

## PERSONAL ACCOUNTABILITY PROTOCOL

Prior to reporting to campus, all students, employees and guests must complete the online COVID-19 ASSESSMENT, ACKNOWLEDGEMENT AND CONSENT FORM.

If unable to complete the online form, call (361) 698-2000 and leave a message with your name, student ID or employee ID number and contact information so a College representative can contact you for further assessment and information.

## COVID-19 SYMPTOMS/EXPOSURE GUIDELINES

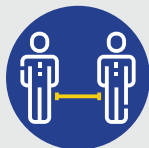
If you are showing symptoms of COVID-19, have tested positive, or have known close contact to a person who is lab-confirmed to have COVID-19—DO NOT COME TO CAMPUS.

If you are tested for COVID-19: You will be asked to self-isolate and not be permitted to return to campus until you receive a negative test result. You may continue to work from home, if possible.

If you test positive for COVID-19: You are not permitted to return to work until you are released by your doctor or fulfill the 14-day quarantine requirement. You may continue to work from home, if possible.

UPDATED July 1, 2020

### PRACTICE SOCIAL DISTANCING



**Stay 6 feet apart when possible and do not congregate.**

Limit face-to-face interaction as much as possible.

Move quickly and observe social distancing in high-traffic areas.

Use elevators, walkways and hallways only when necessary.

Access exits and entrances as marked.

### WEAR FACIAL COVERINGS



**Students and employees are required to wear face coverings or face shields on campus**

(Exceptions: private, single office locations, medical restrictions for face coverings or face shields, interference with skill-based PPE requirements, etc.).

Individuals are encouraged to bring their own face coverings; for those who don't have one, the College will provide a face covering.

### PRACTICE PREVENTION HYGIENE



**Wash hands frequently** and use alcohol-based sanitizer when soap and water are not available.

**Avoid touching** your face, eyes or nose.

**Cover your mouth** when coughing or sneezing.

### LIMIT GATHERINGS AND MEETINGS



**Meeting remotely should remain as a first option.** If you are unable to meet remotely:

- Limit number of participants for face-to-face meetings to remain in compliance with most recent state health and safety guidelines;
- Practice social distancing;
- Provide remote option for those who cannot attend face-to-face.

**Keep face-to-face meetings to a minimum** and reserve for critical tasks. Clean and disinfect all surfaces, chairs and keyboards after each on-campus meeting.

## STAY HOME WHEN YOU ARE SICK

Anyone showing the following symptoms should not report to campus and should contact their supervisor or instructor immediately to make alternate arrangements:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Diarrhea
- Loss of taste or smell
- Chills
- Nausea or vomiting
- Congestion or runny nose
- Known close contact with a person who is lab-confirmed positive for COVID-19
- I have tested positive for COVID-19



**Questions or concerns?**  
Please email [COVID19@delmar.edu](mailto:COVID19@delmar.edu).

# RETURN TO CAMPUS PHASE

UPDATED July 1, 2020

## DMC RETURN-TO-CAMPUS (RTC) PLAN OVERVIEW

*(Plan subject to revision based upon evolving conditions and local, state and national health orders.)*

**Anyone showing symptoms of COVID-19, who has tested positive or has had close contact with a person who is lab-confirmed to have COVID-19, should not come to campus.**

### OBJECTIVES

- Protect the health and safety of the DMC campus community.
- Provide a coordinated transition to resume on-campus instruction, student support and administrative services.
- Open campus facilities to the public, including appropriate resumption of additional on-campus activities.
- Monitor current conditions and respond as necessary; allowing for flexibility to increase or decrease levels of restriction.



**Questions or concerns?**

Please email [COVID19@delmar.edu](mailto:COVID19@delmar.edu).

## 1 CURRENT

### TIMING

Finish Spring/start  
Summer I

### FOCUS

- To maintain online instruction and provide support to select students who require face-to-face instruction to complete spring and summer I coursework (mainly Career and Technical Education (CTE) courses).
- To provide student service support for the processing of summer session enrollment.

