pm; F 8am-1pm	Bob Curry/VP Academic Affairs (3247) or Nohemy Ornelas/VP Student Services (3659)	No appointment needed, space will be available for students to use during the specified hours
Santa Maria	K	Classroom Room # 26	7	M-R 8am-8pm; F 8am-1pm	Bob Curry/VP Academic Affairs (3247) or Nohemy Ornelas/VP Student Services (3659)	No appointment needed, space will be available for students to use during the specified hours
Santa Maria	K	Classroom Room # 27	7	M-R 8am-8pm; F 8am-1pm	Bob Curry/VP Academic Affairs (3247) or Nohemy Ornelas/VP Student Services (3659)	No appointment needed, space will be available for students to use during the specified hours
Santa Maria	Commons	Between the Library and Student Center (Bldg. G and Bldg. L)	15	M-R 8am-8pm; F 8am-1pm	Stephanie Robb/Student Activities (3734)	No appointment needed, space will be available for students to use during the specified hours
Santa Maria	Parking Lot	2	150	M-F 8am-10pm	Sergeant Ken Reed (3652)	No appointment needed, space will be available for students to use during the specified hours
Santa Maria	Parking Lot	8	150	M-F 8am-10pm	Sergeant Ken Reed (3652)	No appointment needed, space will be available for students to use during the specified hours
Lompoc Valley Center	2-121	Classroom	10	M-R 8am-5pm; F 8am-1pm	Mitch McCann/Associate Dean (3800)	No appointment needed, space will be available for students to use during the specified hours
Lompoc Valley Center	1	Library	12	T 8am-1pm; W 1pm-6pm	Mary Patrick/LVC Desk (5224)	Services by appointment

## SECTION 3: CAMPUS ACCESS, TECHNOLOGY, FINANCE, AND INSTITUTIONAL PLANNING AND ASSESSMENT

### B. Technology

Allan Hancock College implemented new processes to address the technological needs of the college and students. This includes taking inventory of equipment and purchasing additional items to allow the continuity of operations, instruction, and services. Below is a brief summary of the efforts to support the institution.

#### 1. Equipment Lending

To support student access and the continuity of services during the transition to remote instruction and operations, the Information Technology Services (ITS) department implemented an emergency equipment loan program. During the spring semester, more than 300 students and 100 employees borrowed a laptop or other device to facilitate remote learning/working. This program continued during the summer term and will continue for as long as ERT courses are offered or employees continue work remotely.

#### 2. Expanding Internet Access

The library maintains a Wi-Fi hotspot loan program for students and increased the number of available devices. In addition, ITS is strengthening Wi-Fi signals in parking lots 2 and 8 to expand the areas in which students can connect to on-campus Wi-Fi from their cars or outdoors. When students or others are on campus to use Wi-Fi connections, all guidelines including physical distancing must be followed. The Academic Resource Center maintains a socially distanced computer lab prioritized by appointment and computers are disinfected after each student.

#### 3. Classroom Updates

ITS worked with faculty and deans to upgrade classrooms to facilitate remote and hybrid instruction. Some classrooms were equipped with web cameras, allowing faculty to record lectures, stream video to students, or teach hybrid classes where some students can attend in-person and some attend remotely. In fall 2020, courses with learning outcomes that cannot be taught or assessed in ERT modality will be taught on-site, either fully or with a combination of ERT and on-site instruction. These classrooms will be provided with the appropriate technology to support the identified teaching modalities.

#### 4. ITS support

ITS has staff (both on campus and working remotely) to provide support to the college community. In addition to its long-standing help desk for employees, ITS launched new support options for students. These include an online form and phone support. A new, comprehensive online help system for both employees and students is scheduled to launch in August 2020.

ITS will continue to assess technology needs to maintain the appropriate level of support during the pandemic.

### C. Finance

The office of Finance and Administration focused on continued operations and the development of budgeting, purchasing, and financial reporting for all COVID-19 related expenses. These expenses fall into one of two categories; the first category relates to expenditures eligible to be reimbursed

## SECTION 3: CAMPUS ACCESS, TECHNOLOGY, FINANCE, AND INSTITUTIONAL PLANNING AND ASSESSMENT

through the institutional portion of the federal Coronavirus Aid, Relief, and Economic Security Act (CARES). These include costs for faculty distance education training, laptop purchases to support students in need of a laptop for online education and staff working remotely, online software education licenses, and technology purchases to support fall 2020 ERT classes.

The second category relates to expenditures potentially reimbursable through the Federal Emergency Management Agency (FEMA). These include expenses related to personal protective equipment, social distancing measures, cleaning/disinfecting, food share, and communication/marketing related to the district's COVID-19 response. Unique account codes to track expenses were created. Support and administrative staff are tracking and recording time that is devoted to COVID-19 response to ensure timely reporting and/or reimbursement timelines. All reporting and tracking will follow state and federal requirements.

### D. Institutional Planning and Assessment

The office of Institutional Effectiveness will provide continuing support for evaluation of this plan, district-wide planning, student impact assessment, accountability reports, and accreditation compliance. Surveys to students, faculty, and staff were administered to assess the impact of the transition on student access and needs for additional support. Student comments and questions from the surveys have been used to formulate FAQs. Surveys have allowed students to provide contact information along with questions or needs to facilitate specific follow-up. Coronavirus Aid, Relief, and Economic Security (CARES) Act funding surveys have also been administered to ensure efficient allocation of funds. Regional maps of student locations along socio economic status were developed to facilitate community placement of Wi-Fi access points. The transition to online instruction has also necessitated monitoring and reporting of courses and programs to the Accrediting Commission for Community and Junior Colleges (ACCJC), as well as changes to attendance accounting guidelines for purposes of FTES calculations. Feedback from faculty and staff surveys will be used for professional development training and efforts to encourage peer to peer collaborations. Research of student impact and equity gap analyses resulting from the conversion to ERT will be shared with college personnel to ensure ongoing informed decision making.



## SECTION 4

# **Instructional and Student Services Guidelines**

### Section 4: Instructional and Student Services Guidelines

#### Instructional and Service Programs

Instructional and student services planning is guided by public health considerations and CDC, state, and county regulations. The college recognizes the changing nature of the COVID-19 pandemic, and the following plans intentionally reflect a degree of flexibility as state and local public health guidance and regulations change with shifting conditions and within specific environments.

In planning for limiting student, faculty, and staff exposure to COVID-19, the college worked with discipline faculty to determine which courses and programs included content and learning outcomes that could not be taught or assessed using online or remote technologies (e.g., online, videoconferencing, live chat), such as performance, laboratory, and clinical experiences.

Unless not allowed by county or state directives as a result of changing pandemic conditions, these courses will be offered on-site with symptom screening, social distancing, and other safety protocols that follow CDC, state, and county safety guidelines. Should a resurgence of local infections partway through the term lead to increased restrictions that do not allow for on-site instruction, each course will be assessed at that time to do one of the following: in cases where sufficient instruction has taken place, issue a grade; temporarily suspend the course instruction and continue later when conditions allow for a return to the campus; continue instruction through a hybrid modality, delivering course instruction online until on-site instruction can be resumed; or complete the course in a fully online/remote modality.

Student support services are available through phone, email, and live virtual sessions using videoconferencing (Cranium Café, Zoom) and chat. Hours of operation include evening services to meet the needs of students who require assistance after normal business hours. The delivery of on-site, in-person academic and support services will be assessed and align with the county's recommendation for operations. Health and safety considerations (outlined in Section 2) will be used to make programmatic decisions.

#### Instructional Delivery Plans

As described in the Executive Summary, the college determined in early May that instruction for the fall 2020 semester, with limited exceptions for courses or parts of courses that cannot be delivered in a remote modality, will be delivered primarily through distance education, locally termed Emergency Remote Teaching (ERT). ERT will be primarily synchronous, with students meeting for all or part of each class session at the regularly scheduled day and time throughout the term. Courses originally scheduled as online (distance learning or DL), and which are taught asynchronously, were unchanged and will be offered alongside ERT courses.

The following tables separate fall instructional plans by academic department and provide a high-level overview of each program within the department. [Individual course information is located in the appendices](#). Following the guidelines established at the May meeting, key changes to fall instruction as a result of the pandemic to courses traditionally taught on-site include the following:

1. Conversion of on-site/face-to-face (F2F) courses to Emergency Remote Teaching, which is primarily synchronous online instruction

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

2. On-site/F2F courses converted to a mix of online instruction (distance education/learning or DL) and on-site instruction with appropriate safety protocols
3. Cancellation of courses that cannot be offered safely on-site

For ease of review, programs currently planning on-site instruction in fall 2020 are highlighted in blue.

Applied Behavioral Sciences	
Sofia Ramirez Gelpi, Ph.D.   Dean, Academic Affairs	
Program	Instructional Modality
Culinary Arts	Only courses that can be taught via distance learning (DL) or Emergency Remote Teaching are allowed at this time. ECS 118/119 will provide on-site instruction via student placement in the AHC Children's Centers and/or community childcare facilities.
Early Childhood Studies	Only courses that can be taught via DL or ERT are allowed at this time.
Education (cross listed with ECS)	Only courses that can be taught via DL or ERT are allowed at this time.
Family and Consumer Science	Only courses that can be taught via DL or ERT are allowed at this time.
Food Science and Nutrition	Only courses that can be taught via DL or ERT are allowed at this time.
Fashion Studies	Only courses that can be taught via DL or ERT are allowed at this time.

Business	
Rick Rantz   Dean, Academic Affairs	
Program	Instructional Modality
Accounting	All on-site courses converted to ERT format.
Business	All on-site courses converted to ERT format.
Computer Business Information Systems	All on-site courses converted to ERT format.
Computer Business Office Technology	All on-site courses converted to ERT format.
Entrepreneurship	All on-site courses converted to ERT format.
Paralegal Studies	All on-site courses converted to ERT format.

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

Community Education	
Sofia Ramirez Gelpi, Ph.D.   Dean, Academic Affairs	
Program	Instructional Modality
Basic Skills	Basic Skills courses that can be taught via Emergency Remote Teaching (ERT) are allowed at this time.
Citizenship	Limited offerings of Citizenship courses delivered via ERT are allowed at this time.
Adults with Disabilities	Adults with Disabilities courses are canceled at this time as these cannot be offered via ERT.
Health & Safety	Limited offerings of Health and Safety courses delivered via ERT are allowed at this time.
Home Economics	Home Economics courses are canceled as these cannot be offered via ERT at this time.
Noncredit ESL	A reduced number of Noncredit ESL courses are offered via ERT at this time.
Parent Education	Parent Education courses that can be taught via ERT are allowed at this time.
Older Adults	Older Adults courses are canceled as these cannot be offered via ERT.
Vocational Education	Vocational Education courses that can be taught via ERT are allowed at this time. A limited number of VOCE courses will be offered on-site (VOCE 7801 and VOCE 7108).
Workforce Preparation	Workforce Preparation courses that can be taught via ERT are allowed at this time.
Community Service (Fee-Based Programming)	Limited offerings of fee-based courses (CFK, CSPD, CSFT) delivered via ERT are allowed at this time.

