

MCCD COVID-19 Room-Specific Protection Plan

Purpose of this Document

The purpose of this document is to outline the maintenance of a safe, clean environment for employees and students scheduled to be in SMN 108, Kentfield Campus. This Room-Specific Protection Plan (RPP) is a sub-document of the College's Site-Specific Protection Plan (SPP). Please be advised that circumstances are changing rapidly, and this RPP and SPP may be outdated and need revisions. For the most current information, please visit COM's COVID-19 webpage at <http://www1.marin.edu/news/coronavirus-covid-19-updates-and-resources>.

**This COVID-19 Room-Specific Protection Plan was most recently updated on:
August 25, 2020**

The person(s) responsible for implementation of this Plan is:

<u>Jeff Marozick</u>	<u>Chief of Police, Marin Community College District Police Department</u>
Name	Title

I, Jeff Marozick certify that all employees have been provided a copy of it and have reviewed it and received training as required in the SPP.

<u>Jeff Marozick</u>	_____
Name	Signature

Individual Control Measures and Screenings

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted. For the fall 2020 semester, only a small number of faculty and students will come on campus as approximately 90% of course offerings will be online.
- Class sections have been scheduled to comply with occupancy limits for required physical distancing and to allow for enough time in between class meetings for cleaning.
- All employees and students entering this room have been provided with or have administered to themselves symptom screenings prior to arrival. Screening follows [CDC Guidelines](#).
- Employees and students who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work or student may return to campus.

- Face coverings are required when employees and students are in this room. Face coverings are required when in the vicinity of others. Face coverings are not shared.
- Employees take reasonable measures to communicate with students and the public that they should use face coverings.
- Employees and students are provided with all required protective equipment (i.e., face coverings) to be worn properly at all times.
 - Employees are provided with:
 - Surgical masks or N95 masks (faculty member's choice) for faculty, up to one per week of in-person instruction. Faculty who want N95 masks should ask the dean/director who will submit a SchoolDude request.
 - Face shields for faculty upon request, up to one per semester. Faculty should ask the dean/director who will submit a SchoolDude request.
 - Students are provided with:
 - Surgical masks for students, up to one per week of in-person instruction. The College may substitute N95 masks at its discretion. Students will obtain masks in class.
 - N95 masks for nursing students, up to one per week of in-person instruction (unless more required for nursing/clinical course needs).
- Employees and students may provide their own protective equipment provided that it is acceptable for COVID-19 prevention pursuant to current CDC guidance.
 - An acceptable face covering is one that: Fits snugly against the face, covers an individual's nose and mouth, and is secured under the chin.
 - These are a few examples of coverings that are **not acceptable**: Those with porous fabric or holes in the covering, including exhalation valves mesh or lace fabrics; those that cannot be secured under the chin, including bandanas and face shields (worn on their own); neck gaiters (also called multi-bands).
 - Face shields may be worn in addition to face coverings, but not in place of face coverings.

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly by custodial staff.
 - Commonly used surfaces are frequently disinfected **before** in-person instruction as follows:
 - Items cleaned/sanitized by custodial staff include:
 - Door knobs
 - Door knobs for doors leading directly to outside, where applicable
 - Chair seat backs (where people grab their chair to pull it out from a desk)

- Chair arm rests
- Desk tops
- Sink faucets
- Time permitting, regular custodial duties can be performed (i.e. high cleaning of AC vents, dusting, windows, cleaning chair adjustment levers, etc.)
- Note that keyboard, mouse, and other items not listed may not be cleaned or sanitized by custodial staff.
- Items cleaned/sanitized by the instructor of 112C Dr. Rebecca Werlin before each cohort and lab meeting include:
 - For BIOL 112C: All nondisposable materials used by students will be sanitized BEFORE students enter the lab. At the start of the lab each student will wipe down their work space. At the completion of the lab each student will wipe down their work space using alcohol wipes as instructed and overseen by the 112C instructor. There is a 30-minute window between Cohort 1 and 2, and between Cohort 3 and 4. Cohorts 1 and 2 are on Tuesdays and Cohorts 3 and 4 are on Thursdays. During the 30 minute window the instructor will sanitize all shared spaces such as door or faucet handles. Most of the materials used by students are disposable and will only be used by one student a single time. All materials will have been distributed to work stations BEFORE students enter the lab. Students will NOT have to move to access materials during lab.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use **during** in-person instruction as follows specifically for this room:
 - Items cleaned/sanitized by Dr. Rebecca Werlin instructor for BIOL 112C include:
 - BIOL 112C: Shared materials such as pipettes and microscopes, door handles, bench tops and chairs for between cohorts not separated by a day will be cleaned by students as instructed and overseen by 112C instructor and by the 112C instructor a second time before the next cohort enters (see below)
 - All other materials will not be shared between students and will be single use only for BIOL 112C
 - Instructions for items that are cleaned/sanitized by students will be written and posted at each station. These include the bench top and chair used by the student, students will only be expected to wipe down the surfaces they used using alcohol wipes. After the cohort leaves, and before the second cohort