### CONDITIONS

- College remains closed to the public.
- Instruction remains primarily online.
- Only selected areas are open with restricted/limited access.
- Click [here](#) to review RTC Protocol-Phase One plan. Protocols should be reviewed prior to reporting to campus.

## 2

### TIMING

No earlier than July 6,  
complete Summer and Fall  
sessions

### FOCUS

- To provide support to select students and corporate training clients who require face-to-face instruction to complete summer/fall coursework.
- To provide support for expanded student services.
- To begin transitioning workforce back to campus based on select functions.

### CONDITIONS

- College remains closed to the public.
- Only selected areas are open with restricted/limited access for instruction and testing.
- Online student services continue with limited expansion of on-site student services.

## 3

### TIMING

No earlier than Spring 2021  
semester, subject to revision  
based on evolving conditions

### FOCUS

- To provide support required to open the college to students and corporate training clients.
- Restricted access for events and gatherings.
- To transition remaining workforce back to campus.

### CONDITIONS

- College is open to students, corporate training clients and approved guests.
- College is open to host selected events on a pre-scheduled, pre-approved basis with restricted/limited access.

## TRANSITION PHASE

### TIMING

To be determined under  
order of Governor's Office

### FOCUS

- To provide a transitional period in preparation for a rapid change in current health and safety conditions.

### CONDITIONS

- College to transition from open campus to closed.
- College employees to transition from on-site work locations to remote work locations.

# RETURN TO CAMPUS PHASE

UPDATED July 1, 2020

## DMC RETURN-TO-CAMPUS (RTC) EMPLOYEE & STUDENT PHASED APPROACH

*(Plan subject to revision based upon evolving conditions and local, state and national health orders.)*

**Anyone showing symptoms of COVID-19, who has tested positive or has had close contact with a person who is lab-confirmed to have COVID-19, should not come to campus.**

### OBJECTIVES

- Protect the health and safety of the DMC campus community.
- Provide a coordinated transition to resume on-campus instruction, student support and administrative services.
- Open campus facilities to the public, including appropriate resumption of additional on-campus activities.
- Monitor current conditions and respond as necessary; allowing for flexibility to increase or decrease levels of restriction.



**Questions or concerns?**

Please email [COVID19@delmar.edu](mailto:COVID19@delmar.edu).

## 1 CURRENT

### TIMING

Finish Spring/start Summer I

Employees performing essential activities in support of the completion of spring courses and to provide support for summer sessions will report to campus. Prior to reporting to campus, all employees must complete the online COVID-19 ASSESSMENT, ACKNOWLEDGEMENT AND CONSENT FORM. All other employees will continue working remotely, unless otherwise notified.

Only those students finishing approved spring and summer I coursework (mainly CTE) are allowed on campus. Prior to reporting to campus, all students must complete the online COVID-19 ASSESSMENT, ACKNOWLEDGEMENT AND CONSENT FORM.

## 2

### TIMING

No earlier than July 6, complete Summer and Fall sessions

Employees performing essential activities in support of summer/fall courses will report to campus.

Additional employees will return to campus as departmental plans are finalized in preparation of opening the campus to additional students and the public. Employees are expected to perform a daily COVID-19 symptom self-assessment.

All other employees will continue working remotely, unless otherwise notified.

Only those students enrolled in approved coursework and those seeking student support services are allowed on campus. Students are expected to perform a daily COVID-19 symptom self-assessment. Anyone showing symptoms of COVID-19, who has tested positive or has had close contact with a person who is lab-confirmed to have COVID-19, should not come to campus.

## 3

### TIMING

No earlier than Spring 2021 semester, subject to revision based on evolving conditions

Standard employee operations resume in adherence with college health and safety protocols under county and state guidelines. At-risk employees continue to work with Human Resources to request remote work considerations.

Students may return in adherence with county and state guidelines. The college is planning to offer a variety of learning environments including online, hybrid and face-to-face. Social distancing and college health and safety guidelines will be followed.

## TRANSITION PHASE

### TIMING

To be determined under order of Governor's Office

Employees performing essential closing-related activities will remain on campus. All other employees will transition to remote working conditions as quickly as feasible.