Cosmetology	
Sofia Ramirez Gelpi, Ph.D.   Dean, Academic Affairs	
Program	Instructional Modality
Cosmetology	Theory and practicum curriculum will be delivered by ERT on a temporary basis, as approved by the Board of Barbering and Cosmetology.

English	
Mary Patrick, Ph.D.   Dean, Academic Affairs	
Program	Instructional Modality
English	All on-site courses converted to ERT format.

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

Fine Arts	
Rick Rantz   Dean, Academic Affairs	
Program	Instructional Modality
Art	All on-site courses converted to ERT format.
Dance	All on-site courses converted to ERT format.
Drama	All on-site courses converted to ERT format.
Film and Video Production	All on-site courses converted to ERT format.
Graphics	All on-site courses converted to ERT format.
Multimedia Arts	All on-site courses converted to ERT format.
Music	All on-site courses converted to ERT format.
Photography	All on-site courses converted to ERT format.

Foster & Kinship Care Education	
Sofia Ramirez Gelpi, Ph.D.   Dean, Academic Affairs	
Program	Instructional Modality
Foster & Kinship Care Education	All trainings and workshops delivered via ERT.

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

Health Sciences	
Margaret Lau   Dean, Academic Affairs	
Program	Instructional Modality
Dental Assisting	All courses delivered ERT, except DA 318, Basic Dental Assisting Skills, which will be taught in hybrid ERT lecture w/F2F lab modality. Groups of six students maintained in the operatory. Cohort size = 24 students. Students enrolled in spring DA 329 target completion of clinicals in fall 2020. DA 320 and DA 327 off-site clinical courses postponed to spring 2021 for the 2020-21 cohort.
Medical Assisting	Reduce cohort to 24 students; ERT for all lectures w/F2F in three rotating groups of eight students in classroom/skills lab to allow for physical distancing.
CNA	Downsize SM cohort to 15 students and retain LVC cohort at 15 students. ERT lecture w/F2F simulation if approved by CDPH in groups of not more than eight students. Direct Patient Care TBA w/community long-term and acute-care facilities.
LVN	Continuing cohort = 34 students. ERT for all lectures w/F2F in rotating groups of not more than seven students in skills lab and simulations to the maximum extent allowed by BVNPT; clinical rotations in community care facilities TBA as allowed.
RN	Continuing cohort = 35 students. ERT for all lectures w/ F2F lab with rotating small groups, subject to BRN-approved cap of simulations. Direct patient care TBA with Dignity Health hospitals and Atascadero State Hospital.

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

Industrial Technology	
Margaret Lau   Dean, Academic Affairs	
Program	Instructional Modality
Auto Body	AB 300 (cross-listed with Shop Math and Measurement) in synchronous ERT modality. All other AB courses delivered ERT lecture w/F2F labs. Downsize hybrid course caps to 16 to allow for physical distancing.
Apprenticeship (Electrician and Plumbing/Pipefitting)	Related and supplemental instruction-funded courses per instructional service agreement; courses held off-site. Transition to hybrid modality.
Architecture	100 percent ERT lecture and lab for all ARCH classes, except ARCH 111 Arch Graphics and Design 1. ARCH 111 delivered ERT for lecture w/F2F labs in groups of 12 students meeting on alternate class days, thereby increasing course cap to 24 students, thanks to new modular architectural desks installed in O-115 design lab.
Auto Technology	Offer AT 300 (cross-listed with Shop Math and Measurement) in ERT modality. All other AT courses delivered ERT lecture w/F2F labs in groups of 12 students meeting on alternate class days. Course caps of 24 students maintained.
Electronics	All courses delivered in synchronous ERT modality; course caps maintained at 24 students. EL 104 Robotics and Mechatronics postponed to spring 2021, pending hiring of new PT faculty.
Engineering Technology	All courses delivered in synchronous ERT modality; all course caps ranging from 30 to 35 students maintained.
Machining and Manufacturing Technology	Offer MT 300 (cross-listed with Shop Math); MT 113 SolidWorks 1; and MT 116 MasterCAM 1 in ERT modality, preserving course caps. Postpone MT 315 Advanced Machining to spring 2021. All other courses delivered ERT lecture w/F2F labs in groups of either eight or five students meeting on alternate class days. Hybrid courses downsized to 16 to accommodate physical distancing or to 10 students due to limited number (5) of CNC machines.
Welding Technology	Offer only WLDT 300 (cross-listed with Shop Math) in ERT modality. Most courses delivered ERT lecture w/F2F labs downsized to 15 students to accommodate physical distancing. WLDT 320 Pipe Welding offered strictly F2F and with downsized course cap of 15 students. WLDT 106, delivered hybrid to accommodate demand and full enrollment of 22 students.

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

Kinesiology, Recreation, and Athletics	
Kim Ensing   Associate Dean, Academic Affairs	
Program	Instructional Modality
Lecture w/Lab Courses (Sports Medicine Courses)	Converted to Emergency Remote Teaching (ERT) format; lab will be offered on-site in small groups.
Physical Ed. Labs	Swim labs turned into specific days/times. Student attendance limited based on guidance from county.
Physical Education Courses, Individual Activity	Converted to ERT format.
Physical Education, Team Activity	Canceled
Intercollegiate, Individual Sport	Converted to ERT format. Return to play protocols outlined in appendices. Prepared to move to F2F/hybrid when ready. CCCATA documents and county guidelines will guide path forward.
Intercollegiate, Team Sport	Converted to ERT format. Return to play protocols outlined in appendices. Prepared to move to F2F/hybrid when allowed by county. CCCATA documents and county guidelines will guide path forward.
Sports Medicine support	Currently offering ERT support. For fall, an alternative facility is being identified in order to properly offer athletic training services. Return to play protocol document found in appendices.
Student Athlete Academic Support	Converted to ERT format.

Languages and Communication	
Mary Patrick, Ph.D.   Dean, Academic Affairs	
Program	Instructional Modality
Languages and Communications	All on-site courses converted to ERT format.

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

Life and Physical Sciences	
Sean Abel, D.A.   Dean, Academic Affairs	
Program	Instructional Modality
Agriculture	Courses 100 percent ERT: 100, 125, 154, 158. For 150 and 161, small groups will perform hands-on work in the garden area.
Astronomy	Courses 100 percent ERT: 100
Biology	Courses 100 percent ERT: 100, 124, 125, 128, 132, 150, 155.
Chemistry	Courses 100 percent ERT: 120 and 150. CHEM 110 is fully online. CHEM 151, 180 will hold lecture fully ERT and labs conducted with split classes in rotation.
Geology	Courses 100 percent ERT: 100 and 141.
Physical Science	Courses 100 percent ERT: 111
Physics	Courses 100 percent ERT: 110, 141, 161, 163. For 141, 161, and 163, final exams will be held face to face with proper social distancing if health conditions allow.
Veterinary Technician	Courses 100 percent ERT: 300, 301, 302, 303, 304.
Viticulture and Enology	Courses 100 percent ERT: 101, 102, 114, 125. For 120, 140, 310, 321, the class will be ERT with small groups performing hands-on work in the vineyard or winery as appropriate for the course.

Mathematical Sciences	
Sean Abel, D.A.   Dean, Academic Affairs	
Program	Instructional Modality
Computer Science	All on-site courses converted to ERT format.
Engineering	Courses 100 percent ERT: 100, 124, 152, 161. Course 162 is a lab course and will be held ERT with small groups on campus for activities, as required and noted in the syllabus.
Mathematics	Courses 100 percent ERT: 100, 105, 123, 123S, 131, 131S, 135, 135S, 141, 141S, 181, 182, 183, 184, 309, 311, 321, 331, 331S, 521. Most math classes will hold face to face final exams with proper social distancing if health conditions allow.

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

PCPA	
Mark Booher   Associate Dean, Academic Affairs	
Program	Instructional Modality
Returning CTE Technical Theatre two-year Students (Class of 2021)	ERT for lectures; F2F lab capacity managed with physical distancing and other SBCDPH safety protocols (including safety glasses/goggles, gloves, and masks) PD accomplishable with students divided among more than seven PCPA production labs (Scenery, Paints, Lighting, Sound, Properties, Costumes, Stage Management) and use of larger studio/shop/venues.
Incoming CTE Technical Theatre two-year Students (Class of 2022)	ERT for lectures; F2F lab capacity managed with physical distancing and other SBCDPH safety protocols (including safety glasses/goggles, gloves, and masks) PD accomplishable with students divided among more than seven PCPA production labs (Scenery, Paints, Lighting, Sound, Properties, Costumes, Stage Management) and use of larger studio/shop/venues.
Returning CTE Professional Acting two-year Students (Class of 2021)	Delay start to spring 2021.
Incoming CTE Professional Acting two-year Students (Class of 2022)	Delay start to spring 2021.
Professional Interns	ERT for lectures; F2F lab capacity managed with physical distancing and other SBCDPH safety protocols (including safety glasses/goggles, gloves, and masks) PD accomplishable with students divided among more than seven PCPA production labs (Scenery, Paints, Lighting, Sound, Properties, Costumes, Stage Management) and use of larger studio/shop/venues.

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

Public Safety	
Mitch McCann   Associate Dean, Academic Affairs	
Program	Instructional Modality
Environmental Health and Safety	Environmental Health and Safety 101, 153, 155 and 159 have been converted to ERT. ENVT 154 requires at least hybrid ERT/F2F with physical distancing.
Emergency Medical Services	All Emergency Medical Services courses require at least hybrid ERT/F2F with physical distancing. EMS courses are authorized to proceed forward due to their essential nature but will include social distancing and extra safety precautions.
Fire Technology	A number of Fire Technology courses are currently distance learning classes and will continue. Fire courses are authorized to proceed forward due to their essential nature, but with added social distancing and extra safety precautions.
Law Enforcement	The California Commission on Peace Officer Standards and Training (POST) does not allow their certified courses to be taught at a distance, but Law Enforcement courses are authorized to proceed forward due to their essential nature. Includes added social distancing and extra safety precautions. LE 329 (State Hospital Police Academy) will convert to an ERT hybrid course.
Administration of Justice	All Administration of Justice courses have been converted to ERT modality and will continue until restrictions are lifted.

Social and Behavioral Sciences	
Rick Rantz   Dean, Academic Affairs	
Program	Instructional Modality
Anthropology	All on-site courses converted to ERT format.
Economics	All on-site courses converted to ERT format.
Geography	All on-site courses converted to ERT format.
Global Studies	All on-site courses converted to ERT format.
History	All on-site courses converted to ERT format.
Humanities	All on-site courses converted to ERT format.
Human Services	All on-site courses converted to ERT format.
LGBT Studies	All on-site courses converted to ERT format.
Philosophy	All on-site courses converted to ERT format.
Political Science	All on-site courses converted to ERT format.
Psychology	All on-site courses converted to ERT format.
Sociology	All on-site courses converted to ERT format.

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### Services and Support Programs - Phase 1-4

The following tables provide a high-level overview of student service areas and support programs. As the keys below indicates, each area's plans are divided into four phases of reopening aligned with the four stages of California's [Resilience Roadmap](#). Given the shifting nature of the pandemic and the developing state of public health knowledge about and response to COVID-19, it is important to note that in all phases, each service area will abide by Centers for Disease Control and Prevention (CDC), state, and county public health guidelines current at the time.

