



LOS RIOS
COMMUNITY
COLLEGE DISTRICT



2021

Standard Operating Procedures



Los Rios Community College District
American River College
Updated: 8/2/2021



Background

The Los Rios Community College District is one of the nation's most respected learning institutions and the second-largest community college district in California, serving the greater Sacramento region.

We have four colleges, six education centers, and specialized workforce and economic development programs for local businesses, governments, and organizations.

Since March 2020, the global COVID-19 pandemic and public health conditions in our region have led to an unprecedented and rapid transition of all classes and college operations to online. Our students, faculty, and staff have been extraordinarily flexible and creative in managing the countless variables associated with this transition, and have mitigated the effects of these circumstances incredibly, given the circumstances.

As we plan for our return to Campus, the Los Rios Community College District has comprehensively considered employee safety and health through the implementation of Standard Operating Procedures along with preventative health and safety measures in our workplace. All employees are expected to commit to staying safe and healthy when reporting to work every day.

The District is following federal and county health and safety guidelines as well as guidance from the state, including regulations pursuant to Senate Bill 1159 and Assembly Bill 685. We have implemented practices for sanitizing and disinfecting and social/physical distancing, among others, and will continue to modify these practices as the situation changes. These Standard Operating Procedures build off of the Los Rios COVID-19 Prevention Program (CPP) and are designed to provide our LRCCD community with campus specific guidelines for the safe entry onto Los Rios facilities. Prior to entry into Sacramento City College, Standard Operating Procedures along with the recommended preventative measures should be reviewed and practiced while on Campus.



Table of Contents

Standard Operating Procedure No. 1: Campus Access.....	3
Standard Operating Procedure No. 2: Masks	4
Standard Operating Procedure No. 3: Minimizing the Spread	6
Standard Operating Procedure No. 4: Classroom and Facility Safety	7
Standard Operating Procedure No. 5: Entrance and Parking Instructions	8
Standard Operating Procedure No. 6: Positive COVID-19 Diagnosis and Notification Protocols.....	9
Standard Operating Procedure No. 7: Recording and Reporting COVID-19 Cases to Cal/OSHA.....	10
APPENDIX B: COVID-19 Prevention Program – Training.....	12
APPENDIX C: LRCCD Sanitizing & Disinfecting Schedule and Guidance During COVID-19	13
APPENDIX D: Campus Equipment Log	16
APPENDIX E: Driving Pattern for Drop-Off/Pick Up	17
APPENDIX F: Contact Information	18
APPENDIX G: LRCCD COVID-19 Leave Reporting Flowchart	19
APPENDIX H: Summary of Changes	20
APPENDIX I: Resources.....	21



Standard Operating Procedure No. 1: Campus Access

*The purpose of SOP No.1 is to explain the process for access to campus, **except** for those who are currently teaching or authorized to physically work on campus.*

Effective immediately, the following should be completed prior to entry onto American River College facilities:

1. Prior approval from Manager or Supervisor
2. Conduct a self-check using the CDC Self-Checker Widget, located on LRCCD Reopening Webpage and the ARC Campus Operations Webpage (see symptoms list below)
 - a. <https://losrios-employee-staging.ingenixondemand.com/reopening>
3. Practice Social Distancing/Mask Wearing (Masks available at Ranch House)
4. Complete Departure Form after every visit. Form is located on ARC Inside/Campus Operations Webpage
 - a. https://lrccd.formstack.com/forms/arc_campus_visit_departure

This information will be used for Campus Operations purposes in identifying the facilities to be disinfected to ensure we are taking all necessary steps to protect YOU and our campus community. Your health and safety are our number one priority.

As employees and students return to campus, we ask that everyone to do their part to keep our colleges healthy and safe. Before coming to campus each day, please do a self-check for any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Individuals should complete their visit as quickly as possible. If an employee is taking campus equipment to use at home during Remote Operations, the ARC Supervisor/Manager must document any equipment that is removed from the Campus and provide that information to Operations. (See Attachment E: Campus Equipment Log)



Standard Operating Procedure No. 2: Masks

The purpose of SOP No.2 is to provide updated guidelines issued for the use of Masks and policy for handling exemptions to ensure the health and safety of the campus community during your visit.

