

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 114 Kentfield. 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. For the most current information, please visit COM's COVID-19 updates and resources 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 holes in the covering, including exhalation valves mesh or lace fabrics; those that cannot be secured under the chin, including bandanas and face shields (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.
 - Lab coats will be required and will be transported home in a plastic bag for washing in-between labs.

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 Lab Tech include:
 - Pre-lab:
 1. Lay out all materials that students will need at individual stations
 2. Clean/sanitize microscopes with 70% ethanol
 - Post-lab:
 1. Launder rags used for wipe-down
 2. Sanitize safety glasses
- Items cleaned/sanitized by Instructor include:
 - Pre-lab: spray all materials that will be handled by students with Waxie
 - Post-lab:
 1. Sanitize microscopes with 70% ethanol
 2. Sanitize exterior door handles with Waxie
 3. Sanitize bench top, chairs, drawer fronts, drawer handles, and inside of drawers with Waxie
 4. If any tech controls were used (shared computer, ports, buttons, etc) wipe down
- If used, sanitize incubator and refrigerator handles with Waxie 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 Instructor include:
 - Microscopes, if instructor needs to assist with focusing
 - Any materials that are needed unexpectedly (e.g. if a tube breaks and needs to be replaced)
 - Items cleaned/sanitized by students include:
 - Wipe down station with rag if still wet with hydrogen peroxide upon arrival

- Students will re-sanitize microscope after instructor assistance Instructions for items that are cleaned/sanitized by students will be written and posted at each station.
 - Instructions:
 - If you need help focusing your microscope:
 1. Raise your hand and let the instructor know you need help
 2. Instructor will ask you to move 6 or more feet away from the bench to a designated spot in the classroom
 3. Instructor will apply hand sanitizer and then clean the knobs and oculars of the microscope with 70% ethanol
 4. Instructor will help focus the microscope while wearing safety glasses to prevent ocular contact
 5. Instructor will clean the knobs and oculars of the microscope with 70% ethanol
 6. Instructor will move 6 or more feet away from the bench
 7. Student will return to microscope and sanitize microscope a second time by:
 - Spray cotton swab with 70% ethanol, then gently rub each ocular lens, using an circular motion.
 - Use 1 pre-packaged alcohol wipe to wipe down the rubber and plastic portions of the oculars.
 - Use 1 pre-packaged alcohol wipe to clean the coarse and fine focus knobs and stage control knobs, the nosepiece, and iris diaphragm knob
 8. You may now use your microscope
- 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
 - One box surgical masks (each box has 50 masks)
 - One roll paper towels
 - Six packages alcohol wipes (each package contains 60 wipes)
 - One bottle hand sanitizer containing 62% Ethyl Alcohol (received form CalOES)
- 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.
 - Waxie # 700 Disinfectant Cleaner EPA registration # 1839-166-14994.
 - Oxivir Disinfectant cleaners EPA registration # 70627-60
 - 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.
- Scheduled classes have been staggered with instructional use hours modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
 - Cohorts will meet on separate days throughout the semester
 - BIOL 240 will not be in the room on the same day as any other class except for Thursday 11/5/20. On that day, BIOL 224 ends at 12:30 and BIOL 240 starts at 2:40 pm, allowing 2 hours in-between for cleaning.
- HEPA fan for use in SMN 114
- Six tables, chairs, and extension cords to set up outdoor microscope stations in the exterior courtyard.

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.
- Students will be seated a minimum of 6 feet apart and will remain at their stations during lab unless they need to leave to use the restroom. Instructor will remain at front of classroom unless assistance is needed. If instructor needs to approach the bench, student will vacate and move to the wall until instructor is done at the bench.

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.

Dates of Room Use

- Instructor and 6 students max in-person:
 - Sep 1, 2, 3, 4, 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25, 29, 30
 - Oct 6, 7, 13, 14, 20, 21
- Instructor in-person only, students on Zoom:
 - Oct 1, 2, 8, 9, 15, 16, 22, 23
 - Nov 3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 19, 20
 - Dec 1, 2, 3, 4
- Tuesdays and Thursdays: 2:40 pm – 5:30 pm
- Wednesdays and Fridays: 9:40 am – 12:30 pm

BIOL 240 Microbiology COVID-19 safety protocol

Schedule:

- Students will be in 4 cohorts of 6 students each. Only one cohort will attend each day.
- Students will attend 3 days of lab total throughout the semester, lasting ~1.5 – 2 hours each
- Instructor will attend 24 days of lab total (8 cohorts attending 3 days each)