Phase Definition	
Phase 1	remote campus (highest level of restrictions; CA Stage 1)
Phase 2	limited modified reopening (initial reduced restrictions; CA Stage 2)
Phase 3	modified reopening (moderately reduced restrictions; CA Stage 3)
Phase 4	full reopening (opening with safety protocols; CA Stage 4)

Admissions and Records, Santa Maria, Lompoc Valley Center, Santa Ynez Valley Center, VAFB – Marian Quaid-Maltagliati, Director, Admissions and Records	
Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment with the director, with social distancing and other safety protocols.</li> <li>Staff will work staggered workdays that will include in-office and remote work. All health and safety protocols will be followed.</li> <li>Santa Ynez and Vandenberg AFB Centers will remain remote for the fall.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff will work on campus. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by the Santa Barbara County Public Health Department.</li> </ul>

AIM to Dream Center, Santa Maria, Lompoc Valley Center – Yvonne Teniente, Dean, Student Services	
Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> <li>Staff will work staggered work weeks that will include in-office and remote work. All health and safety protocols will be followed.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff will work on campus. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### ARC/Open Access Computer Lab – Mary Patrick, Ph.D., Dean, Academic Affairs

Phase 1:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> <li>Appointments required to visit ARC. Limited number of students allowed in space at one time.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with physical distancing and other safety protocols.</li> <li>Appointments required to visit ARC. Limited number of students allowed in space at one time.</li> <li>Staff will work staggered work week schedules that include on-site and remote work.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Limited on-site services available by drop-in, with social distancing and other safety protocols. Limited number of students allowed in space at one time.</li> <li>Staff will work staggered work week schedules that include on-site and remote work.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>Services available face-to-face.</li> </ul>

### ARC/Tutoring Center – Mary Patrick, Ph.D., Dean, Academic Affairs

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Primarily remote services via Cranium Café and Zoom with possible limited face-to-face interaction by appointment using physical distancing protocols.</li> <li>All tutor interviews and training will be offered remotely via Zoom.</li> <li>Staff will work staggered work week schedules that include on-site and remote work.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Remote services offered via Zoom when possible.</li> <li>Limited drop-in tutoring available.</li> <li>All orientation services offered online.</li> <li>Staff will work staggered work week schedules that include on-site and remote work.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>Services available face-to-face.</li> </ul>

### Basic Needs – Stephanie Robb, Director, Student Activities and Outreach

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff will work on campus. All health safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### Building A Lobby – Mary Dominguez, Dean, Student Services

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> <li>Remove some lobby computers to allow for social distancing for students. Identify who will be responsible for cleaning the computers every few hours.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

### Business Services - Laura Becker, Director, Business Services

Phase 1:	<ul style="list-style-type: none"> <li>Limited services will be provided on-site by appointment with social distancing and other safety protocols.</li> <li>Staff will work staggered on-site/remote schedules.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited services will be provided on-site by appointment with social distancing and other safety protocols.</li> <li>Staff will work staggered on-site/remote schedules.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>All services will be provided on-site by appointment with social distancing and other safety protocols.</li> <li>Staff will work staggered on-site/remote schedules.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services will be provided on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> <li>All staff will work on-site.</li> </ul>

### Cal-SOAP – Diana Perez, Director, Cal-SOAP

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> <li>Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff will work on campus. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### Campus Graphics – Lauren Milbourne, Director, Public Affairs and Communications

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Staff will work staggered work week schedules that will include in-office and remote work with reduced open hours. All health and safety protocols will be followed.</li> <li>All interaction with public is via curbside pickup, no in-person interaction</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Select staff will work on campus using Phase 2 staffing model. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by the Santa Barbara County Public Health Department</li> </ul>

### Campus Police - Santa Maria, Lompoc Valley Center – Cathy Farley, Chief, Campus Police

Phase 1:	<ul style="list-style-type: none"> <li>Staff will be on-site with expansion of patrol hours and following health and safety guidelines. Fingerprinting services on-site will be not available. Background checks will be conducted by GoodHire.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Staff will be on-site with expansion of patrol hours and following health and safety guidelines. Fingerprinting services on-site will be not available. Background checks will be conducted by GoodHire.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Staff will be on-site with possible patrol hours adjustments to accommodate student needs. Fingerprinting services available by appointment. All health and safety guidelines will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>Staff will be on-site and all services will resume. All health and safety guidelines will be followed.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### CAN/TRIO – Mary Dominguez, Dean, Student Services

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> <li>Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff will work on campus. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

### Career Center – Tom Lamica, Project Director, Career Center and K-12 Partnerships

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only including: Career counseling, advising, Zoom workshops, <i>College Now!</i> Zoom meetings, Concurrent Enrollment Zoom meetings, CWE coordination, SkillsUSA coordination.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols. Career Readiness Academy cohorts, workshops, Career Services, and counseling will remain virtual. Special events like Career Expo, Career Carnival, CTE Junior Day, and CTE presentations will be postponed to spring 2021. Virtual contingencies will be in place if large events are prohibited at that time.</li> <li>Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff will work on campus. All health and safety protocols will be followed.</li> <li>Career Readiness Academy and other cohort programs will continue remotely.</li> <li>Career Services for individual students will begin to be offered on-site in accordance with safe student/staff social distancing ratios monitored daily.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> <li>Career Center staff will fully return to the Career Center lab to provide individual career services and to coordinate and staff CRA cohorts, workshops, and other special events in accordance with the safety standards set by the Santa Barbara County Public Health Department and the college.</li> <li>Career Center staff will work with community partners and K-12 partners to provide support and assistance wherever needed to maintain K-12 programs and services during all phases of recovery.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### Children's Center - Santa Maria, Lompoc Valley Center – Sofia Ramirez Gelpi, Ph.D., Dean, Academic Affairs

Phase 1:	<ul style="list-style-type: none"> <li>• Provide childcare services to first responders.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>• Provide services to first responders and students in identified essential disciplines (Nursing, EMS, Public Safety), and allow potential placement of ECS 118/119 students.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>• Provide services to students and re-opening lab school for all ECS/EDUC students.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>• Full re-opening providing childcare services to all students, including placement of all students in the lab school.</li> </ul>

### Community Education Services – Sofia Ramirez Gelpi, Ph.D., Dean, Academic Affairs (Admission, Registration, Cashiering)

Phase 1:	<ul style="list-style-type: none"> <li>• Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>• Limited onsite services will be prioritized by appointment, with social distancing and other safety protocols. Remote services will continue. Re-establishment of extended business hours.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>• On-site/in-person student services under social distancing guidelines and other safety protocols approved by Santa Barbara County Public Health Department.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>• Operations return to normal with in-person services, including extended business hours.</li> </ul>

### Community Education Services – Sofia Ramirez Gelpi, Ph.D., Dean, Academic Affairs (Academic Affairs)

Phase 1:	<ul style="list-style-type: none"> <li>• Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>• Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols. Remote services will continue.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>• Limited in-person services under social distancing guidelines and other safety protocols approved by Santa Barbara County Public Health Department.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>• Operations return to normal with in-person services.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

Counseling - Santa Maria, Lompoc Valley Center, Santa Ynez Valley Center – Yvonne Teniente, Dean, Student Services	
Phase 1:	<ul style="list-style-type: none"> <li>Remote services only</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services with social distancing and other safety protocols.</li> <li>Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> <li>Students will be given the option of their preference of online, phone, or in-person appointments.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff will work on campus. All health and safety protocols will be followed.</li> <li>Students will be given the option of their preference of online, phone, or in-person appointments.</li> <li>Special hour for those immunosuppressed students who wish to come in.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

Counseling (noncredit) – Yvonne Teniente, Dean, Student Services	
Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> <li>Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> <li>Students will be given the option of their preference of online, phone, or in-person appointments.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff will work on campus. All health and safety protocols will be followed.</li> <li>Students will be given the option of their preference of online, phone, or in-person appointments.</li> <li>Special hour for those immunosuppressed students who wish to come in.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### EOPS/CARE/NextUp & CalWORKS - Santa Maria, Lompoc Valley Center – Vanessa Dominguez, Director, EOPS & Special Outreach

Phase 1:	<ul style="list-style-type: none"> <li>• Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>• Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> <li>• Virtual drop-ins: peer advisors will continue in a virtual capacity.</li> <li>• Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> <li>• Food dispersed is non-perishable. Online orientations and workshops, virtual department meetings, virtual tutoring on Cranium Café, use of videos on EOPS website to promote services.</li> <li>• Specialists will continue daily outreach phone calls and connect students to virtual counseling appointments.</li> <li>• Convert book cards to e-vouchers in bookstore; convert food cards to cash.</li> <li>• Continue laptop lending and sanitization of laptops, pens, and loaner bags.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>• Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>• Professional staff and peer advisors will work on campus; tutoring will continue virtually. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>• All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### Facilities Department – James Harvey, Director, Facilities

Phase 1:	<ul style="list-style-type: none"> <li>• Supervisory staff rotate with two days per week remote work and three days on-site to reduce staff in the building offices.</li> <li>• Maintain social distancing at all times.</li> <li>• Staff will rotate and work in on-call status two days per week and will work on campus three days per week while maintaining social distancing.</li> <li>• PPE of masks, safety glasses or shields, and gloves will be required to be worn by all custodial staff while performing their duties.</li> <li>• PPE of mask will be required of all other Facilities staff and supervisors in the performance of their duties.</li> <li>• CDC and Santa Barbara Public Health Department guidelines will be followed.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>• All staff and supervisors return to work on-site five days per week maintaining social distancing.</li> <li>• PPE of masks, safety glasses and gloves will be required to be worn by all custodial staff while performing their duties.</li> <li>• PPE of mask will be required of all other Facilities staff and supervisors in the performance of their duties.</li> <li>• CDC and Santa Barbara Public Health Department guidelines will be followed.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>• Staff continue to work on-site five days per week maintaining social distancing.</li> <li>• PPE of masks, safety glasses, and gloves will be required to be worn by all custodial staff while performing their duties.</li> <li>• PPE of mask will be required of all Facilities staff and supervisors in the performance of their duties.</li> <li>• CDC and Santa Barbara Public Health Department guidelines will be followed.</li> </ul>
Phase 4	<ul style="list-style-type: none"> <li>• Staff continue to work on-site five days per week on-site with Health and Safety protocols as directed by CDC and Santa Barbara Public Health Department</li> <li>• Proper PPE will be worn as needed and required.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### Finance and Administration – Eric D. Smith, Associate Superintendent/Vice President

Phase 1:	<ul style="list-style-type: none"> <li>Limited on-site services in building B (including district cashiers in building A) will be prioritized by appointment, with social distancing and other safety protocols.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> <li>Staff in building B (including district cashiers in building A) will work staggered workweek schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff in building B (including district cashiers in building A) will work on campus. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

### Financial Aid - Santa Maria, Lompoc Valley Center – Mary Dominguez, Dean, Student Services

Phase 1:	<ul style="list-style-type: none"> <li>Limited staff on-site with remote services. Staff to follow social distancing and other safety protocols.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services, with social distancing and other safety protocols.</li> <li>Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff will work on campus. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### Help Desk (Student Activities & Outreach) – Stephanie Robb, Director, Student Activities and Outreach