enters, the instructor for 112C will re-clean and sterilize all these areas and materials.

- Room entrances and exits are equipped with proper sanitation products. Products used in this room include:
 - One spray bottle containing Waxie # 730 HP Disinfectant Cleaner, a hydrogen peroxide-based disinfectant ONLY instructor will use
 - One box surgical masks (each box has 50 masks)
 - One roll paper towels (BIOL 112C Instructor will prepare stack of paper towels for use by each students in each cohort)
 - Seven packages alcohol wipes (each package contains 60 wipes) (instructor for 112C can aliquot these out, should be replenished at least once between Tuesday and Thursday)
 - Seven bottle hand sanitizer containing 62% Ethyl Alcohol (received from CalOES)
 - One Waxie # 710 Multipurpose Disinfectant cleaner EPA registration # 1839-167-14994 properly diluted for instructor use
- Hand washing facilities will be made available for employees, students, and visitors and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.
- Sanitizing supplies are provided to promote employees' and students' personal hygiene etiquette. For this room, this includes:
 - No-touch trash cans
 - Paper towels
 - Hand soap
 - Adequate time for hand- washing
 - Alcohol-based hand sanitizers
 - Disinfectants
 - Disposable towels
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list. Products used in this room include
 - Waxie # 710 Multipurpose Disinfectant cleaner EPA registration # 1839-167-14994
 - Oxivir Disinfectant cleaners EPA registration # 70627-60
 - Waxie # 700 Disinfectant Cleaner EPA registration # 1839-166-14994.
 - Waxie # 730 EPA registration # 45745-11-14994
- Doors have signage indicating them as either *active* or *inactive* to reduce ingress and egress points.
- Classes with doors directly to the outside may be accessed through such doors or through other *active* doors. Instructors will provide students with maps showing the location of external doors. Such doors may be propped open during class.
- Hands-free devices have been installed, including a hands-free water faucet.

- Scheduled classes have been staggered with instructional use hours modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
 - BIOL 112C time has been factored into lab so that as students enter, students will wipe down their own areas BEFORE working, and at the completion of lab students will wipe down their areas again.
 - To reduce movement, the instructor will dispose of all materials. Between cohort meetings on the same day the instructor will sterilize all shared materials and door handles, bench tops, and used chairs using the Waxie 710 disinfectant.
 - For BIOL 112C time has been added into each lab and there is sufficient time for the instructor to sterilize between cohorts
 - There should be SEVEN sets of cleaning supplies so that each student station has a set and there is an instructor set. The instructor will guide each student cohort in proper cleaning of their areas. Students will only be expected to wipe down used surfaces/equipment using the alcohol wipes, the instructor will use the Waxie 710 disinfectant and manufacturer's instructions to sterilize between cohorts.

Physical Distancing Guidelines to Keep People at Least Six Feet Apart

- Classroom desk and station locations have been modified to ensure that individuals are able to remain at least six feet apart.
- All desks or individual workstations are separated by at least six feet, or employees and students otherwise maintain six feet of distance if workspace is limited.
- Tape or other markings have been placed at least six feet apart in areas where lines form with signs directing individuals to use the markings to maintain distance.
- 112C instructor will ensure only one student enters or leaves the room at any time to ensure six feet or more between students at all times.
- 112C instructor will ensure there is only 1 student and no queue at the handwashing area.
- There is no shared equipment such as balances, chemicals, or shared locations, during the lab in any scheduled lab in BIOL 112C so there is no need for students to congregate in one area.

Notification of COVID-19 Positive Case at this Room

- The College's SPP outlines standard protocols for all reports of positive cases, regardless of room.