As of July 20, 2021, the Chancellor, Brian King, issued a districtwide Mask Update:

The district is closely following and updating their guidelines regarding masking based upon the information received from the Sacramento County, California Department of Public Health (CDPH) and Cal / OSHA. As such, in response to recent guidance, **effective immediately we are reinstating a mask requirement for all students, faculty, and staff in any indoor space in Los Rios regardless of vaccination status.** Masks are not required for outdoor activities, however masks are always permissible and anyone who feels safer or more comfortable wearing a face covering outdoors is encouraged to do so. While guidance from Cal/OSHA in recent weeks says that employers should require face-coverings only for unvaccinated employees, specific counties do have the ability to issue more rigid safety measures or recommendations based on local health conditions.

How to Update Vaccination Status

Even with this updated policy regarding masks, we still strongly encourage all employees to log on to Employee Self Service and update your COVID-19 vaccination status (click on “Employee Information” and then the “COVID-19 Vaccination Status” tab).

Masking Protocol

- Masks are required indoors regardless of vaccination status. Employees can update their vaccination status through Employee Self Service.
- Masks are not required for outdoor activities; however, masks are always permissible and anyone who feels safer or more comfortable wearing a face-covering outdoors is encouraged to do so.

Masking Exemptions

The following individuals are exempt from wearing masks at all times:

See complete mask exemptions details at CDPH’s [Guidance for the Use of Face Coverings](#).

- Children under two years old, due to the risk of suffocation.
- People with:
 - A medical condition,
 - Mental health condition, or
 - Disability that precludes wearing a mask.
- This includes:
 - Those for whom a mask could obstruct breathing
 - Who are unconscious or incapacitated
 - Unable to remove a mask without assistance
- People for whom seeing the mouth is essential for communication:
 - Hearing impaired, or



- Those communicating with a person who is hearing impaired.
- People for whom wearing a mask would create a risk as they work, as determined by:
 - Local, state, or federal regulators, or
 - Workplace safety guidelines.

For more information, see Cal/OSHA's [COVID-19 Prevention Emergency Temporary Standards \(ETS\)](#).



Standard Operating Procedure No. 3: Minimizing the Spread

Know How the Virus Spreads

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch. People who are closer than 6 feet from the infected person are most likely to get infected.

COVID-19 is spread in three main ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
- Touching eyes, nose, or mouth with hands that have the virus on them.

Protect Yourself and Others

- **Get Vaccinated** (*contact Operations about how to obtain a vaccine through ARC*)
- **Wear a Mask** (*see Page 4 for more details regarding guidelines and exceptions*)
- **Stay 6 feet away** from others and avoid close contact with people who are sick
- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing or sneezing
- **Use hand sanitizer** if soap and water are not readily available. Ensure it contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- **Cover coughs and sneezes**
- **Conduct a self-check** using the CDC Self-Checker Widget, located on LRCCD Reopening Webpage and the ARC Campus Operations Webpage
 - <https://losrios-employee-staging.ingeniuxondemand.com/reopening>
- **Stay home** if you develop any of the associated COVID-19 symptoms and notify your Supervisor/Manager as soon as possible
- If you have had recent close contact with a COVID-19 individual, notify your Supervisor/Manager as soon as possible



Standard Operating Procedure No. 4: Classroom and Facility Safety

The purpose of SOP No.4 is to provide guidelines for Classroom and Facility Safety to ensure the health and safety of the campus community during your visit.

Sanitizing, Disinfecting and Ventilation

- LRCCD has developed a plan based on the guidance from the local, county and state agencies as well as state assembly bills regarding the proper and safe way to sanitize/disinfect facilities (*See Appendix C: LRCCD Sanitizing & Disinfecting Schedule and Guidelines During COVID-19*)
- Each day, prior to the start and/or at the end of the lab, where applicable, these sanitizing/disinfecting protocols will be taken and all surfaces must be disinfected
- Employees will be responsible for restocking the Sanitation Stations at the entrance to each lab

Facility Requirements

- Porter assigned to each facility (classroom & restroom) to sanitize and disinfect any and all touched surfaces before, during and after labs
- Plexiglas separators will be provided as necessary
- Sanitation Stations will be available upon request