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> <li>Staff will work staggered work week schedules that will include in-office and remote work. They will help monitor traffic in and out of the building. All health and safety protocols will be followed.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff will work on campus. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

### Library – Mary Patrick, Ph.D., Dean, Academic Affairs

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Remote services; quiet study by appointment.</li> <li>Physical circulating materials available by request with contactless or limited contact pick-up.</li> <li>Staff will work staggered work week schedules that include on-site and remote work.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Remote services and limited face-to-face: quiet study areas, reference interviews available by appointment.</li> <li>Physical circulating materials available by request with contactless or limited contact pick-up.</li> <li>Staff will work staggered work week schedules that include on-site and remote work.</li> <li>Physical library open with reduced open hours and strictly enforced capacity limits and social distancing facilitated by reorganization of furniture, stanchions, etc.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>Services available online and face-to-face.</li> </ul>

### Math Center – Sean Abel, D.A., Dean, Academic Affairs

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Primarily remote services (mandatory remote for drop-in tutoring), limited face-to-face by appointment (critical needs only), with social distancing and other safety protocols.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Remote services still in place as primary for drop-in tutoring.             <ul style="list-style-type: none"> <li>Face-to-face tutoring by appointment.</li> <li>Space-available, time-limited tutoring available for drop-in, face-to-face tutoring.</li> <li>All face-to-face services require safety protocols.</li> </ul> </li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### STEM/MESA – Sean Abel, D.A., Dean, Academic Affairs

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Some services offered remotely. Tutoring via Cranium Café; counseling via Zoom, email, and phone; and webinar workshops via Zoom.</li> <li>Some one-on-one services may be available face-to-face via appointment.</li> <li>Low attendance workshops may be offered face-to-face if classroom space is available.</li> <li>No field trips.</li> <li>All face-to-face meeting requires social distancing and safety protocols.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Some services offered remotely. Tutoring via Cranium Café; counseling via Zoom, email, and phone; and webinar workshops via Zoom.</li> <li>Some one-on-one services may be available face-to-face via appointment.</li> <li>With proper protocols, some use of study areas, center computers, and other services may be offered.</li> <li>Low attendance workshops may be offered face-to-face if classroom space is available.</li> <li>No field trips in Phase 3. All face-to-face meeting requires social distancing and safety protocols.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> <li>Field trips reinstated based on prevailing health guidelines.</li> </ul>

### Student Activities and Outreach – Stephanie Robb, Director, Student Activities and Outreach

Phase 1:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols. Virtual events for student engagement.</li> <li>Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>Staff will work on campus. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### Student Center (Student Activities and Outreach) – Stephanie Robb, Director, Student Activities and Outreach

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Remove some tables and chairs in the café. Close lounge areas. Clean and sanitize all tables every hour. Clean restrooms throughout the day. Limit number of students allowed in the building at one time.</li> <li>Staff area with student worker/ambassador to help monitor space.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Maintain limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

### Student Workshops and Activities – Stephanie Robb, Director, Student Activities and Outreach

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Workshops and wellness events will be available through Zoom.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Limited student participation based on recommendations outlined by the Santa Barbara County Public Health Department. Vulnerable populations will follow protocols as directed by the Santa Barbara County Public Health Department. Considerations will also be made based on the travel destination by reviewing COVID-19 high infection areas.</li> <li>Additional workshops and wellness events will be available through Zoom.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services, programs, and activities will resume. Vulnerable populations will follow protocols as directed by the Santa Barbara County Public Health Department.</li> </ul>

### Testing Center – Yvonne Teniente, Dean, Student Services

Phase 1:	<ul style="list-style-type: none"> <li>Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols. Testing for GED/HiSET will be offered following Santa Barbara County Public Health Department guidelines.</li> <li>Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols. Testing for GED/HiSET will be offered three days a week.</li> <li>Staff will work on campus. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### University Transfer Center – Yvonne Teniente, Dean, Student Services

Phase 1:	<ul style="list-style-type: none"> <li>• Remote services only.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>• Limited on-site services with social distancing and other safety protocols.</li> <li>• No university field trips.</li> <li>• Virtual workshops.</li> <li>• Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> <li>• Students will be given the option of their preference of online, phone, or in-person appointments.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>• Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>• Staff will work on campus. All health and safety protocols will be followed.</li> <li>• Students will be given the option of their preference of online, phone, or in-person appointments.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>• All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

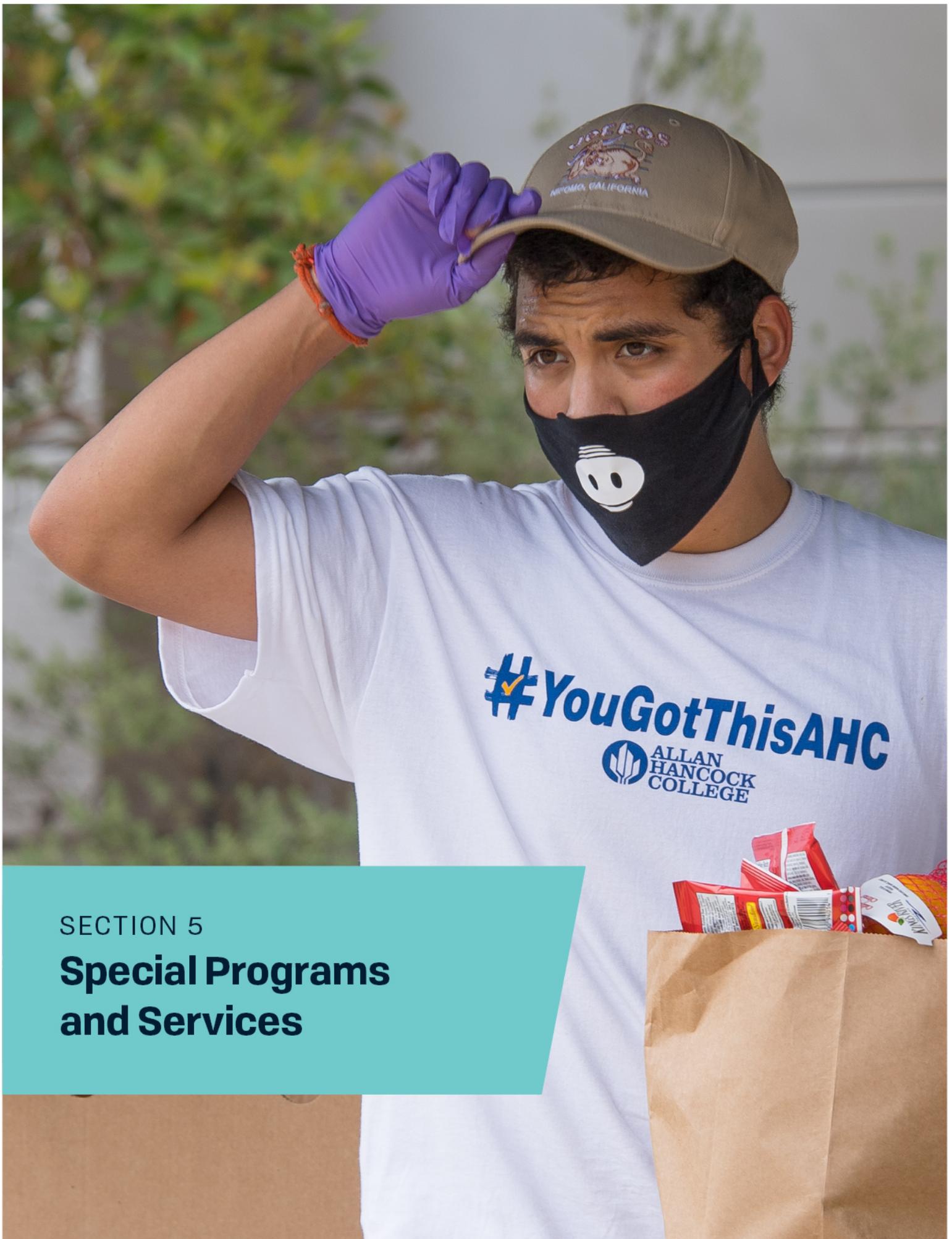
### Vice President of Student Services – Nohemy Ornelas, Ed.D., Associate Superintendent/ Vice President

Phase 1:	<ul style="list-style-type: none"> <li>• Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> </ul>
Phase 2:	<ul style="list-style-type: none"> <li>• Limited on-site services will be prioritized by appointment, with social distancing and other safety protocols.</li> <li>• Staff will work staggered work week schedules that will include in-office and remote work. All health and safety protocols will be followed.</li> </ul>
Phase 3:	<ul style="list-style-type: none"> <li>• Services with a limited number of students as recommended by the Santa Barbara County Public Health Department, with social distancing and other safety protocols.</li> <li>• Staff will work on campus. All health and safety protocols will be followed.</li> </ul>
Phase 4:	<ul style="list-style-type: none"> <li>• All services and programs will be available on-site with health and safety protocols as directed by Santa Barbara County Public Health Department.</li> </ul>

## SECTION 4: INSTRUCTIONAL AND STUDENT SERVICES GUIDELINES

### Writing Center – Mary Patrick, Ph.D., Dean, Academic Affairs

Phase 1:	<ul style="list-style-type: none"><li>• Remote services only.</li></ul>
Phase 2:	<ul style="list-style-type: none"><li>• Primarily remote services via Zoom with possible limited face-to-face tutoring by appointment using social distancing protocols.</li><li>• All orientation services offered online.</li><li>• Staff will work staggered work week schedules that include on-site and remote work.</li></ul>
Phase 3:	<ul style="list-style-type: none"><li>• Remote services offered via Zoom when possible.</li><li>• Limited drop-in tutoring available.</li><li>• All orientation services offered online.</li><li>• Staff will work staggered work week schedules that include on-site and remote work.</li></ul>
Phase 4:	<ul style="list-style-type: none"><li>• Services available face-to-face.</li></ul>



SECTION 5

## Special Programs and Services

### Section 5: Special Programs and Services

Allan Hancock College takes the safety of students, staff, and faculty seriously. The following section provides a brief summary of the planning for specialized programs and services. Additional information, references, and supporting materials can be found in the appendices.

#### A. Athletics

In accordance with the California Community Colleges' Vision for Success, the college mission must be about student success, retention, and equity. Athletics are vital to that effort, and Allan Hancock College is working diligently to reinforce that foundation as much as possible in order to keep up with an ever-changing landscape. Guiding principles used to support framework are as follows:

1. **Health, Safety, and Mitigation** (*ensuring participation is safe for all student-athletes and staff, ensuring mitigation of the spread of the disease*)
2. **Student Retention and Completion** (*ensure student-athletes have the opportunity to complete a degree, certificate, or transfer*)
3. **Budget Considerations**
4. **Equity** (*preserving opportunity for student-athletes in which nearly 80 percent are a disproportionately impacted group*)
5. **Uncertain Conditions** (*flexible planning due to the numerous differences with state and individual county requirements*)
6. **Informed Decision-Making** (*guidance from multiple agencies, including [State of California Guidelines](#); [Centers for Disease Control and Prevention \(CDC\)](#); [California Community College Athletic Training Association \(CCCATA\)](#); CEO survey; sport coaches association surveys; input from Management Council; California Community College Athletic Directors Association (CCCADA) White Paper; higher education athletic associations; Chief Student Services Officers (CSSO); Chief Instructional Officers (CCCCIO)*)

The California Community College Athletic Directors Association established an executive working group in order to provide specific framework which each member college is to follow. The framework was approved by the governing body (CCCAA Board of Directors), and Allan Hancock has worked closely with sport memberships, athletic directors, and most importantly, the athletic trainers, to ensure our compliance is sound and consistent with the membership and outlined framework.

