

Safety Protocols for Instructors (Leave Unpublished)

Protocols for Face-to-Face Lab Instructors During Fall 2020 Semester

(Last update 8/23/20)

This document is a supplement to the Machine Technology Safety Protocols. It provides additional guidance for faculty who are conducting face-to-face lab classes in the Machine Technology department at Laney College for the Fall 2020 semester. **Faculty must provide a signature acknowledging they have reviewed this document and agree to follow the directives outlined within it.** If a faculty member does not follow these protocols, then they will not be allowed to teach face-to-face lab classes. Note that this document is subject to change at any time as rules and regulations are handed down from the State, the County, the District and/or the College.

Prior to Teaching on the College Campus

Faculty must review the "COVID-19 Info and Documents" module on Canvas. The module covers:

1. Important background information on COVID-19
2. Recommendations for limiting the spread of COVID-19
3. Guidelines for how to respond in case of exposure or symptoms
4. Explanations of PPE and their proper usage
5. Requirements for on-campus activity
6. Documentation needed to receive permission to come on campus

Faculty Responsibilities

Faculty are responsible for:

- **Reviewing and understanding the Machine Technology Safety Protocols**
- **Adhering to the Machine Technology Safety Protocols themselves except where they are clearly not applicable to faculty, and also regarding restricted areas (ie faculty may access any part of the lab/shop) and occupancy in enclosed areas (ie a student and a faculty member may both be present at the same time in a toolroom or office as long as the standard six foot distance is maintained).**

- **Facilitating the execution of, and ensuring that their students follow, the Machine Technology Safety Protocols during lab sections to which the faculty member has been assigned**

Student Completion of COVID-19 Module

Faculty must include the "COVID-19 Info and Documents" module in their Canvas shells if an assigned course has face-to-face labs. Faculty must ensure that every student in their course/s has completed the "COVID-19 Info and Documents" module and received a 100% score on the "How Well Do You Understand COVID-19?" quiz. This must be done at the beginning of the semester *before* the first lab section meets. **If a student does not complete the module or if they do not receive a 100% score on the "How Well Do You Understand COVID-19?" quiz, they must not be allowed into the lab/shop.**

For a tutorial on how to export and import content from one course to another, check out this video:



(Note that it is possible to import only selected content from a course export file - for example, the COVID-19 module and the associated files/images.)

Student Agreements

Faculty must review the one-time student agreements for all students who will be attending a lab section. This must be done *before* the first lab section meets. **If a student does not complete the agreement or if they answer "No" to any of the questions, they must not be allowed into the lab/shop.** Proof of the completed student agreements must be sent to the department chair.

Student Prescreening Surveys

Faculty must review the daily prescreening surveys for all students who will be attending a lab

section. This must be done *before* the lab section begins. **If a student responds "True" to any of the questions, they must not be allowed into the lab/shop.**

Students must fill this out *before* they show up for a lab section. If they show up without completing the form, they should not be allowed in the lab. This may be difficult to enforce, but we will need to be consistent with this policy.

It is recommended to make duplicates of the prescreening survey in Canvas for each date that a lab section meets. Faculty should only publish the prescreening survey the night before or morning of the scheduled meeting date. This will make it easy to track completion of the surveys and will ensure that students complete the surveys during an acceptably short timeframe prior to the meeting of the lab section.

Additional Safety Precautions for Faculty

Faculty must follow all the same safety precautions as students, including wearing an approved face mask that covers the nose and mouth at all times when on campus. In addition to this, faculty should also wear a face shield while assisting students during lab/shop time. Faculty are at a higher risk of exposure than students and **wearing a face shield will provide extra protection**, especially if they must be closer than six feet away from a student. The department can provide face shields.

Faculty should monitor their own temperature daily. Faculty can do this at home, or the department has infrared thermometers for this purpose. **Faculty with a temperature greater than 100.4 F must not come on campus or conduct lab sections.**

Faculty should also complete their own prescreening surveys to decide whether they should come to campus on a given day.