Signage & Floor Markers

- Informational Signs will be posted in highly visible locations (e.g., building entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands for at least 20 seconds and properly wearing a face mask as outlined by Department of Health)
- Floor Markers will be in place to identify where individuals can stand and to provide direction for entrance and exit of the classroom

Multiple COVID-19 Infections and COVID-19 Outbreaks

- This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period at any time during a 14-day period.
- This section shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

Major COVID-19 Outbreaks

- This section applies to any workplace covered by section 3205 if 20 or more employee COVID-19 cases in an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period within a 30-day period.
- This section shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.



Standard Operating Procedure No. 5: Entrance and Parking Instructions

The purpose of SOP No.5 is to provide instructions for visitors entering and parking during their visit to Campus.

- Campus Hours are Monday – Friday, from 9:00am – 5:00pm.
- Drop Off/Pick Up Tent hours are Monday – Thursday, 9:00am – 2:00pm.
- The Stadium Lot Entrance and the Myrtle Entrance are the only entrances currently open during business hours.
- Parking is only allowed in the Ranch House Parking Lot (in between the Police Portable and Portable Village) and in the Myrtle Parking Lot unless otherwise approved of by Campus Operations.
- Visitors must complete the Departure Form when they leave campus as indicated on Page 3.



Standard Operating Procedure No. 6: Positive COVID-19 Diagnosis and Notification Protocols

The purpose of SOP No.6 is to provide instructions for any employee who has tested positive for COVID-19 after visiting the Campus Facilities as well as important notification protocols.

Positive COVID-19 Diagnosis & Notification Protocols

- Any employee who tests positive for COVID-19 and has worked within ten (10) days of a COVID-19 diagnosis, must immediately inform their Supervisor or Manager. Managers and Supervisors shall report the positive COVID-19 diagnosis on the “COVID-19: Case Response Form”, which is located on the Campus Operations webpage:
 - https://lrccd.formstack.com/forms/covid_case_response
- Supervisors or Managers must report any employee, student, visitor, or contractor who:
 - (1) has **tested positive** for COVID-19, or has been in ***close contact** with individual(s) whom are positive for COVID-19,
 - (2) AND has been on campus within the last ten (10) days.

**Close contact is defined, as someone who was within 6 feet for a cumulative total of 15 minutes or greater in any 24-hour period during high risk exposure period (at minimum 48 hours prior to the individual first developed symptoms).*
- The Vice President of Administration or ARC COVID-19 Designee will follow up with the individual and notify the District’s COVID-19 Quick Response Team;
- The District’s COVID-19 Quick Response Team includes representatives from Health and Wellness, Human Resources, Employee Benefits, and the Office of the General Counsel. Dr. Diedre Gilliam, District Director of Health and Wellness, will coordinate the District’s response to a positive COVID-19 case with county public health officials, including contact tracing and notification to potentially exposed employees, as appropriate;
- If an employee is aware that a student tested positive for COVID-19, and the student in question participated in on-campus instructional activities within ten (10) days of a COVID-19 diagnosis, the employee must report the known facts to their manager or supervisor as indicated above. The same notifications apply as described above. Managers and Supervisors must immediately report the positive COVID-19 diagnosis on the Campus Operations webpage: <https://inside.arc.losrios.edu/campus-operations>. The Vice President of Administration or ARC COVID-19 Designee will follow up with the individual and notify the District’s COVID-19 Quick Response Team, as discussed above;
- Director of Administrative Services & Operations to coordinate the appropriate sanitizing and disinfecting of LRCCD Facilities, as described in Attachment C herein, to ensure all necessary measures are taken to prevent the spread of COVID-19.