Recently, the CCCAA Board established that there will not be advanced openings in the State of California. On July 9, 2020, the CCCAA Board voted to prepare member schools to implement the "Contingent Plan" which moves all intercollegiate competitions to the spring semester. Originally, member schools would have implemented the 2020-21 athletic calendars based on which phase of opening the State of California is in on July 17, 2020. Decision makers were in hopes that California would be in Phase 4, which would have indicated that athletic schedules would resemble a traditional look with a reduced number of contests in all sports, reduction of number of weeks across the season, and elimination of any practice or contests during flu season (December). In a Phase 3 position (referred to as contact/non-contact plan), athletic scheduling would move contact sports to spring and most non-contact sports to fall. Unfortunately, due to the current climate and rising positive cases, all athletic schedules instead will now be hosted during the spring semester. Athletics

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

will be operating under a reduced schedule in terms of number of contests and number of weeks across a season.

Allan Hancock College coaches and staff are well positioned to respond appropriately. Notification to student-athletes and the families of student-athletes are underway. Regardless of these circumstances, a plan is in place to re-socialize student-athletes during the fall semester.

The most critical component of implementation is to ensure the Athletic department has safe and sound return to play protocols in place. Allan Hancock has established a "COVID-19 Return to Play" Advisory Group as recommended by the National Athletic Trainers Association. Membership includes the team physician, associate dean/athletic director, athletic trainers, department chair, head football coach, equipment manager, and Facilities representative. Members have been meeting weekly for several months in order to properly execute the approved return to play protocols outlined by the CCCATA and endorsed by the CCCAA Board of Directors (\*see table below).

Results and outcomes of advisory meetings have established the following:

1. Ingress/egress of student-athletes, coaches, staff
2. COVID-19 education with written tests for understanding
3. Sanitization protocols
4. Submittal of practice plans by each coach adhering to sports specific phase requirements
5. Reservation system to access sports medicine team
6. Facility planning (athletic training room, weight room access, outdoor spaces)
7. Screening protocols
8. Securing PPE and necessary equipment for COVID-19 screening
9. [Updating necessary assumption of risk forms to include COVID-19 language](#)
10. [Adoption of all CCCATA resocialization back to sport guidelines](#)
11. Testing procedures and protocol are still in the development phase as new guidelines have been recently provided by the [COVID-19 Industry Guidance: Institutions of Higher Education](#)

The Athletic department continues to advance and adapt in order to support the student-athlete population. The coaches continue to advise, recruit, and encourage and prepare to support intercollegiate activities in a most challenging environment.

\*The table below outlines sport-specific resocialization guidelines each sport program will be following.

CCCATA SPORT-SPECIFIC RESOCIALIZATION GUIDELINES ADOPTED BY AHC	
<b>"A" Level Sports</b>	<b>TRACK/FIELD INDIVIDUAL RUNNING EVENTS, THROWING, EVENTS, INDIVIDUAL SWIMMING, CROSS COUNTRY, GOLF</b>
<b>PHASE 1</b>	<i>Return to conditioning (strength/fitness); groups of 10 or less with physical distancing, no vulnerable student-athletes</i>
<b>PHASE 2</b>	<i>Return-practice: groups of 10 or less with physical distancing</i>
<b>PHASE 3</b>	<i>Return to competition (remote): groups of 10 or less with CDC-defined physical distancing</i>

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

<b>PHASE 3B</b>	<i>Return to competition (in-person): groups of 50 or less with CDC-defined physical distancing i.e. staggered starts in cross country</i>
<b>"B" Level Sports</b>	<b>SWIMMING RELAYS, TRACK RELAYS, POLE VAULT, HIGH JUMP, LONG JUMP</b>
<b>PHASE 1</b>	<i>Conditioning w/10 or less, physical distancing, no vulnerable student-athletes</i>
<b>PHASE 2</b>	<i>Return to practice with no shared equipment: groups of 50 or less, no vulnerable student-athletes</i>
<b>PHASE 3</b>	<i>Return to practice with appropriately sanitized shared equipment: vulnerable student-athletes with physical distancing/no contact</i>
<b>PHASE 4</b>	<i>Return to competition: vulnerable student-athletes may practice with physical distancing</i>
<b>"C" Level Sports</b>	<b>BASKETBALL, VOLLEYBALL, BASEBALL, SOFTBALL, SOCCER</b>
<b>PHASE 1</b>	<i>Conditioning w/10 or less, physical distancing, no vulnerable student-athletes</i>
<b>PHASE 2</b>	<i>Return to practice with no shared equipment/no contact: groups of 50 or less, no vulnerable student-athletes</i>
<b>PHASE 3</b>	<i>Return to practice with appropriately sanitized shared equipment: vulnerable student-athletes with physical distancing/no contact</i>
<b>PHASE 4</b>	<i>Return to competition, monitor vulnerable student-athletes</i>
<b>"D" Level Sports</b>	<b>FOOTBALL</b>
<b>PHASE 1</b>	<i>Conditioning w/10 or less, physical distancing, no vulnerable student-athletes</i>
<b>PHASE 2</b>	<i>Return to practice with no shared equipment/no contact: Groups of 50 or less, no vulnerable student-athletes</i>
<b>PHASE 3</b>	<i>Return to practice with appropriately sanitized shared equipment/no contact: vulnerable student-athletes may practice with physical distancing/no contact</i>
<b>PHASE 4</b>	<i>Return to practice with appropriately sanitized shared equipment with contact: monitor vulnerable student-athletes, return to competition, monitor vulnerable student-athletes</i>

### B. Bookstore (Follett)

With the entire world adapting to the conditions of the COVID-19 pandemic, Follett had to do the same here at the campus stores in order to continue providing services to students, faculty, and staff. In mid-March, campus stores remained open. Follett sent out operational information to all college personnel and other campus partners regarding bookstore hours, free shipping for all online orders, free return labels for rental books, and free eBooks on the website. Stanchions were placed outside the store, along with directional arrows and signs, to promote social distancing.

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

The information below outlines Follett's plan for the fall.

### 1. Hours of Operation

Fall hours are as follows at the Santa Maria campus: Monday through Thursday 10 a.m. to 5 p.m., Friday 10 a.m. to 2 p.m. and at the Lompoc Valley Center, Monday through Thursday 10 a.m. to 2 p.m. Hours are updated on the Bookstore [website](#).

### 2. Social Distancing Measures

- a. Face coverings required for team members and customers entering the bookstore.
- b. Stanchions and floor markers used to separate customers and keep lines going in one direction.
- c. A door greeter will count number in and number out to allow flow and not exceed occupancy limits.
- d. Spaces for online pick-up orders have been designated.
- e. Partitions will be installed between two windows so both windows can be used safely.
- f. Windows will be used for online order pick up with current line set up outside of store.
- g. Every other register will be used to maintain social distancing for staff.
- h. Breaks for staff members will be staggered and scheduled.
- i. Small side door will be stanchioned to use for exit from store.
- j. Signage will be posted directing customers to entrance and exit areas.

### 3. Sanitation Procedures

- a. Staff will follow county retail guidelines for PPE.
- b. Plexiglass shields have been installed in front of all registers.
- c. Staff will self-certify that they have taken their temperature prior to every shift (self-certification occurs during clock-in).
- d. Pin pads will be sanitized after each use.
- e. Register counters will be cleaned regularly. Cleaning schedule followed every two hours for surfaces and areas within store and break area.
- f. HVAC and air flow will be monitored throughout day.
- g. Returned merchandise and daily received merchandise will be quarantined for 72 hours.
- h. Restrict returns on headwear, accessories, health and beauty, PPE, and food items.
- i. All required supplies will be on hand: face covering, hand sanitizer, wipes or spray, cleaning products, paper towels, Kleenex, company signage.
- j. Store manager will be required to certify weekly that all sanitation and safety process are being followed.

### 4. Team Member Onboarding and Training

- a. Team members are required to take their temperature daily and report any symptoms of ill health. Team members will not report to work if any of these conditions are present:
  - i. If a team member experienced any of the following within the past 72 hours:
    - A fever greater than 100 F (37.8 C), cough, shortness of breath, or any other symptoms of ill health.
    - Team member had contact with someone within past 72 hours with confirmed case of COVID-19 or symptoms of COVID-19.

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

- Any confirmed cases or any doctor required self-isolation with team members or family must be reported to the 24/7 incident call center.
- b. Team members who do not feel well or develop symptoms at work are required to go home and remain at home until symptom free.
  - i. Team members will be trained to follow these safety procedures while at work:
  - ii. Team members must clean their hands when they report to work.
  - iii. A face mask is required while at work if mandated by state or local authority.
  - iv. Team members are required to practice social distancing and stay 6 feet from other individuals.
  - v. Team members are encouraged to wash hands frequently, use hand sanitizer or antibacterial wipes.
  - vi. Team members should avoid touching their face with unwashed hands.
  - vii. All common surfaces and areas must be sanitized every two hours (e.g., door handles, counters, break area).
  - viii. Back receiving area cleaned and sanitized every two hours (e.g., counters, computer area, chair, desk, receiving counter, tables).
  - ix. Team members are required to clean and sanitize the register area after completing any transaction.

### 5. Signage

- a. Campus signage on windows and near door area will be displayed as follows:
  - i. Floor markers will be placed by the entrance and 6 feet distancing will be enforced and face coverings will be required.
  - ii. Exit areas have signage to direct customer traffic.
  - iii. Apparel area: clothing and headwear will not be allowed to be tried on.
  - iv. Break area: 6 feet enforced, “Stop the Spread of Germs”, team member COVID-19 policies.
  - v. Back receiving area: 6 feet enforced, face coverings required.

### C. Childcare Center

In accordance with the [Centers for Disease Control and Prevention](#) (CDC), [Community Care Licensing Guidelines](#), and [Santa Barbara County’s guidance for reopening childcare centers](#), Allan Hancock College Children’s Centers have implemented the following protocol to serve as a critical resource for essential workers in the community.

#### 1. Staff Training

- a. Mandatory staff training implemented before providing emergency childcare services. All staff required to participate in training. Training content included:
  - i. Steps to operate safely during this outbreak using CDC guidance.
  - ii. Health screening protocol for both children and staff.
  - iii. COVID-19 best practices (wearing a face mask, social distancing, proper hygiene).
  - iv. Cleaning and disinfecting guidance.
  - v. Caring for infants and toddlers (staff comfort and diaper changing).

