

Victor Valley College District
COVID-19 Protocol and Procedures

*Information contained in this document pertains to VVC's main campus,
the Regional Public Safety Training Center, SCLA, and all off-site or satellite locations*

Superintendent/President's Message

The College considers COVID-19 a serious public health concern and is actively monitoring the situation and sharing updates on the best information and advice from our country's public health officials. The health and safety of our students, employees, and our surrounding community is our highest priority. Since our laws state that education is an essential service to our community, we also carry the mandate to do everything possible to continue the education of our students.

To prepare for the possible community transmission of COVID-19, Victor Valley College administrators are reviewing and implementing this plan for emergency operations in collaboration with local health departments, ensuring the plan includes strategies to reduce the spread of infectious diseases and emphasizes preventive actions for students and its employees. Consequently, Victor Valley College has transitioned as many of its classes and labs to a distance learning modality as is currently possible. The four scenarios presented in this plan are intended to be a guide in the decision making processes, while we deal with this very fluid and every changing landscape. Going forward, all classes now online will be held as scheduled beginning March 30, 2020 through the end of the spring term. Classes or labs which were not able to transition to distance learning will continue to meet face to face in Scenarios 1 and 2. If the situation progresses to Scenarios 3 or 4, then these face to face classes and labs will be postponed until further notice.

As with any virus, especially during the flu season, there are a number of steps everyone can take to protect their own health and the health of those around you. These steps include staying home when sick, appropriately covering coughs and sneezes, cleaning frequently touched surfaces, and washing hands often. We ask that all students and employees exercise proper hand washing strategies, including washing with soap and water for at least 20 seconds and using hand sanitizer that contains at least 60 percent alcohol if soap and water are not available. Students and employees faculty should not attend class or work when sick. Victor Valley College maintenance employees are routinely cleaning frequently touched surfaces on campus. The college will continue to keep students and the community informed of any other usual campus schedule changes or cancellations. It is our goal that we ensure the safe operation of the college during this period, and I want to assure members of our campus and our community that we are diligently working to maintain a safe, informed and healthy campus.

Thank you and stay safe,

Dan Walden

Background

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The outbreak first started in China, but cases have been identified in a growing number of other areas, including the United States.

Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19. Symptoms can include fever, cough, difficulty breathing, and shortness of breath. The virus causing COVID-19 is called SARS-CoV-2. It is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby.

Close contact increases your risk for COVID-19, including:

- Being within approximately 6 feet of an individual with COVID-19 for a prolonged period of time.
 - Social Distancing (maintaining two arm-lengths) is strongly recommended
- Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.
 - Safe Hygiene practices are required

[Click this link to learn more about protecting yourself and others.](#)

To ensure the Victor Valley College campus community is adequately informed on how to protect themselves from exposure, the College has outlined protocols and procedures that include:

- Education and Awareness
- Protocols for Containment and Safe Campus Operation
- Protocols and Procedures to Initiate Campus Closure should it become necessary

Education and Awareness

In response to the recent concerns about the coronavirus (COVID-19), Victor Valley College (VVC) is raising awareness of the necessary precautions that the community should follow. To date, VVC considers COVID-19 to be a serious concern that requires the education and cooperation of the college community. In order to prevent misinformation and miscommunication within the VVC community, campus administration is raising awareness by:

- Posting flyers with disease prevention guidelines around the VVC campus bathrooms, classrooms, food court, offices, off-campus sites, etc.
- Using educational videos from credited sources to inform students and employees about the latest news and appropriate prevention measures.
- Increasing accessibility to current and credible information by providing updates on the college website.
- Sending mass emails (via vvc.edu) to the campus community to inform of any important news, protocol changes, or suggestions from administration.

Protocols for Containment and Safe Campus Operation

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.

If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact with people who are sick.

Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

Avoid sharing food, drinks, and clothing with others.

Stay home if you are sick, except to get medical care. Call “211” for access to medical or other resources.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

Throw used tissues in the trash. Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

If you are sick: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider’s office. If you are not able to wear a facemask (for example, because it causes trouble breathing).