Students will be transitioned into remote, online learning for applicable courses. Faculty and instructors will work with students to minimize impact and provide accommodations for courses that cannot transition online while strictly adhering to county and state health and safety guidelines.

### EMPLOYEE PHASED APPROACH

### STUDENT PHASED APPROACH

# RETURN TO CAMPUS PHASE

UPDATED July 1, 2020

## DMC RETURN-TO-CAMPUS (RTC) PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

*(Plan subject to revision based upon evolving conditions and local, state and national health orders.)*

Anyone showing symptoms of COVID-19, who has tested positive or has had close contact with a person who is lab-confirmed to have COVID-19, should not come to campus.

### OBJECTIVES

- Protect the health and safety of the DMC campus community.
- Provide a coordinated transition to resume on-campus instruction, student support and administrative services.
- Open campus facilities to the public, including appropriate resumption of additional on-campus activities.
- Monitor current conditions and respond as necessary; allowing for flexibility to increase or decrease levels of restriction.



Questions or concerns?  
Please email COVID19@delmar.edu.

## 1 CURRENT

### TIMING

Finish Spring/start  
Summer I

Prior to reporting to campus, all students, employees and guests must complete the online COVID-19 form.

Students, employees and guests are required to wear face coverings or face shields on campus, except in single office locations.

Hand sanitizer stands will be placed at designated entry and exit points.

Disposable keyboard, mouse and monitor coverings will be available for use in areas where multiple people utilize technology.

Plexiglass or equivalent protective shields will be installed in designated, high-traffic areas.

Disinfectant and cleaning supplies will be distributed based on priority needs.

Signage will be installed in designated areas identified as high-traffic and in instructional labs and classrooms.

## 2

### TIMING

No earlier than July 6, complete Summer and Fall sessions

Prior to reporting to campus, students, employees and guests are expected to perform a daily COVID-19 symptom self-assessment.

Continued requirement for students, employees and guests to wear face coverings or face shields on campus, except in single office locations.

Hand sanitizer stands will be monitored for effectiveness and refilled as needed.

Disposable keyboard, mouse and monitor coverings will be monitored for effectiveness.

Plexiglass or equivalent protective shields will be monitored for effectiveness and reordered if needed.

Disinfectant and cleaning supplies will continue to be distributed in a prioritized manner.

Signage will be monitored for effectiveness.

## 3

### TIMING

No earlier than Spring 2021 semester, subject to revision based on evolving conditions

Prior to reporting to campus, students, employees and guests are expected to perform a daily COVID-19 symptom self-assessment.

Wearing face coverings or face shields is recommended.

Hand sanitizer stands will be monitored for effectiveness and refilled as needed.

Disposable keyboard, mouse and monitor coverings will be monitored for effectiveness.

Plexiglass or equivalent protective shields will be monitored for effectiveness and reordered if needed.

Disinfectant and cleaning supplies will continue to be distributed in a prioritized manner.

Signage will be monitored and evaluated for effectiveness.

## TRANSITION PHASE

### TIMING

To be determined under order of Governor's Office

College focuses on ordering and procuring the following supplies:

- Face coverings or face shields
- Hand sanitizer
- Plexiglass or equivalent protective shields
- Cleaning and disinfectant supplies
- Sanitizer stands
- Signage

Appropriate signage is placed in accordance with campus closing procedures.

### PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS



# RETURN TO CAMPUS PHASE

UPDATED July 1, 2020

## DMC RETURN-TO-CAMPUS (RTC) EMPLOYEE/WORK AREA REQUIREMENTS

*(Plan subject to revision based upon evolving conditions and local, state and national health orders.)*

Anyone showing symptoms of COVID-19, who has tested positive or has had close contact with a person who is lab-confirmed to have COVID-19, should not come to campus.

### OBJECTIVES

- Protect the health and safety of the DMC campus community.
- Provide a coordinated transition to resume on-campus instruction, student support and administrative services.
- Open campus facilities to the public, including appropriate resumption of additional on-campus activities.
- Monitor current conditions and respond as necessary; allowing for flexibility to increase or decrease levels of restriction.



Questions or concerns?

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## 1 CURRENT

### TIMING

Finish Spring/start Summer I

Prior to reporting to campus, all students, employees and guests must complete the online COVID-19 form.