Standard Operating Procedure No. 7: Recording and Reporting COVID-19 Cases to Cal/OSHA

The purpose of SOP No.7 is to provide instructions for proper recording of COVID-19 cases as well as Cal/OSHA's

Recording Cases of COVID-19

- California employers that are required to record work-related fatalities, injuries and illnesses must record a work-related COVID-19 fatality or illness like any other occupational illness. To be recordable, an illness must be work-related and result in one of the following:
 - Death,
 - Days away from work,
 - Restricted work or transfer to another job,
 - Medical treatment beyond first aid,
 - Loss of consciousness, or
 - A significant injury or illness diagnosed by a physician or other licensed health care professional
- If a work-related COVID-19 case meets one of these criteria, then covered employers in California must record the case on their 300, 300A and 301 or equivalent forms.
- See California Code of Regulations, title 8, Chapter 7, Subchapter 1, Article 2, Employer Records of Occupational Injury or Illness for details on which employers are obligated to report and other requirements

Reporting COVID-19 Cases to Cal/OSHA

- In addition to the recordkeeping requirements discussed above, California employers must also report to Cal/OSHA any serious illness, serious injury or death of a worker that occurred at work or in connection with work within eight hours of when they knew or should have known of the illness, see section 342(a) of the Cal/OSHA Regulations pertaining to reporting work-connected injuries for more information. This includes a COVID-19 illness if it meets the definition of serious illness.
- A serious illness includes, among other things, any illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, see section 330(h) of Cal/OSHA Regulations for definitions. This means that if a worker becomes ill while at work and is admitted as in-patient at a hospital — regardless of the duration of the hospitalization — the illness occurred in a place of employment, so the employer must report this illness to the nearest Cal/OSHA office. Reportable illnesses are not limited to instances when the worker becomes ill at work. Serious illnesses include illnesses contracted “in connection with any employment,” which can include those contracted in connection with work but with symptoms that begin to appear outside of work.



- Reports must be made immediately, but not longer than eight hours after the employer knows or with diligent inquiry would have known of the serious illness. For more information on reporting and recording requirements, please visit Cal/OSHA, Recording and Reporting Requirements for COVID-19 Cases Frequently Asked Questions and Department of Fair Employment and Housing’s Employment Information on COVID-19.

Considerations for Employers to Communicate Identified Cases of COVID-19 to Workers

- Employers must make every effort to maintain the confidentiality of workers with suspected or confirmed COVID19 infection when communicating with other workers. Employers should refer to the guidelines issued by DFEH and EEOC. Employers must notify all workers who were potentially exposed to the individuals with COVID-19. Employers should work collaboratively with workers to gain access to healthcare necessary to address the workers exposure, which may be especially important for those with high-risk medical conditions (e.g., immune compromise or pregnancy). Close contacts of cases should be given instructions on home quarantine and symptom monitoring, information regarding the closest COVID-19 testing sites, referral to their LHD. Provide any workers who are sent home before or during a shift with information about what to expect after they are sent home (e.g., instructions to contact their medical provider or LHD about testing, and information regarding sick leave rights under federal, state, and local laws and company policies, return-to-work requirements). Include worker representative groups in communicating strategies.



APPENDIX B: COVID-19 Prevention Program – Training

Training for our COVID Prevention Program (CPP) required by Cal-OSHA includes many elements and most of those elements can be met with the on-line training link below. The remaining elements will be specific location training on the CPP and items related to the employee's location

Managers & Supervisors Training:

- <https://trainingacademy.dir.ca.gov/covid-19-training-for-california-employers>
- You will need to sign up to start the 24 min course.
- Modules 1-7 will be the same for the employee course.
- To clarify a few items mentioned in the training (modules 8-9):
 - Health Services will report to Local Government Health Agency when needed/outbreaks.
 - Risk Management will complete the OSHA 300 log
 - Risk Management is working with each location on the COVID-19 Prevention Program and will be distributed when completed.
 - Employees should report any symptoms, exposure, or positive for COVID-19 to their supervisor/manager and then they would report all COVID-19 cases to Location Management (i.e., VPA, Police Chief, Dir. Of FM, Dir at DO).