In Case of Student Illness

If a student begins to show symptoms of illness, they must stop attending face-to-face labs immediately. They should notify their instructor immediately. The faculty member should then notify the department chair and the dean (Peter Crabtree) immediately. **The student's status regarding illness or COVID-19 infection (whether possible or confirmed) must not be shared with anyone other than the department chair and especially not with other students.** A student's health information is protected under FERPA.

Every effort should be made to ensure that a student's academic success is not negatively impacted by loss of time due to COVID-19. Faculty should be flexible and understanding. If at all possible, alternative options for completing course work should be arranged or make-up time should be offered. Faculty should consult with the department chair regarding options for make-up time.

In Case of Faculty Illness

If a faculty member begins to show symptoms of illness, they must stop teaching their face-to-face labs immediately. The faculty member must alert their department chair and dean (Peter Crabtree) immediately. If possible, another instructor will be temporarily assigned to the course/s or lab section/s.

A sick faculty member should be tested for COVID-19. Visit <http://www.acphd.org/2019-ncov/testing.aspx> (<http://www.acphd.org/2019-ncov/testing.aspx>) for testing locations. They should stay home and away from other people. Staying away from others helps stop the spread of COVID-19 and any other infectious disease for that matter. If the faculty member has an emergency warning sign (including trouble breathing), they should get emergency medical care immediately.

More suggestions from the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html> (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>)

Returning to Work (Ending Home Isolation)

According to the CDC, an individual who was infected with coronavirus is no longer considered contagious and may return to work 10 days after onset of symptoms, or 10 days after their testing date for those who do not have symptoms at all. Note that this recommendation does not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised).

It is still unknown whether someone can be re-infected with COVID-19. Data to date show that a person who has had and recovered from COVID-19 may have low levels of virus in their bodies for up to 3 months after diagnosis. Most health experts do not recommend retesting as a condition to return to work. Retesting unnecessarily prolongs the time for people to be out of work and adds to the already significant backlog and processing times for COVID-19 testing.

More guidance from the CDC here: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

Close Contact

Individuals with COVID-19 can be contagious 48 hours before they have symptoms, when they

have symptoms, or even if they are not showing symptoms. If a student or faculty member has had "close contact" with an individual with COVID-19 (a "case"), then they must *not* participate in nor conduct face-to-face labs until they have self-quarantined for 14 days. "Close contact" with a "case" is defined by the Alameda County Public Health Department as living in the same house as a case, being an intimate partner of a case, being a caregiver of a case, or being within 6 feet of a case without adequate protection for longer than 15 minutes.

More info from the ACPHD here: <http://www.acphd.org/media/564579/covid-19-quarantine-instructions-english.pdf> (<http://www.acphd.org/media/564579/covid-19-quarantine-instructions-english.pdf>)

Note that "close contact" is very well-defined. Simply being in the same room as someone with COVID-19 does not constitute "close contact". This is important, because if a student or faculty member becomes infected with COVID-19, it does not necessarily imply that others in the face-to-face lab section had "close contact" with them, assuming that the Machine Technology safety protocols were followed. The guidelines also do not require individuals who have had "close contact" to get tested for COVID-19. If an individual does seek testing, a negative test result within the 14-day period does not mean they cannot become positive later. They must stay in quarantine for the entire 14-day period.

Class Cancellation

Changes in State, County or District directives may cause the department/college to close temporarily or for extended lengths of time. Changes could include postponement, shifting of times and dates and/or cancellation of the lab section/course. The Peralta CCD chancellor has confirmed that if a class is cancelled because of COVID-19 (due to State, County or District directives), then faculty (full-time and part-time) will be paid for the entire semester.

Office Hours

Office hours must be conducted remotely (via Zoom or another video conferencing platform). These hours should already have been reported to the dean.