



2021 COVID-19 Campus Preparedness Plan



**SAN JOAQUIN
COLLEGE OF LAW**

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Campus Reopening and Preparedness

We welcome back to campus all of our students and workforce. The continued health and well-being of our campus community is our highest priority. Therefore, San Joaquin College of Law (SJCL) has developed this written COVID-19 emergency preparedness plan to assist in offering in-person instruction and support services to our students.

SJCL continues to monitor the [coronavirus respiratory disease](#) (COVID-19), which since December of 2019, has spread throughout the world. For information about COVID-19 cases in Fresno County, please visit the [Fresno County Department of Public Health \(FCDPH\) website](#). We will make updates to these safety measures and protocols based on the community spread and health guidance from federal, state, and local health agencies.

We have added a list of [FAQs](#) to our website which we will continue to update. Should you have additional questions about the SJCL COVID-19 plan, you may contact:

Beth Pitcock, Director of Human resources, bpitcock@sjcl.edu
Logan Tennerelli, Dean of Students, ltennerelli@sjcl.edu
Justin Atkinson, Academic Dean, jatkinson@sjcl.edu
Janice Pearson, Dean, jpearson@sjcl.edu

Effective August 9, 2021, students, faculty and staff who are on campus for the fall term are required to be immunized against SARS-CoV-2, the virus that causes COVID-19. The rise in COVID-19 cases and the overwhelming majority of current research indicates that the delta variant of the COVID-19 virus is the most transmissible variant yet, and rates of COVID-19 infection are projected to steadily increase in areas with low vaccination rates.

To that end, students, staff and faculty will be required to send a copy of your vaccination card or digital verification of your vaccination status to a confidential Human Resources email address: hvac@sjcl.edu. Digital verification records can be found here: <https://myvaccinerecord.cdph.ca.gov/>.

SJCL's COVID-19 vaccination policy allows students and employees to seek medical and religious exemptions. Students requesting an exemption from the COVID-19 vaccine requirement due to a medical reason, or because of a sincerely held religious belief, must submit a request for an exemption through the SJCL administration. Final instructions and forms regarding the exemption process will be available soon.

Required Safety Protocols to Enter the Building

Self-Health Screen

Upon arrival to campus, you must submit a self-health screen. Effective August 9th, we will officially move everyone (students, faculty, and staff) to a single online self-health screen. You can access the updated self-health screen three different ways:

- Click [Here](#)
- On our website at the top, click the RED tab labeled Coronavirus Info
- By scanning the QR code posted inside the building at each entrance

When you first sign into the SJCL Wi-Fi network when on campus, you will receive an auto-email alert from Director of Human Resources, Beth Pitcock to remind you to complete the self-health screen. If you have already completed the survey for that day or plan to be in the building for less than 15 minutes, please ignore the reminder. This email reminder it to ensure everyone’s participation.

Face Masks

Due to the Delta variant and recent guidance, SJCL requires anyone entering the building, **whether vaccinated or unvaccinated to wear facial coverings**. Signage to reinforce the requirement to properly wear masks is strategically placed throughout the building.

You may wear your own facial coverings. However, if you forget your mask, 3-ply masks will be available at the administrative offices, at the proctor desk, or the Human Resources Department.

The following are exceptions to the use of face coverings in our workplace:

- When you are alone in a room.
- While drinking in the building. However, we suggest you maintain distance to the maximize extent possible.
- Faculty may elect to remove their mask while teaching if more than 6-foot distance is maintained from any person.

Students who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or who communicate with a hearing-impaired person, may see an accommodation to our school’s masking policy. Accommodations will be considered on a case-by-case basis. To request an accommodation for the masking policy:

- Students should contact Dean of Students Logan Tennerelli (ltennerelli@sjcl.edu) and Law Program Coordinator Pat Smith (psmith@sjcl.edu).
- Staff or Faculty should contact the Director of Human Resources, Beth Pitcock (Bpitcock@sjcl.edu).

COVID-19 spread

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 within 6 feet of 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 the small droplets and particles that contain the 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.

General Information to Protect Ourselves and Others

It is important to consistently follow these steps:

- Become familiar with and [recognize symptoms](#) of COVID-19.
- Seek care immediately if you have [emergency warning signs](#), which include trouble breathing, persistent pain or pressure in the chest, new confusion, inability to stay awake or pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone.
- If you feel sick or you have had exposure to someone suspected or confirmed with COVID-19, we suggest you get tested 3-5 days after exposure. Click [Here](#) for FCDPH test sites.
- Practice good hygiene frequently – wash your hands, for 20 seconds each time, with soap and water; cover your mouth while coughing or sneezing (into the crook of your elbow rather than your hands is best); avoid touching your eyes, nose or mouth with unwashed hands.
- Properly wear face coverings while in the building, except with an approved ADA medical accommodation.
- Before coming on campus, get the COVID-19 vaccination. Click [Here](#) for vaccination sites.

Symptoms

Coronavirus (COVID-19) [symptoms](#) can include a high fever, cough, and difficulty breathing, similar to what you may feel with influenza or a bad cold. The incubation period (how soon the symptoms appear from the time of first exposure) for this virus appears to be 2-14 days.