Essential Employee Training:

- Employees will need to sign up to access the course
- Course is 17 minutes
- Certificate is emailed to the employee and they would send to the supervisor for tracking and signing.
- <https://trainingacademy.dir.ca.gov/covid-19-training-for-california-workers-1>



APPENDIX C: LRCCD Sanitizing & Disinfecting Schedule and Guidance During COVID-19



LOS RIOS
COMMUNITY
COLLEGE DISTRICT



ARC
AMERICAN
RIVER
COLLEGE



EST. 1970
COSUMNES
RIVER COLLEGE



FOLSOM
LAKE
COLLEGE



EST. 1916
SACRAMENTO
CITY
COLLEGE

Sanitizing & Disinfecting Schedule and Guidance During COVID-19

The Los Rios Community College District (LRCCD) has developed this Sanitizing & Disinfecting Schedule and Guidance during COVID-19 based on the local, county and state agency guidance for sanitizing and disinfecting, state regulations and assembly bills as well as recommended practices and procedure for helping to prevent the spread of the virus that causes COVID-19. LRCCD Custodial teams have increased the frequency of daily sanitizing and disinfecting practices to ensure LRCCD facilities continue to stay safe and healthy for our Los Rios community. This guidance is being provided in addition to the practices and efforts already being taken by our Custodial departments. It shall also serve as guidance for Los Rios employees for their roles and responsibilities in slowing the spread of the virus. This guidance is intended to be a living document that will change based on the best available information moving forward. This guidance and schedule including any and all changes, are rooted in our commitment as a district to protect the health and safety of our employees and students.

- **High-Touch Surfaces** – Tables, doorknobs, light switches, countertops, handles, student desks, toilets, faucets, sinks, handrails, elevator buttons will be sanitized/disinfected by the Custodial staff; sanitize/disinfect one to two times a day* depending on use or additional upon request
- **Classrooms** – Classrooms will be sanitized/disinfected in between classes, with an increased focus on high-touch surfaces. Custodians will utilize misters that contain green disinfecting properties to quickly and effectively sanitize the space. This process will take approximately 10 minutes for application and drying time, so it is imperative that instructors encourage students to exit the classroom promptly after instruction is complete. Disinfectant supplies and materials will be provided in each classroom where there is on-ground instruction so employees can sanitize/disinfect any personalized equipment, shared object or worksurface as necessary. Each classroom in-use will be sanitized/disinfected at the end of each day.
 - ***We propose two separate options for the sanitizing/disinfecting schedule of Classrooms/Labs:***
 - 1) Summer Session – During the summer session, the Custodial team will use misters to sanitize/disinfect the classrooms/labs in between and after classes/labs



- 2) Fall Session – Starting in the fall, the Custodial team will move to misting the classrooms/labs in use to twice daily
- **Electronics** – Such as touch screens, keyboards, mice, remote controls, etc. These surfaces are the responsibility of the on-ground instructor or students to sanitize/disinfect before and after in-person instruction. Disinfectant supplies and materials will be provided in each classroom where there is on-ground instruction, with refills available upon request from Campus Operations.
- **Restrooms** – Restrooms in buildings that are in-use will be sanitized/disinfected twice a day with misters. Custodial will monitor soap supplies in restrooms, however, if you notice soap getting low, please contact Campus Operations.
- **Labs** – Users are responsible for the sanitizing/disinfecting of their lab benches, sinks, and all instructional equipment as done pre-COVID-19. Custodial will continue to sanitize/disinfect the labs, however, certain labs containing equipment that cannot be misted, will be the responsibility of the department to sanitize/disinfect. Disinfectant supplies and materials will be provided in each space where there is on-ground instruction, with refills available by request from Campus Operations. Labs will follow the same process and schedule as Classrooms for sanitizing/disinfecting.
- **Work Rooms and Break Areas** – Employee work and break rooms in buildings that are being utilized will be sanitized/disinfected twice daily. Custodial staff will sanitize/disinfect high-touch points in these areas such as tables, door knobs, countertops, light switches, etc. Disinfectant supplies and materials will be available in each work room, and employees will be responsible for sanitizing/disinfecting office machines, such as the copier, before and after each use. Trash will be emptied at the end of each day.
- **Conference Rooms** – Virtual meetings are preferred; however, any use of on-ground conference rooms must be pre-approved through Campus Operations. Disinfectant supplies and materials will be provided upon request for users to sanitize/disinfect their areas upon completion of meetings. All conference rooms that are scheduled for use will be thoroughly sanitized/disinfected by Custodial after use.
- **Gym** – Considered a classroom for purposes of this schedule and shall follow the same process for sanitation/disinfection
- **Outdoor facilities** – Outdoor areas, including enclosed areas such as dugouts, team rooms, outdoor weight rooms, horticulture, etc., require a standard normal cleaning process by Custodial. The Athletic Departments are responsible for additional sanitizing/disinfecting of outdoor surfaces as they feel necessary.
- **Individual Offices** – Employees will continue to be responsible for sanitizing/disinfecting their own workstations and office spaces. Disinfectant supplies and materials are available upon request from Campus Operations.