How the College is Addressing COVID-19

The campus is using a phased approach under the following four scenarios:

Scenario 1 - Prevention and Preparation: No confirmed cases in the High Desert Community

Scenario 2 - Heightened Alert: No cases on campus but confirmed spread in the High Desert Community

Scenario 3 - Direct Impact: One or more confirmed cases on campus

Scenario 4 - Significant Direct Impact: Department of Health designates campus as isolation site or advises campus to close, or due to other escalating events.

SCENARIO 1 - PREVENTION AND PREPARATION: Prior to the first confirmed case of the COVID-19 in San Bernardino County, campus administration took the following steps to mitigate the spread of infectious disease, including COVID-19:

- Reviewed and updated VVC’s Emergency Operations Plans (EOP);

- Activated the Emergency Operations Center (EOC) and assigned Incident Command Staff (ICS): Incident Commander - Chief of Police;
- Established a Crisis Leadership Team (CLT) for strategic planning;
- Established an Emergency Response Team (ERT) for operational implementation;
- VVCCD Board of Trustees adopted Resolution 20-05 authorizing the Superintendent/President to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and employees of the District;
- Implemented immediate safe hygiene protocols; sanitizing common student spaces, public areas, offices, and classrooms; and
- High-risk employees as identified by state and local officials are encouraged to follow recommendations as prescribed.

Actions Taken

The President's Office communicates regularly with the campus community through the campus Public Information Officer (PIO).

The PIO updates the VVC website as the most current source of information for the campus community.

As possible exposure or active cases are identified, the Incident Command Officer is notified.

As per state and local directive, large campus events have been postponed or canceled.

Non-essential travel is suspended until further notice.

Protocols for those remaining on campus will include the use of virtual meetings and practice social distancing.

Managers will identify essential functions for their respective departments. They shall also assess employees for the ability to work remotely, e.g. assess whether they have the proper equipment, i.e. computer, laptop, internet, and phone.

March 16 - March 29, instructional and counseling faculty and all employees underwent training to prepare for the transition of classes from face-to-face to a distance learning modality.

Student support services, including one-stop services and academic tutoring are expanded and support is provided to students with on-line services.

The College is providing training and assistance to students in accessing the online modalities. In addition, Student Services is providing training for students in how to be successful in an online environment.

All campus offices and services remain open and face-to-face classes which were not able to be moved online will resume.

All spring sports have been cancelled as per CCCAA.

SCENARIO 2 - HEIGHTENED ALERT: When there is confirmed community spread in the High Desert.

Student support services, including tutoring, library, and the bookstore, will only be available online or by phone. The College will be closed to the public and all students except those taking face-to-face labs. Employees will continue to work on campus, except in cases where working remotely has been approved.

During heightened alert, face-to-face labs will follow a strict protocol allowing for appropriate social distancing and other pertinent hygienic practices, possibly necessitating a rotation of the number of students in the labs.

SCENARIO 3 - DIRECT IMPACT: When one or more confirmed cases on campus have been identified.

All face-to-face classes will be suspended. Students will be notified of their options.

As much as practical, employees will be directed to work remotely. Those remaining on campus shall practice mandated social distancing, which may include relocation of furniture or offices.

The campus will remain closed to visitors and students. Only employees shall be allowed on campus.

SCENARIO 4 - SIGNIFICANT DIRECT IMPACT: In consultation with the Department of Health (DOH), the Superintendent/President may determine campus closure and what length of time is warranted, e.g. campus is designated as an isolation site, DOH advises or mandates closure, or due to other escalating events.

Only employees designated to perform essential functions shall be allowed on campus. All other employees shall work as directed remotely.

All employees and students shall remain diligent in checking their email, phone messages and the college website regularly for further directions and information. It is important employees understand that they are still in paid status and expected to respond to any requests for assignments during their normal work hours.

The timing of return of students and employees and any additional steps needed for the campus to reopen, will be determined in consultation with the local public health department.