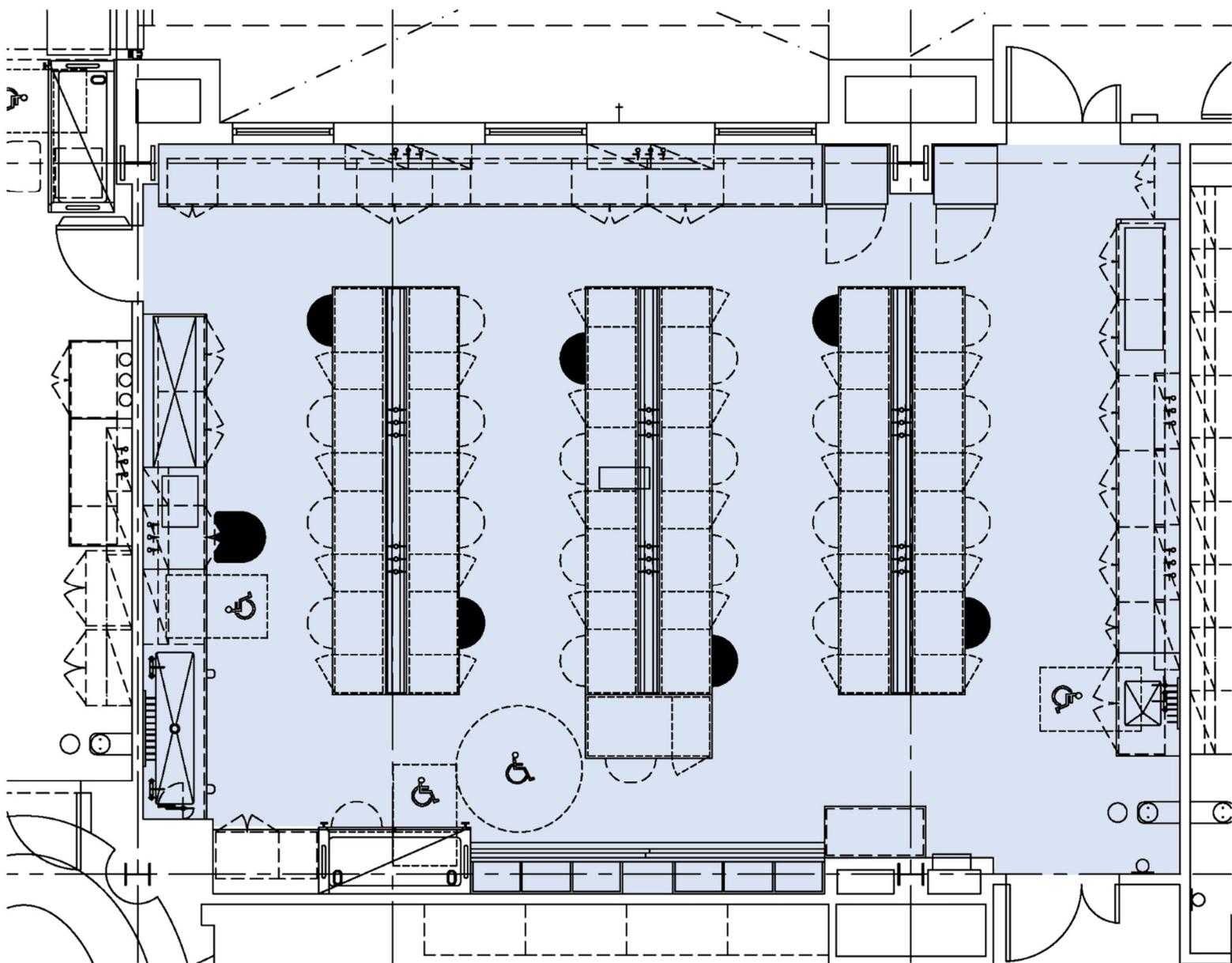
Training

Employees have been trained on the following topics:

- Information from the [Centers for Disease Control and Prevention](#) (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings to be washed after each shift.

Compliance and Documentation

- This room is regularly inspected for compliance with this RPP and the larger College-wide Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.



Revised Layout:

- Occupancy Per Social Distancing Guidelines: **1 Instructor**
6 Students
- Ratio of Students/Area: **1 Student/198 SF**

Classroom Background Information:

- Classroom: **SMN 108**
- Current Area: **1,190 SF**
- Occupancy per Code: **24**

Typical Laboratory Layout for SMN Labs
(Original 24 Student Capacity Laboratory)

Date: May 5, 2020