- **Cafeteria:** Food service providers are responsible for sanitizing/disinfecting their kitchen throughout the day during business hours. Campus custodial staff will sanitize/disinfect high-touch points in the cafeteria twice daily and utilize misters to sanitize/disinfect the cafeteria common area at night.

In addition to the standard daily sanitizing/disinfecting practices listed above, all Custodians have been trained to provide rapid response to sanitize/disinfect an area on campus when notified of a potential or confirmed positive COVID-19 case. For additional information on these procedures, please contact Campus Operations to obtain a copy of the College Standard Operating Procedures.

*Increased sanitation/disinfection is available upon request by Custodial. Requests will be taken in order of receiving

**Specific interim guidance by the California Community Colleges Athletic Trainers Association (CCCATA) Sport Specific COVID-19 Event Recommendations are being taken by the LRCCD Athletics Departments. <https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:53156202-ec91-4e42-8551-75e532e1d841>

Resources

The LRCCD standard procedures for sanitizing/disinfecting during COVID-19 was created based on guidance from the Center for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), U.S. Department of Labor, Occupational Safety and Health Administration (Cal/OSHA)

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

<https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>

<https://www.osha.gov/sites/default/files/publications/OSHA3990.pdf>

<https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:3847511b-7152-4bac-895c-7f8ff1b4348d>

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:53156202-ec91-4e42-8551-75e532e1d841>

Summary of Changes

04/13/21 - Document developed by the Campus Operations Directors of Administrative Services

04/14/21 – Reviewed by the Campus Vice Presidents of Administration on 4/14/21



APPENDIX D: Campus Equipment Log

AMERICAN RIVER COLLEGE Campus Equipment Log					
Qty	Item Description	Serial No.	Model No.	Department	Room No.

If you are checking out equipment from work to use while in Remote Operations, please fill out the above, print your name and sign below, and have your Area Manager sign and forward to Cheryl Sears at searsc@arc.losrios.edu.

_____	X	_____
PRINT NAME		SIGNATURE
_____	X	_____
AREA MANAGER/DIRECTOR OF OPS		SIGNATURE
		DATE



APPENDIX E: Driving Pattern for Drop-Off/Pick Up



CAMPUS MAP

Construction is impacting access to some campus walkways. The **red areas** show construction zones **with no access**.



A-Z Classroom List

Arts & Science	(AS101-AS112)
Child Development Center	CDC (CDC300's)
Computer Math Complex	CMC (CMC400-499)
Davies Hall	(D100-401)
Environmental Resources	ER (ER1-3)
Fine & Applied Arts	(500's)
Health & Education	EMT (CDC 100's)
Health & Education-North	HE-N (700-702)
Health & Education-South	HE-S (710-771)
Howard Hall	(H100-H171)
Kinesiology & Athletics (PE)	(200-289)
Learning Resource Center	LRC
Portable Village	(600's)
Raef Hall	(160-162)
Science	(400's)
Technical Education	TECH ED (300-399)

