



# HEALTH ALERT

Important Public Health Message



## Mt. SAC Moves to Level Two of Coronavirus (COVID-19) Response Plan

*March 12, 2020* – Because the local public health department has confirmed two or more community transmission cases in our area, Mt. San Antonio College is moving to Level Two of the college coronavirus (COVID-19) plan. **It is important to note that no students or employees at campus have tested positive for COVID-19.**

The Mt. SAC response plan is based on guidance provided by some of the best public health experts in the world at the California Department of Public Health, Centers for Disease Control and Prevention, and World Health Organization. This level requires increased vigilance and reduced social contact as outlined below to mitigate exposure to the virus. [Review the Response Plan online](#) and see new guidelines for the college below.

While containment of this pandemic may cause fear and anxiety, the key to successfully weathering this storm is to stay calm, follow the guidance of public health experts, and practice good public health hygiene, which remains the best preventative measure.

### Sick Individuals Must Stay Away from Campus

- Anyone who has a fever, cough or shortness of breath should stay away from campus, even if the symptoms are mild.
- Individuals who are at higher risk for serious illness from COVID-19 are encouraged to follow special precautions laid out by public health officials, including the [Centers for Disease Control and Prevention](#). Higher risk individuals may include: older adults and people who have serious chronic medical conditions like heart disease, diabetes and lung disease. These individuals may use available sick leave to reduce the risk of transmission.
- Mounties should self-screen for illness before coming to campus. This means they should check themselves for any sign of a fever, cough or respiratory sickness each morning before attempting to enter campus. If they have any sign of illness, no matter how minor, they should stay home.

- If employees require a health assessment of a student or employee, they may call Health Services at (909) 274-4400. Do not show up unannounced to mitigate exposure to any virus.
- If employees have any questions about their leave status and accommodations, contact Human Resources. A hotline will be provided during a future alert.

#### Mt. SAC Employees Must Provide Flexibility for Sick Individuals

- To encourage sick individuals to stay away from campus, faculty and supervisors are encouraged to provide flexibility for students and staff, as well as minimize any penalties for absence due to sickness.
- In communicating with sick individuals, remember to stay a safe distance, protect their privacy and speak with them individually.

#### Limiting Events and Visitors (effective 3/13/2020 through 5/2/2020)

These guidelines are effective March 13, 2020 through May 2, 2020. Please note these dates may change as more information becomes available.

- Nonessential large gatherings must be canceled, postponed, modified or brought online.
- Events bringing external visitors to campus must be canceled, postponed, modified or brought online.
- The campus is closed to visitors. They are asked to conduct business through phone, email, video call, or web conferencing.
- Employees have free access to ConferZoom, allowing them to have online meetings with up to 300 participants. Learn more at [www.conferzoom.org](http://www.conferzoom.org).

#### Limiting Travel

- Business travel is no longer permitted. Requests for exemptions must be approved at the vice presidential level. The college will support alternative methods of meeting using communication technology. Employees have free access to ConferZoom, allowing them to have online meetings with up to 300 participants. Learn more at [www.conferzoom.org](http://www.conferzoom.org).
- Instructional administrators and faculty are limiting the travel of students off-site for field trips, internships, flight practice, clinicals, etc. Chairs and deans will work with faculty to provide alternative assignments for students to meet their academic requirements.
- Athletic events may continue with only the student athletes, coaches and essential staff.
- Instructional activities, such as performances, may continue with only the enrolled students, faculty and essential staff.

#### Planning to Continue Critical Business Operations

- The college is developing plans to prepare for Level 3 of the campus coronavirus response plan, which may include closure of the campus to activities which produce risks of further transmission of the virus. Managers must work closely with their teams on this planning, which includes identifying essential staff, empowering them, and updating phone trees and contact lists.
- The college will provide guidance on student attendance and participation. The college is also providing training to allow faculty the opportunity to move in-person classes to technology-mediated instruction, contingent on meeting course outcomes and providing equitable access.

Details will be provided to faculty through the Office of the Vice President of Instruction, Academic Senate and Faculty Association.

### Guidance on Sick Individuals

In general, if you are sick (any sign of fever, cough or shortness of breath), please stay home. Faculty and managers are urged to support students and employees who are ill and provide them flexibility to recuperate at home.

While this is not a current issue on our campus, if coronavirus spreads in the area and someone at the college is possibly sick with coronavirus or has been exposed to coronavirus, immediately **contact Police and Campus Safety at (909) 274-4555 for assistance**. Health Services will provide immediate support, evaluate the situation, and communicate with the Los Angeles County Department of Public Health for access to testing as needed. The area manager is asked to do the following:

- Mitigate exposure by isolating the sick person, such as having them sit outside in a comfortable area.
- Have the public stay at least 6 feet away from the sick individual.
- Follow general public health hygiene guidelines, avoid touching your face and wash your hands for at least 20 seconds with soap and water.
- Work with the Public Health Team to consider how the work or study area would be decontaminated.

### Get the Message

Make sure you are receiving Mt. SAC's emergency notifications, which during emergencies or campus closures can be sent to your emails, phones and texts:

- Log into the Mt. SAC Portal (<https://inside.mtsac.edu>)
- Scroll down to Campus Emergency Alert System
- Click to add/update your emergency contact information

There is an option to receive Mt. SAC Alerts via text message. When signing up for Mt. SAC Alerts this way, you will only receive text messages and not voice calls or emails. Standard text message and data rates apply. Text MTSACALERT to 226787 (CAMPUS) to opt-in. To opt out text STOP to 226787 (CAMPUS).

Mt. San Antonio College will continue to develop guidelines and share them via Health Alerts, which are sent to Mt. SAC emails, text messages, Twitter and Facebook.

The college has developed a website to house COVID-19 advisories and resources at [www.mtsac.edu/health](http://www.mtsac.edu/health).