

Del Mar College Return-to-Campus Protocol – Phase One

Under Return-to-Campus (RTC) Phase One conditions, the College will remain closed to the public and only selected areas will be open for restricted access. Additionally, during this phase, a small group of select essential employees will be notified to physically return to DMC facilities to assist with the completion of spring courses and provide support in preparation for summer sessions. All other employees are expected to continue to work remotely, unless otherwise notified.

To reduce the risk of potential exposure to COVID-19 while on campus for completion of skills and course work for the Spring 2020 semester and enrollment for the Summer and Fall semesters, the following procedures will be implemented and adhered to when on campus, to include offices and common areas. Phase I is specifically designed for approved buildings and to allow for only approved students and essential employees to return to campus.

Prior to Returning to Campus

1. Students, faculty, and staff must submit a *COVID-19 Assessment, Acknowledgement and Consent Form* to obtain approval to return to campus.
2. Human Resources will review *COVID –19 Assessment, Acknowledgement and Consent Forms* and provide appropriate faculty the names of students who are not cleared to return to campus. Human Resources will provide the appropriate supervisor or faculty member the names of employees or students who are not cleared to return to campus. Health related information obtained in the *COVID-19 Assessment, Acknowledgement and Consent Form* is considered confidential and will be treated as such.
3. Faculty must designate specific days, times, and classrooms or labs that will be used for course completion.
4. Social distancing procedures for each instructional space will be identified. Additional safety measures will be identified by program, especially those with skills training that requires close contact.

On-Campus Health and Safety Procedures

1. Students and employees will wash or sanitize hands upon entering classrooms, labs, or offices.
2. Students and employees that are approved to return to campus will proceed to their assigned area and remain in those areas to avoid unnecessary contamination to building/classrooms unless using the restroom facilities.
3. Faculty will review social distancing guidelines and take attendance daily at the beginning of each class to verify which students are present.
4. Students will be supervised by the lead instructor and/or other faculty members during the skill sessions to ensure protocol compliance.
5. Students and faculty will follow all CDC recommendations regarding social distancing and will remain at a minimum of 6 ft apart from each other during periods that do not require closer interaction when performing or teaching skills.
6. Students and employees will be required to wear a face covering while on campus unless it interferes with skills training activities. Additional protocols for face coverings is below. Individuals are encouraged to bring their own face coverings, if not available, the College will provide a face covering.

7. Disposable keyboard, mouse and monitor coverings will be available to use in areas where multiple individuals use this equipment. The coverings will allow for a light mist of disinfectant to be sprayed over the equipment between users. The coverings will be changed when they become damaged.
8. Signage has been installed throughout campus buildings to remind everyone of best hygiene practices.
9. Division and department supervisors must minimize the number of employees where directly conducting public business.
10. Division and department supervisors must minimize the number of public members that are allowed to enter the room or indoor area at one time.
11. Division and department supervisors must modify areas such as computer labs and classrooms in a manner to limit the number of users in the area to ensure for adequate social distancing.
12. Division and department supervisors must minimize the areas within a building being used to conduct public business.
13. The Physical Facilities Department and the Campus Security and Safety Department will minimize the number of exterior entrances and exits of a building to ensure for adequate social distancing.
14. Physical Facilities and Campus Security and Safety personnel will identify certain exterior doors as “Entrance Only” and “Exit Only” and install identifying signage.
15. Where feasible and practical, the Physical Facilities Department will install sneeze or cough shields to separate employees and students in locations where face-to-face interactions are required.
16. Students and employees must abide by all Del Mar College health and safety protocols while on campus.
17. Faculty will oversee students and ensure that everyone is in adherence to all procedures and protocols while on campus, performing skills in assigned labs or classrooms.

Off-Site Clinicals/Instruction Procedures

1. For classes that require students to conduct coursework off-campus at clinical sites (i.e. hospitals, medical facilities, etc.), students and faculty are required to adhere to the safety protocols set forth by the individual facilities.

Campus Check-out Procedures

1. Students and staff will sanitize hands prior to exiting instructional space.
2. Students and staff will leave instructional site and immediately exit the campus after assigned instructional time has ended.

Decontamination of Equipment

1. Decontamination with approved disinfectant will occur PRIOR to departure for the day to ensure the labs and/or classrooms are clean for the next scheduled class. This will reduce any possible cross contamination issues for the following group of students and faculty members that will use the equipment and/or labs and classrooms. Responsibility for the decontamination will be assigned to faculty and/or staff prior to the scheduled class time.

Proper Use of Face Coverings

1. Students and employees are required to wear cloth face coverings on campus, except in single office locations. Individuals are encouraged to bring their own face coverings, if not available, the College will provide a face covering.
2. Cloth face coverings are not a substitute for social distancing.
3. A cloth face covering is not intended to protect the wearer, but it may prevent the spread of virus from the wearer to others.
4. Cloth face coverings should:
 - a. fit snugly but comfortably against the side of the face
 - b. be secured with ties or ear loops
 - c. be worn in a manner to continually cover the nose and mouth area
 - d. include multiple layers of fabric
 - e. allow for breathing without restriction
 - f. be able to be laundered and machine dried without damage or change to shape
5. CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
6. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.
7. Cloth face coverings should be routinely washed depending on the frequency of use.
8. A washing machine should suffice in properly washing a face covering.
9. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.
10. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
11. The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance and require additional training to use.



Examples of Personal Protective Equipment (PPE)

Face Coverings or Masks



Disposable/Single Use Mask



Homemade Face Covering



Neck Gaiter



Bandana

Case Management and Response - After Return-to-Campus

To Report Symptoms or Known Close Contact

After your return to campus, if you are showing symptoms of COVID-19, have tested positive, or have known close contact to a person who is lab-confirmed to have COVID-19, **do not come to campus and immediately complete the electronic COVID-19 ASSESSMENT, ACKNOWLEDGEMENT AND CONSENT FORM** (https://www.delmar.edu/faculty-and-staff/_resources/rtc-assessment-form.pdf). If you are unable to complete the electronic COVID-19 Assessment, Acknowledgement and Consent Form, call 361-698-2000 and leave a message with your name, student ID or employee ID, and a phone number so a College representative can contact you for further assessment and information.

Student and Employee Daily Self-Monitoring Requirements

Anyone showing the following symptoms should not report to campus and should contact their supervisor or instructor immediately to make alternate arrangements:

- Unexplained cough
- Unexplained muscle pain
- Unexplained headache
- Unexplained sore throat
- Unexplained diarrhea
- Loss of taste or smell
- Shortness of breath or difficulty breathing
- Chills or repeated shaking with chills
- Feeling feverish or a temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed for COVID-19