Practice social distancing:

- Stay 6 feet apart when possible; do not congregate.
- Limit number of participants for face-to-face meetings to remain in compliance with most recent state health and safety guidelines.
- Meetings continue remotely when possible.
- Remain in assigned work areas to avoid unnecessary contamination.

Start all meetings with health and safety reminders.

Install appropriate signage in office/classroom areas.

Use exits and entrances as marked.

Departments begin planning for on-site transition:

- Staggered start times.
- Rotated schedules.
- Continue to work remotely.

## 2

### TIMING

No earlier than July 6, complete Summer and Fall sessions

Prior to reporting to campus, students, employees and guests are expected to perform a daily COVID-19 symptom self-assessment.

Continue practicing social distancing:

- Stay 6 feet apart when possible
- Limit number of participants for face-to-face meetings to remain in compliance with guidelines.
- Meetings continue remotely when possible.
- Remain in assigned work areas to avoid unnecessary contamination.

Start all meetings with health and safety reminders.

Update appropriate signage in office/classroom areas.

Use exits and entrances as marked.

Departments continue planning and begin implementing on-site transition:

- Staggered start times.
- Rotated schedules.
- Continue to work remotely.

## 3

### TIMING

No earlier than Spring 2021 semester, subject to revision based on evolving conditions

Prior to reporting to campus, students, employees and guests are expected to perform a daily COVID-19 symptom self-assessment.

Continue practicing social distancing:

- Stay 6 feet apart when possible
- Limit number of participants for face-to-face meetings to remain in compliance with guidelines.
- Meetings continue remotely when possible.
- Remain in assigned work areas to avoid unnecessary contamination.

Start all meetings with health and safety reminders.

Refresh signage.

Use exits and entrances as marked.

Standard employee operations resume in adherence with college health and safety protocols under county and state guidelines. At-risk employees continue to work with Human Resources to request remote work considerations.

## TRANSITION PHASE

### TIMING

To be determined under order of Governor's Office

Essential closing-related activities will take place in accordance with college health and safety guidelines.

All in-person meetings will cease and transition to remote settings.

All non-essential employees will transition to remote working conditions as quickly as feasible.

## EMPLOYEE/WORK AREA REQUIREMENTS

# RETURN TO CAMPUS PHASE

UPDATED July 1, 2020

## DMC RETURN-TO-CAMPUS (RTC) STUDENT INSTRUCTION REQUIREMENTS

*(Plan subject to revision based upon evolving conditions and local, state and national health orders.)*

**Anyone showing symptoms of COVID-19, who has tested positive or has had close contact with a person who is lab-confirmed to have COVID-19, should not come to campus.**

### OBJECTIVES

- Protect the health and safety of the DMC campus community.
- Provide a coordinated transition to resume on-campus instruction, student support and administrative services.
- Open campus facilities to the public, including appropriate resumption of additional on-campus activities.
- Monitor current conditions and respond as necessary; allowing for flexibility to increase or decrease levels of restriction.



**Questions or concerns?**

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## 1 CURRENT

### TIMING

Finish Spring/start Summer I

Prior to reporting to campus, all students, employees and guests must complete the online COVID-19 form.

Online instruction for majority of students.

Campus open to select enrolled students who require face-to-face instruction to complete spring and summer I coursework.

Faculty/Instructors to monitor daily:

- Social distancing measures
- Attendance
- Usage of face coverings
- Hand sanitizer supply

Physical Facilities Department to clean classrooms based on utilization.

Instructors and students sanitize workspaces after each use.

Online delivery of the following student services:

- Admissions
- Registration
- Financial Aid
- Advising
- Bookstore

## 2

### TIMING

No earlier than July 6, complete Summer and Fall sessions

Prior to reporting to campus, students, employees and guests are expected to perform a daily COVID-19 symptom self-assessment.

Online instruction continues for majority of students with hybrid and face-to-face instruction provided on a limited basis.

Campus open to expanded group of enrolled students with restricted/limited access for instruction and testing.

Online student services continue with limited expansion of on-site student services.