- Daily Parking Permit
- Defibrillator
- Health Center
- Emergency telephones



APPENDIX F: Contact Information

ARC COVID-19 Positive Test/Exposure

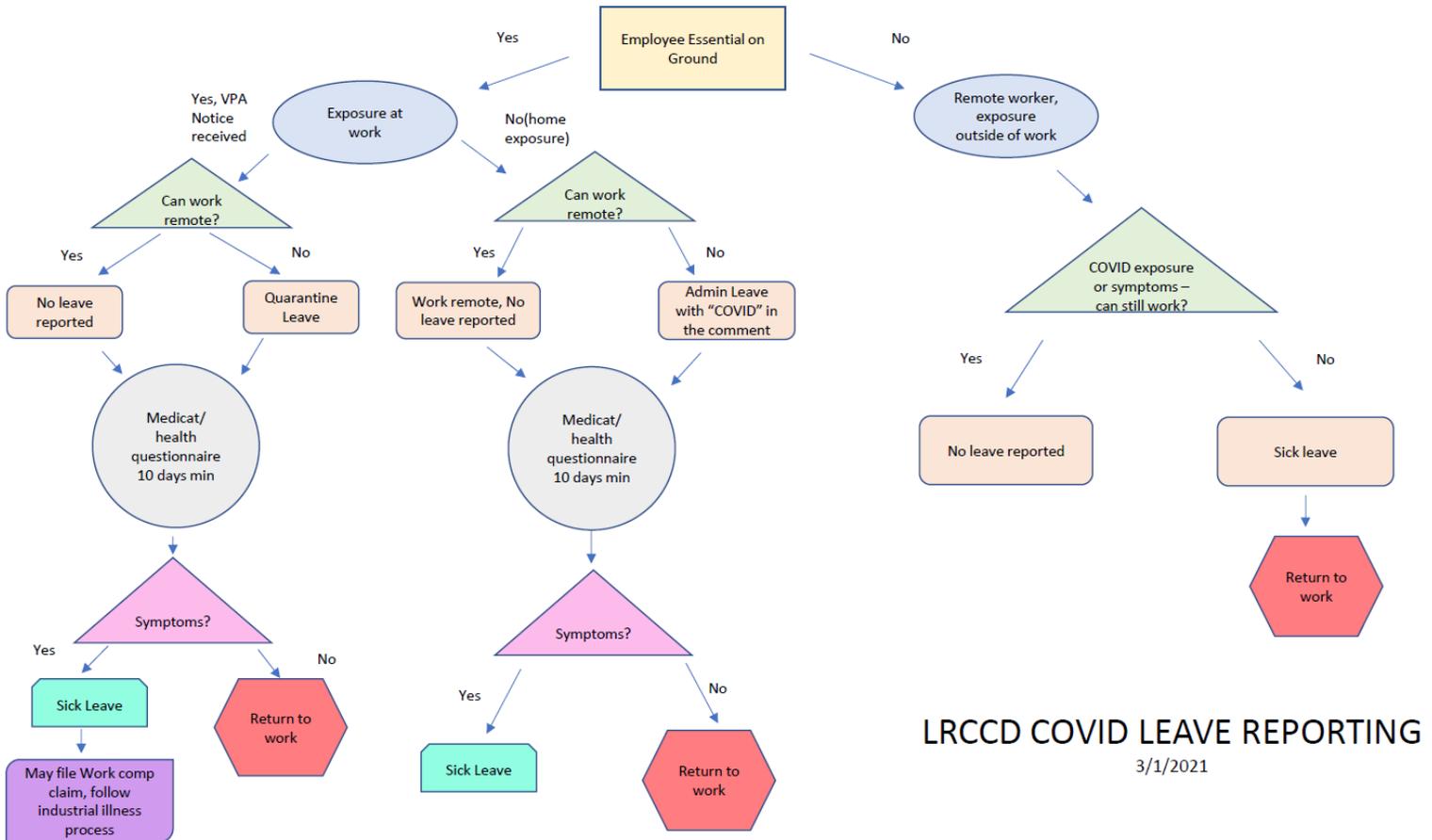
- COVID-19 Response Case Form, located on the Campus Operations webpage:
 - Campus Ops Webpage: <https://inside.arc.losrios.edu/campus-operations>
 - COVID-19 Response Case Form: https://lrccd.formstack.com/forms/covid_case_response