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

### 2. Face Protection

- a. Face covering, which must be worn at all times, provided for staff. Information on proper use of face coverings as outlined by the CDC were reviewed with staff.

### 3. Arrival Procedures

- a. Sign-in and out sheets located outside of bldg. I.
- b. Child and adult temperatures taken at arrival.
- c. Parents asked survey questions regarding symptoms and exposure.
- d. Designated staff escort children to their classrooms.
- e. Parents informed to knock for assistance.
- f. Postings are visible at the entrance door.
- g. Families are responsible to bring their own pens.
- h. Steps to reduce contact between children and adults are implemented by floor visuals.
- i. Same parent/caregiver drops off and picks up the child daily, if possible.
- j. Staggered arrival and drop off times for families encouraged.

### 4. Health Screening

- a. Designated staff implement screening procedures for all staff and children before they enter the facility.
- b. Staff and parents asked about COVID-19 symptoms within the last 24 hours, if anyone in their home has had COVID-19 symptoms or has tested positive for COVID-19.
- c. Temperature logs are used to track temperature screenings.
- d. Visual wellness checks conducted of all children upon arrival and health questions are asked when concerned.
- e. Children's temperature is taken each morning with a touchless thermometer.
- f. Monitor staff and children throughout the day for signs of illness; send children home with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms, after isolating from the general room population and notify parents.

### 5. Group Size and Staffing

- a. Children remain in groups as small as possible.
- b. The same children and teacher or staff stay in the same group

### 6. Classroom Space

- a. Developmentally appropriate arrangements for activities, smaller group activities, and rearranged furniture and play spaces to maintain 6 feet of separation, when possible.
- b. Cots, cribs, and mats 6 feet apart, with heads in opposite directions during naptime.
- c. More opportunities for individual play encouraged.

### 7. Mealtime

- a. More tables utilized to distance children apart from each other.
- b. Proper handwashing practiced before and after eating.
- c. Paper goods and disposable plastic utensils used when possible, following CDC and California Department of Public Health COVID-19 food handling guidelines.

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

- d. Designated staff to serve children's meals. Home-style dining is currently eliminated.
- e. Staff immediately clean and disinfect trays and tables after meals.

### 8. Cleaning and Disinfecting

- a. Fresh outdoor air introduced as much as possible. Example: opening windows.
- b. Space aired out while cleaning prior to children arriving.
- c. Designated staff cleans and sanitizes area throughout the day.
- d. Clean and sanitize during naptime.
- e. Procedures implemented by lead teachers to frequently clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles.
- f. Designated container established for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the classroom environment.

### D. Food Services (Testa Cafe)

In response to the COVID-19 pandemic, all college dining services were suspended. Allan Hancock College will plan a gradual reopening of dining services, offering food pick-up. To prepare for this transition, the following protocols have been recommended by the [county](#) guidance for dine-in restaurants to support a safe, clean environment for workers and customers. The U.S. Food and Drug Administration has [guidance for restaurants](#), and the CDC has additional requirements in their [guidance](#) for businesses and employers. These include the development of a specific work plan, employee trainings, individual control measures and screening, cleaning and disinfecting protocols, and physical distancing guidelines.

Below are the guidelines outlined by the [FDA](#) to manage food pick-up:

1. Observe established food safety practices for time/temp control, preventing cross contamination, cleaning hands, no sick workers, and storage of food, etc.
2. Have employees wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing their nose, coughing or sneezing, or after touching high touch surfaces (e.g., doorknobs).
3. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty. Increase the frequency of cleaning and disinfecting of high-touch surfaces such as counter tops and touch pads and within the vehicle, by wiping down surfaces using a regular household cleaning spray or wipe.
  - a. Make sure to read the label and follow manufacturer's instructions on use.
4. Establish designated pick-up zones for customers to help maintain social distancing.
5. Practice social distancing and sending text alerts or calling when deliveries have arrived.
6. Conduct an evaluation of your facility to identify and apply operational changes in order to maintain social distancing if offering take-out/carry-out option by maintaining a 6-foot distance from others, when possible.
7. Keep hot foods hot and cold foods cold by storing in appropriate transport vessels.
  - a. Keep cold foods cold by keeping enough coolant materials, e.g., gel packs.
  - b. Keep hot foods hot by ensuring insulated cases are properly functioning.

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

8. Keep foods separated to avoid cross contamination, e.g., keeping raw foods separated from cooked and ready-to-eat foods.
9. Ensure that any wrapping and packaging used for food transport is done so that contamination of the food is prevented.
10. Routinely clean and sanitize coolers and insulated bags used to deliver foods.

### E. Industrial Technology Department

Seven programs comprise the Industrial Technology (IT) Department, housed primarily in the building O complex on the Santa Maria campus: architectural technology, auto body, auto technology, electronics, engineering technology, machine and manufacturing technology, and welding technology. Courses will be offered in synchronous emergency remote teaching/distance learning modality wherever possible and with accommodations for face-to-face skills lab components only offered under strictly monitored environments in Phases 3 and 4.

Students engaged in face-to-face skills lab instruction will be subject to [health screenings](#) for attendance and contact tracing, and other health and safety precautions, which may include no-touch temperature checks and [acknowledgement of risk forms](#) in compliance with CDC recommendations and/or SBCDPH health orders. Face-to-face instructional environments will also require strict adherence to physical distancing, scrupulous hand washing/sanitizing, and use of appropriate PPE. Installation of any engineering controls along with surface cleaning and disinfection protocols have been coordinated with Facilities staff.

### F. Learning Assistance Program

The Learning Assistance Program (LAP) provides accommodations to students with disabilities. Students in certain disability categories have been recognized as high-risk groups. Additionally, students using technology and instructional accommodations face unique barriers with the move to online instruction. In order to provide uninterrupted services and supports to students, LAP has done the following:

#### Phase 1:

All services will be provided remotely through video conferencing and telephone.

#### Phase 2:

##### Services:

- i. Provide instructional faculty an online platform (Canvas course) with information on accessible instruction and resources that are available.
- ii. Shift test proctoring and assessment accommodations to Cranium Café and Zoom, so that tests are secured and students continue to receive legally required accommodations.
- iii. Share instructions and provide training on accommodation application in the Learning Management System (LMS).
- iv. Partner with technology to implement live captioning services for Deaf students in synchronous remote instruction. Additionally, students that utilize American Sign Language (ASL) as their primary communication can have courses interpreted, videotaped, and embedded in their class recording.

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

- v. Students utilizing assistive technology can make appointments to pick up and drop off equipment through a no-touch process. Any training needed for technology is completed through video conferencing.
- vi. Counseling and support meetings for students are offered via video conferencing and phone calls, with communication access accommodations if needed.
- vii. Alternative format textbooks continue to be distributed through the Kurzweil 3000 cloud platform, removing any need for students to come to campus for this accommodation.
- viii. Instructional support is available through Cranium Café, and through a link on the LAP home page, which takes students directly into a video chat with personnel.

### Space:

Students utilize lab and office spaces for group study sessions and regular meetings. The space use will have to be changed as students return to campus in order to maximize distance between individuals, allow for reasonable sanitizing of lab equipment, and to create student traffic flows that follow CDC and public health guidelines. Computers and seats will be removed from alternating workstations, and plexiglass barriers will be added between workstations in the lab. Offices will be adjusted to allow for limited student traffic through the department. Directional signage and floor markers will be used in the main office to direct students to enter the front office and exit through the center door.

### Phase 3:

All services offered in Phase 2 will continue. Student services will be offered by appointment in our lab and offices as well. Plexiglass dividers, regular cleaning, and required face covering will all be used to allow for physical distancing and safety of students and employees. Hybrid scheduling will be used to reduce the number of people in the office space. As classes begin to return to face to face modality, students with pre-existing conditions that place them at high risk will hold meetings with counselors to determine any needed changes to ongoing accommodations.

### Phase 4:

All services return to normal with appropriate safety protocols.

## G. Library

This plan outlines multiple modalities for delivering library services during the COVID-19 pandemic. It has been broken into subsections representing the four phases of reopening identified by the college.

### Phase 1

#### Space

According to a survey of students conducted by Institutional Effectiveness, one of the services our students need from the physical space of the library is quiet study areas. These resources become challenging to offer in the context of COVID-19, and particularly during a shelter at home order. In order to accommodate appropriate social distancing requirements, access to the library space must be altered.

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

In Phase 1, the library will offer services remotely, with reference services and orientations provided through a combination of live chat and Zoom. The library will offer physical items like laptops, hotspots, and some circulating texts through a contactless distribution, but recommends the distribution of texts via digitization either through digitization or e-book.

### Reference Services

Research services will be offered remotely through email, telephone, Cranium Café, and the library's chat application, LibraryH3lp. The librarians added several forms to their website including a research consultation request form (to set up online meetings via Zoom or Cranium Café, for one-on-one research help or research help with a librarian and a group of students), a digitization request form (provides digital copies of library materials to students in order to maximize the amount of research content still accessible by students, staff, and faculty) and curbside pick-up form (provides some physical items such as laptops, hotspots, and texts).

The library continues to provide many electronic resources, accessible every day. These include AHC librarian-designed libguides (online guides to research on a variety of topics), electronically accessible articles, ebooks, streaming educational films, guides to citations, live and recorded orientations, and new videos on various facets of the research process.

The library faculty will offer increased chat hours to aid in remote instruction and to best serve students and the college.

The librarians offer new options for library orientation and research instruction sessions. Librarian-led research instruction sessions will be led primarily over Zoom, with options to lead over Cranium Café as well.

### Circulation

Our most popular collection, course reserves, will be offered through our online services. For spring, services from Redshelf and Bookshelf were provided. The library will work to expand its e-textbooks through expanding our databases and purchasing more multi-use textbooks. We will continue to use the textbook scan request form on our website for those reserves that do not have an electronic version. Those requests have been fairly limited because of the digital options.

### Phase 2

The above methodology will carry over into Phase 2 for library services. Below are outlined changes and/or additions.

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

### Space

The library plans to reconfigure spaces on both the Santa Maria campus and Lompoc Valley Center. On the Santa Maria campus, the lobby will serve as temporary quiet study due to its access point to the outside and single-room restrooms. Signage regarding handwashing, physical distancing and sanitation will be displayed in the lobby locations.

The Santa Maria lobby will be cordoned off from the library proper and reconfigured to accommodate about 12-15 students for quiet study in a secured area. Furniture in the lobby will be removed and replaced with study stations distributed 6 feet apart.

At the Lompoc Valley Center, the Open Access Computer Lab will double as both Emergency Computer Lab space and quiet study. The space will be cordoned off from the library proper and computers and study areas will be socially distance with Plexiglass barriers where needed.

Students and staff working in the space will follow all campus-wide safety measures, including wearing face covering. Use of the quiet study space will be an appointment-based system to allow for ample time between student use to clean and sanitize the space. The breakdown of shifts and access will require staff to clean and sanitize in coordination with Facilities.

With this space operating at capacity in accordance with this schedule, the library can serve approximately 276 students a week on the Santa Maria campus and 140 students at the Lompoc Valley Center (includes computer spaces) based on the minimum number (12) of quiet study stations in the area. Additional study space will be available across campus at all locations.