Students

Students who are ill with COVID-19 symptoms should not attend in-person classes. If you are unable to attend class in-person, you can join via Zoom, but you will still be deemed absent for attendance purposes. Once a student exceeds the number of absences permitted for the course, you will be administratively withdrawn from the course. If you wish to remain in the class, you can submit a petition for reinstatement to the Law Coordinator and Dean of Students explaining the absence along with any necessary documents to support the petition.

If you are sick with COVID symptoms, we request that you complete the Student [COVID-19 Occurrence document](#), and contact Pat Smith, Law Coordinator psmith@sjcl.edu, or Beth Pitcock, Director of Human Resources, bpitocck@sjcl.edu Additionally, we suggest contact with a health care provider. Please refer to the section COVID-19 in the Building or Classroom.

Faculty and Staff

Faculty and staff who are ill with COVID-19 symptoms should stay home, contact their personal physician and contact your direct supervisor or Beth Pitcock, Director of Human resources, bpitcock@sjcl.edu.

Preventative Measures to Control COVID-19 Hazards

Physical Distancing

Until September 30, 2021, we are a mixed campus (vaccinated and partially vaccinated individuals), so layering safety measures like wearing masks and social distancing is important to minimize the spread of COVID-19. Signs are posted throughout the building to encourage distancing. We have arranged the classrooms with 3-foot social distancing between each seat. Please do not rearrange the classroom seats.

Where possible, we have always ensured physical distancing in the building by:

- Considering and identifying capacity limitations to reduce the number of persons in an area at one time.
- Posting visual cues throughout the building including signs on doors, walls, floors and in the classrooms and facilities.
- Posting maximum capacity in each classroom. To ensure social distancing, chairs will be either removed or disabled (caution tape added or shrink wrap) deeming the chair not useable. The distance in the classroom is set at a minimum of three feet.
- Encouraging single occupancy for small spaces such as elevators or workrooms.

Face Coverings

The Delta variant virus has been detected in asymptomatic individuals, including people who do not show any symptoms, who may be able to spread the virus. In light of the rise in Delta variant COVID-19 cases, the California Department of Public Health (CDPH) issued new guidance of the importance of wearing masks indoors.

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

Hand Sanitizing

Frequent hand washing is encouraged. Wash your hands, for 20 seconds each time, with soap and water; cover your mouth while coughing or sneezing (into the crook of your elbow rather than your hands is best); avoid touching your eyes, nose or mouth with unwashed hands.

Hand sanitizer dispensers are affixed close to each entrance in all designated office areas for immediate use upon entering and exiting. Each classroom is equipped with a wall mounted hand sanitizer unit. Additionally, we have added portable sanitizing stations throughout the building both upstairs and downstairs. The hand sanitizer is 60% plus ethyl-alcohol content.

Engineering Controls

Plexiglass barriers have been installed in traditionally high-volume areas: administration, library and clinic reception, and/or other exposed areas. Portable plexiglass shields are available for the classroom, or when meeting face to face with an individual upon request.

Ventilation

Our HVAC system has been updated with HEPA grade filters. The system is serviced by a licensed HVAC firm and filters are changed quarterly.

To the extent possible, windows and doors should be utilized to allow for natural outside air flow.

Cleaning and Disinfecting

Our maintenance department is onsite from 3:00 a.m.-2:30 p.m., August through May. Seven days a week, deep cleaning and sanitizing protocols occur throughout the building, excluding the summer months, when the building is closed on Sunday. Outside of each classroom, a cleaning schedule is posted. Multiple disinfectants are utilized throughout the building including:

- Omni Shield, an antimicrobial spray coating that can be applied to both porous and non-porous surfaces to inhibit the growth of odor and stain-causing bacteria. The application is every 90-days. Click [Here](#) for information chemical datasheet.
- Quick Defense, an immediate sanitizer and disinfectant. As a sanitizer, Quick Defense kills 99.99% of common disease-causing germs and viruses in 60 seconds. As a disinfectant, Quick Defense kills germs and viruses in 10 minutes. It is used frequently on high-volume areas such as door handles, and hard surfaces. Click [Here](#) for information chemical datasheet. We encourage you to wash your hands or use sanitizer after touching door handles and to regularly disinfect their keyboards, and desks.

Hand sanitizer dispensers are on the walls of our main offices (Administration, Admissions/Financial Aid, Accounting, Library, Faculty, NALC), all classrooms, restrooms, staff, and student lounges.

Free-standing sanitizer stations have been added in the hallways near the entrances.

Disinfecting wipes, disinfectant spray, hand sanitizer is available at the library proctor desk, Administration front desk and may be requested for spaces in the building by contacting [SJCL Maintenance](#).

Shared Equipment

Items that students come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools should not be shared, to the extent feasible.

Whiteboard pens for use in the classroom will be available from the proctor desk in the library and each classroom will have a bucket to drop the used items so they can be disinfected between uses and marked sanitized or cleaned before reissuing.