ARC Campus Operations

- I. Cheryl Sears, Director of Administrative Services/Operations; Safety Officer for ARC
 - Phone: (916) 484-8320
 - Email: cheryl.sears@arc.losrios.edu
- II. Annaliese Pennell, Administrative Assistant
 - Phone: (916) 484-8350
 - Email: pennela@arc.losrios.edu
- III. Tommie Hall, Custodial Supervisor
 - Phone: (916) 484-8256 – Direct
 - Custodial: (916) 484-8255
 - Email: tommie.hall@arc.losrios.edu
- IV. Daniel Edwards, Custodial Supervisor
 - Phone: (916) 484-8782
 - Email: daniel.edwards@arc.losrios.edu
- V. Matthew Blevis, Campus Operations Supervisor
 - Phone: (916) 484-8460
 - Email: matthew.blevis@arc.losrios.edu
- VI. Erika Wescoatt, Operations Technician
 - Phone: (916) 484-8460
 - Email: wescoae@arc.losrios.edu
- VII. Lori Shull, Operations Technician
 - Phone: (916) 484-8832
 - Email: lori.shull@arc.losrios.edu
- VIII. Campus Operations Main Line
 - Phone: (916) 484-8300
 - Email: arc-operations@arc.losrios.edu
 - Student Return Email: studentreturn@arc.losrios.edu



APPENDIX G: LRCCD COVID-19 Leave Reporting Flowchart



LRCCD COVID LEAVE REPORTING
3/1/2021

For more information regarding COVID-19 Leave Reporting, please contact your Manager or Supervisor.



APPENDIX H: Summary of Changes

- Updated August 2, 2021 to include the Los Rios Mask Update and how to update your Vaccination status in Employee Self Service
- Updated July 6, 2021 to include revised regulations that reflect the state’s latest COVID-19 public health guidance. The updates include changes to face coverings and physical distancing requirements; removal of guidelines for Athletics and Guidance for Use of Face Coverings document; removed any reference to physical distancing requirements or associated equipment necessary to comply mentioned in Classroom & Facility SOP
- Updated April 13, 2021 to include LRCCD Sanitizing & Disinfecting Schedule and Guidance During COVID-19
- Updated March 10, 2021 to modify Notification Protocols and add the LRCCD COVID-19 Leave Reporting Flowchart
- Updated March 10, 2021 to add QT Plus to the list of disinfectants used
- Updated February 17, 2021 to include Campus Operations website for reporting COVID-19 exposures and confirmed positives
- Updated February 8, 2021 to update Notification Protocols
- Updated February 5, 2021 to include Specific Interim Guidance for Collegiate Athletics
- Updated January 20, 2021 to include ARC’s updated protocol for visitors. Added the Campus Visit Verification Forms for Arrival and Departure, the LRCCD COVID-19 Symptom Tracker and CPP Training Instructions for Managers & Supervisors
- Updated January 20, 2021 to include updated Guidance for Use of Face Coverings from California Department of Public Health.



APPENDIX I: Resources

Sacramento County COVID-19 Public Health Order.

<https://www.saccounty.net/news/latest-news/Pages/Sac-County-Public-Health-Issues-New-Health-Order.aspx>

Revisions to the COVID-19 Prevention Emergency Temporary Standards Frequently Asked Questions.

<https://www.dir.ca.gov/dosh/coronavirus/Revisions-FAQ.html#whatchanged>

Center for Disease Control and Prevention. <https://www.cdc.gov/> ;

Los Rios Community College District COVID19 Webpage. <https://losrios.edu/coronavirus>

California Department of Industrial Relations / Cal OSHA – COVID-19 Industry Guidance: Institutions of Higher Education. <https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

CDPH – COVID-19 Employer Playbook. [COVID-19 Employer Playbook Supporting Safer Environments for Workers and Customers \(ca.gov\)](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Employer-Playbook-Supporting-Safer-Environments-for-Workers-and-Customers.aspx)

CDC’s Considerations for Institutions of Higher Education. <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

CDC’s Cleaning and Disinfecting Your Facility. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Cleaning and Disinfection of Non-emergency Transport Vehicles. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

About List N: Disinfectants for Coronavirus (COVID-19). <https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>

Guidance on Preparing Workplaces for COVID-19.

<https://www.osha.gov/sites/default/files/publications/OSHA3990.pdf>

California Department of Public Health (CDPH) Guidance for the Use of Face Coverings.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

CDC’s Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools. and Homes.

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:3847511b-7152-4bac-895c-7f8ff1b4348d>

CCCATA Sport Specific COVID-19 Event Recommendations.

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:53156202-ec91-4e42-8551-75e532e1d841>