Each space will be monitored, and social distancing strictly enforced. The library will establish a method for scheduling the spaces for students, and the ability to take reservations by both email and phone. Walk-ins will be discouraged but accommodated if space is available. Depending on demand, the library may need to restrict students to one quiet study shift per day to grant the most equitable access to the campus at large.

### Other Spaces

The Santa Maria Library will be open to provide services and assistance to students who are unable to access remote services. Due to social-distancing and space limitations, the reference computer lab, library classroom, and stacks will not be accessible by students. The stacks will continue to be accessible to library staff to support circulation and alternative options will be provided to ensure access of materials and resources.

Due to the open floor plan, the ability for students to access library resources at the Lompoc Valley Center will be limited to the Computer Lab/Quiet Study Area. All other sections of the library will be cordoned off.

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

### Reference

Reference services would continue to be offered as outlined in ERT: Phase 1.

### Circulation

The library will allow students to check out digital and hard copy textbooks. The library has purchased Kindle Fire tablets, and electronic textbooks can be used through these devices. The use of the Kindle Fire will help minimize the quarantine period for returned items because the device is easy to clean.

The library is offering curbside pick-up by appointment for students to pick up textbooks or library equipment. The library plans to purchase contactless lockers for the circulation of physical items. This will allow for contactless checkout of books or other library items. The items will be placed in a secure locker, and the code given to the student to pick-up. The lockers will be sanitized using the cleaning guidelines.

### Phase 3

The above methodology will continue in Phase 3 for library services. Below are outlined changes and/or additions.

### Space

To reinforce appropriate distancing, furniture will be adjusted to conform to social distancing and will be anchored in place. Designating spaces via duct tape or paint will help facilitate social distancing, especially if lines need to form in order to utilize library services.

In order to minimize the transmission of COVID-19, library materials will be accessed by a controlled group of staff. The stacks will remain closed to library users. Materials housed outside of the stacks will need to be temporarily moved and/or cordoned from students with clear signage.

LVC will continue to operate as in Phase 2.

### Reference Services

The library staff will continue reference services remotely and will offer on-site reference appointments.

### Circulation

The library staff will continue to digitize and offer contactless pick-up for items but will allow students use of some library items with the installation of a Plexiglass barrier at the check-out desk.

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

### Phase 4

All services return to normal with appropriate safety protocols.

#### H. PCPA - Pacific Conservatory Theatre

Pacific Conservatory Theatre is developing detailed return to campus plans for each department within the administrative (artistic, business services, marketing, box office), production (costumes, painting, properties, lighting, scenery, sound, stage management) and conservatory (acting, technical theatre, professional internships) aspects of the organization and every work site (bldgs. D, O-300, CBC and warehouse spaces). These plans are based on the Santa Barbara County RISE guide and Cal/OSHA guidelines for the specific applicable sectors, based on the department's activities and site-specific requirements. The activities of these plans will be undertaken in accordance with the state and county's recommended phases for re-opening. This plan will remain respondent to the current state and Santa Barbara County public health guidelines, and the evolving phases of the pandemic response's expansion and contraction of allowable activities. These work plans will extend to the integration of instructional plans for the PCPA CTE courses as they begin to be able to resume. PCPA company policies and departments' and site-specific plans are detailed in an [addendum](#) to this document. Current information about PCPA public performance plans and other community engagement activities will be available at [www.pcpa.org](http://www.pcpa.org).

#### I. Public Safety Training Complex

Allan Hancock College's Public Safety Training Complex (PSTC) supports programs in the areas of law enforcement, fire technology, and emergency medical services. The PSTC will continue to train essential personnel though the COVID-19 pandemic crisis, adhering to health and safety protocols to keep students and staff safe.

Face-to-face instruction continues at the PSTC on a limited basis, precautions were created to ensure safety for staff, students, and vendors. Access to the PSTC facility is limited to essential personnel only, and staff who had the ability to work remotely from home were encouraged to do so. The Facilities department has ensured site locations used by students and staff are regularly sanitized to create a safe environment.

The PSTC formalized [an entry screening procedure](#) for all personnel entering the facility. Screening includes a central entry point and a streamlined process consisting of answering a set of pre-listed symptomatic questions and undergoing a no-touch infrared skin temperature check to make sure the individual is not above the CDC-recommended temperature of 100.4° F. Any person who exhibits symptoms of COVID-19 are referred to their own physician or a local Lompoc doctor with whom the PSTC has arranged testing at no personal cost.

All other non-essential courses were either canceled or converted to a remote instruction modality. Currently, law enforcement, fire, and EMS academies have resumed instruction, observing due caution and safety procedures.

#### J. Science/Engineering Labs

The following courses will require some element of face-to-face instruction for lab activities:

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

1. CHEM 151 M204 MW 5:00pm-9:35pm
2. CHEM 151 LVC3-102 TR 12:00pm-4:35pm
3. CHEM 180 M 213 MW 9:30am-2:05pm
4. ENGR 162 M 212 R 11:00am-2:05pm
5. ENGR 162 M 212 R 2:15pm-5:20pm

In addition to students, labs will include one faculty member and one lab specialist/assistant with the following specifics:

### Room set-up:

- a. Furniture is reduced in each room to promote social distancing spacing.
- b. Ingress and egress pathways are indicated.
- c. Hand sanitizer will be provided at entry and exit points.
- d. COVID-19 Symptom Self-Screening signage will be posted.

### Lab processes:

- a. Stations are placed to promote social distancing spacing.
- b. Pathways to fume hoods and other equipment are clearly marked on floor.
- c. At end of lab experiments, instructions regarding shut down of equipment and sealing of any containers at student stations will be given by teacher and followed by students.
- d. Items will be left from the end of the labs until the next morning.
- e. Maintenance sanitation of the space will occur immediately after (approximately 9:30 a.m.) lab equipment removal to allow time before next use.
- f. For M 212, only three students will be in the room at any given time. The early lab students will wipe down their areas before they leave with Terminator spray and paper towels. The late lab students will wipe down their areas at the beginning of class with Terminator spray and paper towels. There will be approximately 40 minutes between occupancies to help with air exchange.

## K. STEM and MESA Centers

The STEM and MESA Centers, in addition to remote services, will provide critical need face-to-face tutoring, critical need face-to-face counseling, and critical need single and group study spaces. These services will be by appointment only to maintain indoor occupancy levels commensurate with current state and county health guidelines. Two staff members will be onsite Monday through Wednesday, and one will be onsite Thursday and Friday.

A detailed plan for management of the STEM and MESA Centers and activities is as follows:

### Physical Space:

- a. The MESA Center does not provide for separate ingress/egress. Space will be used only for one-on-one emergency face-to-face counseling sessions during inclement weather. The entry door will have a removeable plexiglass shield on the upper half and small table to conduct business.
- b. There will be a plexiglass shield at the desk for when MESA Center reopens to more use.

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

- c. The STEM Center will be used for face-to-face tutoring by appointment only as needed and when tutors are available. All facility users will enter through the glass doors on the south side of building W and enter the STEM Center through the east door. All facility users will exit the STEM Center through the west door and exit the building through the west exterior doors.
- d. The STEM Center occupancy will be limited to two staff members--one in the open area and one in the private offices--and no more than four students.
- e. MESA and STEM individual study and/or group work activities will take place in W-31. All facility users will enter through the glass doors on the south side of building W and enter the W-31 through the east door. All facility users will exit the W-31 through the west door and exit the building through the west exterior doors.
- f. W-31 occupancy will be limited to eight students.
- g. For both the STEM Center and W-31, users will be expected to spray and wipe down their areas before and after use and follow all other campus health and safety guidelines.

### Tutoring:

- a. MESA/STEM tutoring will be offered primarily virtually via Cranium Café by appointment and drop-in, when available.
- b. Face-to-face tutoring will be offered by appointment only, when tutors are available.

### Counseling:

- a. Counseling will be offered primarily remotely.
- b. Emergency face-to-face counseling will be offered by appointment. These appointments will occur in outdoor spaces and will follow campus health and safety guidelines. Should inclement weather prevent outdoor meetings, these emergency face-to-face counseling sessions will occur in the MESA Center and will follow campus health and safety guidelines.

### Workshops:

- a. Workshops will occur virtually until state and county guidelines allow for gathering sizes that accommodate these workshops.

## L. Student Health Center

In accordance with the Centers for Disease Control and Prevention (CDC), the [American College Health Association](#) (ACHA), and the California Department for Public Health (CDPH) [guidance for higher education](#), Student Health Services have implemented the following protocols to serve as a critical resource for students at Allan Hancock College. Several changes were made to ensure continued health services to students. Below is a summary of the adjustments that were made.

### 1. Shift to Online Services

Student Health Services has embraced the use of virtual services for students. Cranium Café has allowed for consultations with health care professionals for diagnosis and prescription. Mental health counselors are available to students through the same HIPPA-compliant meeting tool. Students that require prescriptions or health care materials will utilize a drive-up service.

[ACHA](#) has provided guidelines to consider for providing student health services and preparing for reopening. In alignment with that guidance, the following actions are being taken:

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

- a. Making online appointments.
- b. Limiting contact with personnel and keypads/computers.
- c. Plan for supplying all personnel with necessary PPE.
- d. Perform triage through phone or video conference meetings.
- e. Perform triage outside of the clinics (when moving to a stage of reopening).
- f. Require all patients and employees to wear face covering.
- g. Screening of all students seeking health services.
- h. Reconfiguring space to control workflow and appropriate physical distancing.

### 2. Student Traffic Flow

Prior to the COVID-19 event, students had multiple point of entry into Health Services at the Santa Maria campus, and a small waiting room at LVC. In preparation for opening services, an external triage center will be established for both campuses to reduce transmission in waiting areas and narrow hallways. Student Health Services has direct connections with local clinics and hospitals to refer students suspected of COVID-19 infection.

In the Student Health Center, floor markings and signage will be used to direct students in a one-way traffic pattern into the center, to the welcome desk, and to the examination room. Following a meeting with the health care professional, students will continue in a single direction, maintaining social distancing as outlined by the CDC, ACHA, and the CDPH guidance.

### 3. Communications

Weekly updates are sent out from the SHS coordinator, with updates regarding COVID-19 best practices, health updates from state agencies, updates from CCCO, and available online services and workshops.

### 4. Health Facility

Reconfiguration of the current space and addition of barriers where people must face each other will be added. In order to improve sanitation of the health facility all carpet will be removed to allow for flooring material that can be regularly and more easily cleaned. An external triage facility will be identified to isolate high risk or potentially exposed or infected students to safeguard students, staff, and the college community.

### 5. Response to Positive Student Case

All exposures or possible exposures should be reported to Student Health Services. Exposure is defined by the CDC as close contact with an individual known to have been infected with COVID-19. Close contact is defined as:

- a. Student was within 6 feet of someone who has COVID-19 for at least 15 minutes.
- b. Student has provided care at home to someone who is sick with COVID-19.
- c. Student has had direct physical contact with a person known to have COVID-19 (e.g., touched, hugged, or kissed).
- d. Student has shared eating or drinking utensils.
- e. Student has been exposed to respiratory droplets via sneeze, cough, or other transmission method.