Faculty/Instructors to monitor daily:

- Social distancing measures
- Attendance
- Usage of face coverings
- Hand sanitizer supply

Physical Facilities Department to clean classrooms based on utilization.

Instructors and students sanitize workspaces after each use.

## 3

### TIMING

No earlier than Spring 2021 semester, subject to revision based on evolving conditions

Prior to reporting to campus, students, employees and guests are expected to perform a daily COVID-19 symptom self-assessment.

Students are offered a variety of learning environments including online, hybrid and face-to-face.

College is open to students, corporate training clients and approved guests.

Student support services transition from online setting to on-campus support.

Library, resource centers and labs open.

Faculty/Instructors to monitor daily:

- Social distancing measures
- Attendance
- Usage of face coverings
- Hand sanitizer supply

Physical Facilities Department to clean classrooms based on utilization.

Instructors and students sanitize workspaces after each use.

## TRANSITION PHASE

### TIMING

To be determined under order of Governor's Office

Students will transition into remote, online learning environments for applicable courses.

Faculty and instructors will work with students to minimize impact and provide accommodations for courses that cannot transition online while strictly adhering to county and state health and safety guidelines.

College to transition from open campus to closed.

Student support services will transition from on-campus support to online support.

### STUDENT INSTRUCTION REQUIREMENTS

# RETURN TO CAMPUS PHASE

UPDATED July 1, 2020

## DMC RETURN-TO-CAMPUS (RTC) FACILITY REQUIREMENTS

*(Plan subject to revision based upon evolving conditions and local, state and national health orders.)*

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## OBJECTIVES

- Protect the health and safety of the DMC campus community.
- Provide a coordinated transition to resume on-campus instruction, student support and administrative services.
- Open campus facilities to the public, including appropriate resumption of additional on-campus activities.
- Monitor current conditions and respond as necessary; allowing for flexibility to increase or decrease levels of restriction.



**Questions or concerns?**

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# 1 CURRENT

## TIMING

Finish Spring/start Summer I

The following activities are not allowed on campus at this time:

- Community/public events
- Dining
- Childcare (Center for Early Learning remains closed)
- Student Rec activities

Campus libraries remain closed.

Site assessment continues:

- Adjustments to classroom/lab layout to remain in compliance with most recent state health and safety guidelines.
- Cleaning schedules based on utilization patterns and priority areas
- Common high-touch equipment cleaned by departments after each use

Signage for handwashing and social distancing installed.

Specific exits and entrances marked.

# 2

## TIMING

No earlier than July 6, complete Summer and Fall sessions

Community/public events and student recreational events will be considered on a pre-scheduled, pre-approved basis with restricted/limited access.

Limited services of the following will be allowed:

- Dining
- Childcare (Center for Early Learning prepares to open)

Campus libraries will open with limited capacity and access to select spaces and services.

Site assessment continues:

- Adjustments to classroom/lab layout to remain in compliance with most recent state health and safety guidelines.
- Cleaning schedules based on utilization patterns and priority areas
- Common high-touch equipment cleaned by departments after each use

Signage for handwashing and social distancing evaluated and reordered as needed.

Location of specific exits and entrances evaluated and adjusted as needed.

# 3

## TIMING

No earlier than Spring 2021 semester, subject to revision based on evolving conditions

Community/public events and student recreational events begin to return to campus on a pre-scheduled, pre-approved basis with restricted/limited access.

Expanded dining and childcare options available (Center for Early Learning open while following most recent state health and safety guidelines).

Campus libraries and resource labs will open with limited access and capacity based on most recent state health and safety guidelines.

Monitor site assessment for effectiveness:

- Adjustments to classroom/lab layout capacity
- Scheduled cleaning
- Common high-touch equipment cleaning

Signage for handwashing and social distancing monitored for effectiveness.

Location of specific exits and entrances evaluated and adjusted as needed.

# TRANSITION PHASE

## TIMING

To be determined under order of Governor's Office

College to transition from open campus to closed.

Access to college facilities is limited to essential employees on a pre-scheduled basis.

Decontamination protocols are followed for classrooms, labs, offices and other facilities.

## FACILITY REQUIREMENTS