Prior to Lab:

1. Lab Tech will set materials out at each individual station, and clean the microscopes with 70% ethanol.
2. Instructor will spray materials, counter, chair, and cabinets with hydrogen peroxide (Waxie), allow to sit 10 min minimum
3. If microscopes are to be used, they will be placed at an outdoor station (weather permitting) and cleaned with hydrogen peroxide. Sanitized safety glasses will be available to students while looking through microscope, but not required.
4. Instructor will verify that all students have completed the symptom checker form within the last 24 hours
5. Day 1: meet at SMN main entrance, lead students to external door of SMN 114. Subsequent days meet at external SMN 114.
6. Pre-Lab Communication: Extensive online instruction and videos will be required prior to arriving for lab. Any in-person pre-lab check ins, information and instructions will be delivered in the courtyard, weather permitting.
7. Lab coats will be donned in the courtyard
8. Instructor will verify that each student is wearing a lab coat, hair tied back, and appropriate mask is fitted properly over mouth and nose. COM-provided masks are available if a student forgets to bring one.

During Lab:

1. Double doors to SMN 114 courtyard will remain open and HEPA fan will be running unless verbal communication is needed.
2. Students will be called to enter the classroom 1-by-1. The next student will be called once the previous is at their work station. If microscopes are being used, 3 students will work on microscopes, while 3 students work in the lab, and then switch. A total of 6 stations will still be available though so that stations are not shared.
3. When students enter, they will wash hands and then pick up a towel to wipe down their station if still wet with hydrogen peroxide. The used towel can stay on the benchtop for the duration of the lab.
4. All personal belongings will be stored in a drawer at the bench.
5. Students will stay at their station using their dedicated materials for the entire lab. Instructor will stay at the front of the room or by the double doors as much as possible.
6. Waste receptacles will be provided at stations.

7. Students will be instructed to raise hand if they need to leave their station for any reason.
8. If a student needs assistance with a microscope, the instructor will offer verbal assistance first. If hands-on assistance is needed, the following protocol will be followed:
 - a. Instructions:
 - i. If you need help focusing your microscope:
 1. Raise your hand and let the instructor know you need help
 2. Instructor will ask you to move 6 or more feet away from the bench to a designated spot in the classroom
 3. Instructor will apply hand sanitizer and then clean the knobs and oculars of the microscope with 70% ethanol
 4. Instructor will help focus the microscope while wearing safety glasses to prevent ocular contact
 5. Instructor will clean the knobs and oculars of the microscope with 70% ethanol
 6. Instructor will move 6 or more feet away from the bench
 7. Student will return to microscope and sanitize microscope a second time by:
 - a. Spray cotton swab with 70% ethanol, then gently rub each ocular lens, using a circular motion.
 - b. Use 1 pre-packaged alcohol wipe to wipe down the rubber and plastic portions of the oculars.
 - c. Use 1 pre-packaged alcohol wipe to clean the coarse and fine focus knobs and stage control knobs, the nosepiece, and iris diaphragm knob
 8. You may now use your microscope
9. Any post-lab discussion will take place outside in the courtyard, weather permitting, or online.
10. A student using the bathroom will remove lab coat prior to going, reminded to wash hands, and will use hand sanitizer in classroom upon return.

At the end of Lab:

1. Students will remove labels from tubes and stack plates, tubes, etc to one side. All trash or biohazard materials will go in receptacles at station.
2. Students will be called 1-by-1 to wash hands, then retrieve personal items and exit the lab. Outside in courtyard, students will remove lab coat and place in plastic bag for transport home. Students will be instructed to launder lab coat prior to the next lab session.
3. Hand sanitizer will be available outside for one final application prior to leaving campus.

After Lab:

1. Instructor will:
 - a. Collect materials and move to correct disposal/cleaning locations
 - b. Sanitize microscopes with 70% ethanol
 - c. Sanitize exterior door handles with Waxie
 - d. Sanitize bench top, chairs, drawer fronts, drawer handles, and inside of drawers with Waxie
 - e. If any tech controls were used (shared computer, ports, buttons, etc) wipe down
 - f. If used, sanitize incubator and refrigerator handles with Waxie
 - g. Wash hands and remove lab coat before leaving the lab
2. Lab Tech will:
 - a. Launder rags used for wipe-down
 - b. Sanitize safety glasses