## SECTION 5: SPECIAL PROGRAMS AND SERVICES

Once learning of a positive case of COVID-19 on campus, Student Health Services will notify Human Resources as soon as possible using [CovidNotification@hancockcollege.onmicrosoft.com](mailto:CovidNotification@hancockcollege.onmicrosoft.com). Additionally, the department will contact the Santa Barbara County Public Health Department for reporting requirements to the county and state. Classroom/facility closure is not necessary, and on-site instruction can continue. Routine cleaning and disinfection of all high-touch surfaces in the facility should continue, and all remaining students and faculty must continue to observe all safety protocols.

- 6. Notification to students who have had close contact with potentially exposed student:**
  - a. Student Health Services will inform students of their possible exposure to COVID-19. Confidentiality will be maintained.
  - b. Students should continue attending class as long as the students remain asymptomatic.
  - c. Students who continue to attend class should self-monitor for COVID-19 symptoms (e.g. fever, cough, shortness of breath) prior to coming to campus.

### M. Veteran Success Center

The Veteran Success Center provides a central location for student veterans to study, socialize, meet with community service agencies and college counselors, as well as get information about the college. All veteran services, including counseling, tutoring, certification of education benefits, and referral to campus offices have continued through virtual services.

#### 1. Shift to Online Services

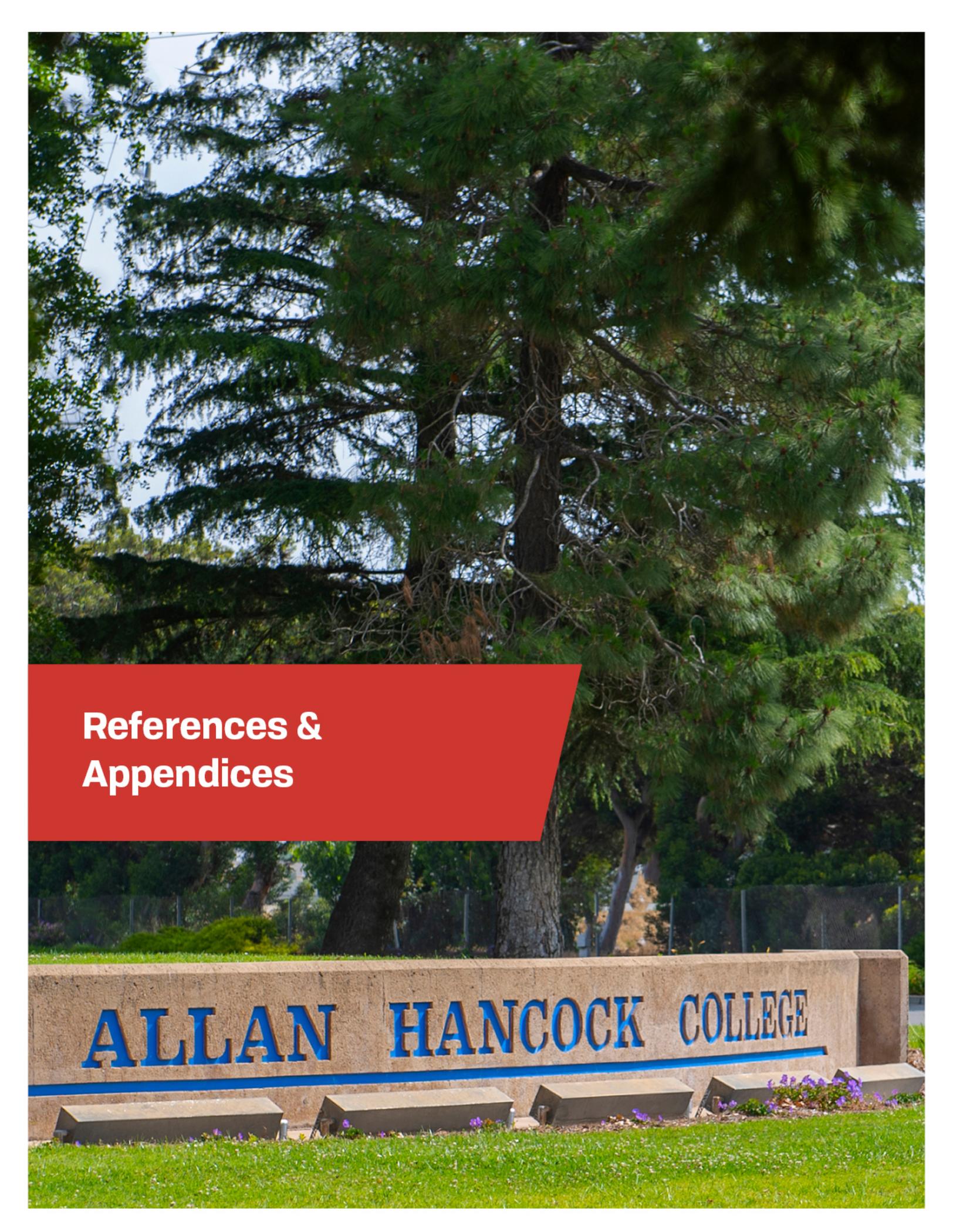
The VSC has moved to online services via Cranium Café. The VSC phone has been forwarded to staff working remotely to allow seamless answering of phones and service provision. Classified staff are continuing to make appointments, refer students to services, and train students on using remote platforms. Staff will be on-site as needed for disbursing items such as book cards. The program administrator will be on campus for in-person needs. Counselors continue to offer services through Cranium café and phone meetings.

#### 2. Student Space and Traffic

The VSC is used by students for social gathering and study groups. Due to COVID-19 limitations, these activities cannot occur in the space. The counseling office in the current VSC location does not allow for physical distancing recommendations. Veteran services will continue remotely through the fall term, with ongoing evaluation of the guidelines presented by the SBCDPH and CDPH.

#### 3. Education Benefits

Students have access to education benefit information via phone or video conference. Appointments can be made with the certifying official through the VSC, financial aid, or Cranium Café.



## References & Appendices

**ALLAN HANCOCK COLLEGE**

## REFERENCES & APPENDICES

### References

- [ACHA Guidelines Considerations for Reopening Institutions of Higher Education in the COVID-19 Era](#). May 7, 2020.
- [Advisory Memorandum on Ensuring Essential Critical Infrastructure Workers Ability To Work During The Covid-19 Response](#). August 18, 2020
- [Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19](#). May 14, 2020.
- [California Resilience Roadmap](#). Office of Governor Gavin Newsom. May 8, 2020.
- [California Department of Public Health: Higher Education Guidance on Novel Coronavirus or COVID-19](#). March 7, 2020.
- [California Department of Public Health: Responding to COVID-19 in the Work Place](#). June 16, 2020.
- [California Department of Public Health: Guidance for the use of face coverings](#). June 18, 2020.
- [California Department of Public Health: Industry Guidance Institutions of Higher Education](#). August 7, 2020.
- [California Community College: COVID-19 Update](#). June 22, 2020.
- [California Community Colleges: Novel Coronavirus \(COVID-19\) Resource Page](#). Retrieved on July 23, 2020.
- [California Community Colleges: Report of the Safe Campus Reopening Workgroup](#). June 25, 2020.
- [COVID-19.CA.GOV: Essential Critical Infrastructure Workers](#). April 28, 2020.
- [Community Interventions and Critical Populations Task Force CDC Covid-19 Emergency Response: CRAFT Schools Briefing Packet](#). July 8, 2020.
- [Department of Homeland Security: Cyber Security and Infrastructure Security Agency: Critical Infrastructure Sectors](#). March 24, 2020.
- [Center for Disease and Control and Prevention](#). Retrieved July 23, 2020.
- [Center for Disease Control and Prevention: Colleges, Universities and Higher Learning- Plan, Prepare, and Respond](#). Retrieved July 23, 2020.
- [Center for Disease Control and Prevention: Considerations for Institutions of Higher Education](#). Retrieved July 23, 2020.
- [Center for Disease Control and Prevention: When You Can be Around Others After You Had or Likely Had COVID-19](#). Retrieved July 23, 2020.
- [Center for Disease Control and Prevention: Interim Guidance for Administrators of US Institutions of Higher Education](#). March 18, 2020.

## REFERENCES & APPENDICES

[United States Department of Labor Families First Coronavirus Response Act: Employee Paid Leave Rights.](#)  
Retrieved August 14, 2020.

[United States Environmental Protection Agency List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\).](#)  
August 11, 2020.

[North Orange County Community College District: COVID-19 Guidelines and Protocols Manual.](#) July 22, 2020.

[Occupational Safety and Health Administration: COVID-19 Frequently Asked Questions.](#) Retrieved July 23, 2020.

[Santa Barbara County- Reopening in a Safe Environment- RISE Guide.](#) Santa Barbara County. June 26, 2020.

## Appendices

The following link <https://tinyurl.com/Emergency-2020-Course-Details> has full course details.

[Athletics - CCCATA Sports Medicine Return to Play Guidelines REV 6 16 20](#)

[Athletics - Student Athlete Forms RETURN to PLAY Physicals](#)

[Auto Technology Physical Distancing Laboratory Plan](#)

[Chemistry Sample Lab Rotation Schedule](#)

[Commercial Truck Driving Program Plan](#)

[COVID-19 Acknowledgment of Risk](#)

[COVID-19 Health Screening-Attendance Roster](#)

[COVID-19 Self Evaluation per SBCPH](#)

[On-Campus Settings \(Campus Access and Study Spaces\)](#)

[PCPA COVID-19 Emergency Return to campus Plan](#)

[Public Safety Training Complex COVID-19 Reminder Memo to Staff](#)

[Public Safety Training Complex Screening Procedure](#)

### Return to Campus Plans

[Academic Affairs](#)

[Administrative Services Division](#)

[Admissions and Records](#)

[Lompoc Valley Center Admissions](#)

[AIM to Dream Center](#)

## REFERENCES & APPENDICES

[Academic Resource Center](#)

[Auxiliary Accounting Services](#)

[Basic Needs](#)

[Business Services](#)

[CalSOAP](#)

[Campus Graphics](#)

[Campus Police](#)

[Career Center](#)

[Cashiering Services](#)

[Community Education](#)

[Counseling and Testing](#)

[Office of Dean of Academic Affairs-STEM](#)

[Distance Learning](#)

[English and Languages & Communications Department](#)

[EOPS](#)

[Financial Aid](#)

[Foundation](#)

[Health Sciences](#)

[Health Services](#)

[Human Resources](#)

[Industrial Technology](#)

[Institutional Effectiveness](#)

[Institutional Grants](#)

[Information Technology Services \(ITS\)](#)

[Learning Assistance Program](#)

[Library \(Lompoc Valley Center\)](#)

[Library \(Santa Maria Campus\)](#)

## REFERENCES & APPENDICES

[Math Center](#)

[MESA and STEM](#)

[Noncredit Counseling](#)

[President's Office](#)

[Public Safety Training Complex](#)

[Public Affairs](#)

[Social and Behavioral Sciences Department](#)

[Student Activities and Outreach](#)

[Student Services](#)

[TRIO](#)

[University Transfer Center](#)

[Veterans Success Center](#)