Located in the Library is a book sterilization unit. The sterilizer uses a UV-C lamp that allows us to quickly sanitize books. The unit may also be used to sanitize other items like phone, keys, etc. Items such as food, drink, should not be placed in the unit.

The UVC light kills germs like viruses and bacteria through damaging molecules like nucleic acids and proteins. This makes the germ incapable of performing the processes that it needs to survive.

Eating in the Building

Due to the increased presence Delta variant Covid-19 virus in the county and the mixed vaccination status of the campus community, food consumption in the building is prohibited. We understand this is inconvenient. Until this is modified, we will make available portable tables and chairs which can be used outside. Please contact the library proctor or other SJCL staff for questions.

COVID-19 in the Building or Classroom

Time is of the essence when managing COVID-19 spread. Please do not come to class if:

- you are sick and experiencing new COVID like symptoms
- you have been in close contact with someone who has been diagnosed positive for COVID whether you have received the vaccine or not
- You have tested positive for COVID

To notify SJCL administration of one of the above circumstances, you will need to complete a COVID-19 Occurrence Report, Click [here](#) for a link to this report.

- You may be required to quarantine for up to 14 days after the last known exposure to a COVID-19 case.
- If you are fully vaccinated and without symptoms or have recovered from a COVID-19 case in the past 90-days, you may not need to quarantine.
- The CDC still suggest that you get tested between 3-5 days after the close contact with COVID-19 cases.

Investigating and Responding to COVID-19 Case

A COVID-19 case is defined as a person who: has a positive COVID-19 test; or a positive COVID-19 diagnosis from a licensed health care provider; or is subject to a COVID-19-related order to isolate issued by a local or state health official; or has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

Once a COVID-19 case is confirmed within the building, SJCL administration will notify those that may have been in close contact. Close contact is within [6 feet of an infected person](#) or in the case of the classrooms 3 feet (laboratory-confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period (*for example*, three individual 5-minute exposures for a total of 15 minutes).

The information of potential exposure will be determined from the names on campus provided through the self-health screen for the infections period.

An infected person can spread COVID-19 starting from 2 days before they have any symptoms (or, for asymptomatic person, 2 days before the positive test collection date).

Written notification to those who have been potentially exposed will be in a manner that does not reveal the COVID-19 case's personal identifying information. Testing site information will be made available to potentially exposed students or employees, if necessary.

A person who was fully vaccinated before the close contact and has no symptoms or a person who recovered from COVID-19 in the past 90-days and has not developed COVID-19 symptoms since the exposure will not need to quarantine.

All medical records will be kept confidential and will be not disclosed or reported without the employee's express written consent to any person, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Outbreak or Major Outbreak Status

SJCL is required to report COVID-19 cases to the Fresno County Health Department. An outbreak status may result in modification to the class which may include providing virtually.

Outbreak

An outbreak is three or more COVID-19 cases within a 14-day period.

Major Outbreak

Major Outbreak is twenty or more COVID-19 cases within a 30-day period.

In either of these scenarios, all persons in the exposed group, regardless of vaccination status, must wear face coverings when indoors, or when outdoors and less than six feet from another person, unless an exception applies.

Quarantine Guidelines

If an order to isolate or quarantine is issued by a local or state health official, you will not be able to return to in-person class until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective and the following:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- **At least 10 days have passed since COVID-19 symptoms first appeared.**

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to the classroom until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

An exception applies if:

- You can verify that you have had COVID-19 in the preceding 90 days and has remained symptom free.
- A fully vaccinated person exposed to COVID-19 does not need to be excluded from class unless they develop symptoms, in which case the exclusion requirements are the same as for unvaccinated employees.

Communication

Our goal is to ensure that we have two-way communication with the SJCL community in a manner which is readily understandable, and that it includes the following information:

- Reporting any hazards, without fear of reprisal, with the understanding that we all have a duty to ensure a safe workplace.
- Reporting of COVID-19 symptoms and possible hazards immediately to SJCL verbally, by email and through the submission of the COVID-19 Occurrence report online at www.sjcl.edu under Coronavirus Information tab.
- Testing is an important tool to prevent or reduce the outbreak of COVID. Testing locations are available on the www.sjcl.edu site, or the [Fresno County Public Health](http://www.fresno.gov) web site.
- Vaccinations are key to stopping the spread of the COVID-19 variants. Review the [FAQs](#) about vaccines.

Correction of COVID-19 Concerns

Should any member of the SJCL community identify a concern and/or hazards, they are encouraged to bring it to the attention of the Director of Human Resources, or Facilities Manager, so the situation can be evaluated for correction. Please complete a [COVID-19 Hazard form](#) and email it to bpitcock@sjcl.edu.

COVID-19 Resources

For general information about COVID-19, visit the following local, state and federal health agency websites.

[CDC COVID-19 General Information](#)

[CDC Current Situation Summary](#)

[Coronavirus \(COVID-19\) in California](#)

[Fresno County Dept of Public Health Updates](#)

[Fresno County COVID-19 Vaccine Schedule](#)

[World Health Organization WHO, MythBusters](#)