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Date: May 25, 2020 at 8:59:24 PM PDT

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Subject: RE: Update For Schools/ Instructional

Dear all,

Greatly apologize for the delay in discerning definitive answer to these questions but we did get response from county counsel that will hopefully be helpful to COC efforts to meet student needs.

Council noted that other jurisdictions, including the Community Colleges, which are State entities, have allowed certain in-person laboratory/practicum instruction in fields directly related to training students to work in required Essential Infrastructure or Essential Government functions. To the extent that these practicum instruction cannot be completed via distance learning, they may be allowed for in-person training (EMT/Welding/Sheriff Academy all qualify in this case).

Also, the situation described where COC nursing students volunteered to assist at the COVID-19 pop up testing site is permitted under the County order.

COC needs to ensure these practicums are held in compliance with the County's Social Distancing Protocol.

So, in short, it seems that all is fine with pursuing your summer session with maintaining distance learning to the extent possible, with exceptions for limited in person instruction allowed for the specific programs discussed above.

Hope this is helpful.

Robert Gilchick, MD, MPH
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May 22, 2020

The Honorable Kathryn Barger
Los Angeles County Board of Supervisors, Fifth District
500 West Temple Street, Room 869
Los Angeles, CA 90012

Dear Supervisor Barger:

I am writing today to request your help in allowing College of the Canyons to resume needed on-campus instruction as soon as possible for selected classes that offer training in essential infrastructure sectors.

Since mid-March, our courses have been delivered via online and distance learning formats in accordance with county and state requirements. The vast majority of our courses can be delivered effectively with these methods, but certain courses require hands-on instruction to both ensure student learning and preparation and qualification for licensing exams. Furthermore, the direction given by the California Community Colleges Chancellor's Office (CCCCO) calls for us to continue this training to address critical workforce needs in the community and across the state.

For these reasons, we are developing plans to resume in-person, hands-on instruction while complying with health and safety guidelines for these disciplines as soon as possible:

- Emergency Medical Technician
- Welding
- Land Surveying

We find our efforts hampered by conflicting directives from different oversight agencies, so this is where I am counting on you to offer guidance on a clear path forward.

Background on Discussions with L.A. County

On Thursday, I spoke with Dr. Robert Gilchick and Sandy Song with the Department of Public Health on a conference call organized by Stephanie English from your office. Dr. Gilchick shared that from his perspective, since the county only recently entered Stage 2 of its Roadmap to Recovery, and colleges and universities are part of Stage 3, in-person instruction on campus would not be an allowable activity under the latest county health order.

Ironically, this determination is inconsistent with **activities requested by the county** that have been under way for the past several weeks at the college:

- The Los Angeles County Sheriff's North Academy continues regular in-person instruction and operations on our campus by training the current class of cadets.

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- Students and faculty from our Nursing Program are staffing the drive-through COVID-19 testing center operating in our parking structure. This activity was initiated by the L.A. County Fire Department, and is now overseen by the Department of Public Health.

Both activities are conducted in accordance with COVID-19 health and safety requirements.

Given that we have these instructional activities already under way on campus, Dr. Gilchick is seeking additional information from County Counsel about moving forward with instruction in the disciplines listed above.

State-Level Directives

Guidance from the county appears to conflict with that given by the California Community Colleges Chancellor's Office. Our system office issued clear direction to the state's 114 local colleges regarding classes that require technical machinery, specific work or lab environments, specialized software, or hands-on, applied instruction. The [March 20 memo](#) states: "We strongly recommend that colleges work to sustain courses that directly support the essential infrastructure sectors." These sectors include:

- Chemical
- Commercial Facilities
- Communications
- Critical Manufacturing
- Dams
- Defense Industrial Base
- Emergency Services
- Energy
- Financial Services
- Food and Agriculture
- Government Facilities
- Healthcare and Public Health
- Information Technology
- Nuclear Reactors, Materials and Waste
- Transportation Systems
- Water and Wastewater Systems

<https://www.cisa.gov/critical-infrastructure-sectors>

The Chancellor's Office direction was consistent with Executive Order N-33-20 issued by Governor Newsom on March 19, 2020. The governor's "stay-at-home" order identified essential critical infrastructure sectors that should continue operating to protect the health and well-being of all Californians. In accordance with this order, the State Public Health Officer designated a list of **Essential Critical Infrastructure Workers** to help protect communities while ensuring continuity of functions critical to public health and safety, as well as economic and national security.

Included in this list, under Government Operations and Other Community-Based Essential Functions are: "Workers and **instructors supporting** academies and training facilities and **courses for the purpose of graduating students and cadets** that comprise the **essential workforce** for all identified critical sectors." <https://covid19.ca.gov/essential-workforce/>

To comply with the direction given by the Governor and our state Chancellor, we are moving forward with plans to ensure spring semester and summer session students enrolled in classes related to critical sectors can complete their programs and move into the workforce.

The first, and most urgent, program is Emergency Medical Technician. These students need to return to campus to complete instruction required to take their state licensing exam. We developed a plan to provide in-person instruction that adheres to "Statewide industry guidance to reduce risk," <https://covid19.ca.gov/industry-guidance/> which requires us to:

- Perform a detailed risk assessment and implement a site-specific protection plan
- Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
- Implement individual control measures and screenings
- Implement disinfecting protocols
- Implement physical distancing guidelines

As you can see from the attached document, we created a comprehensive plan that addresses all of the above to ensure the safety of the faculty and the students in the EMT program.

Moving Forward

We are prepared to move forward with bringing students back to campus on a limited basis to continue training related to critical workforce sectors, and we are hoping you can help us make that happen by providing assistance in resolving the differing state and county directives.

As you know from communications with the City of Santa Clarita, our community is in a much different place than the rest of the county with regard to COVID-19. We are not seeing the widespread infections prevalent in other areas of the county. To that end, allowances should be made to enable communities like ours – and the key institutions that serve them – to move forward with reopening based on their local data. In our case, that means **preparing people to enter careers in essential infrastructure sectors**.

Thank you for your leadership, and your efforts to provide a clear roadmap for reopening our community that is based on both science and common-sense decision-making.

Please feel free to contact me if you have any questions, or need additional information. I can be reached any time via mobile phone at (661) 505-0408.

Sincerely,



Dr. Dianne G. Van Hook
Chancellor

cc: Senator Scott Wilk
Senator Henry Stern
Assemblywoman Christy Smith
Assemblyman Tom Lackey
Santa Clarita City Council
Mayor Cameron Smyth
Mayor Pro Tem Bill Miranda
Councilmember Bob Kellar
Councilmember Laurene Weste
Councilmember Marsha McLean



College of the Canyons EMT Program COVID-19 Plans and Procedures Spring 2020

1. Arrival to Campus

Students and Teaching Assistants (Skills Instructors) will only utilize Parking Lot 13. Only the outer two rows of parking will be used (indicated by the yellow lines on the picture below), and at least one empty space will be left between each car, with empty spaces blocked off by traffic cones. Faculty will use the staff spaces in Lot 13 or behind TWSH, leaving one empty space between each vehicle, if possible. Students must arrive to class 30 minutes early to allow for health screening, handwashing, donning of gloves, and initial decontamination of workspaces.

Students will not be permitted to bring personal items into the classroom area. The only permitted items will be two large water bottles, the skills book, any essential medical supplies, and a cell phone. All other personal items will be left in the students' vehicles. Students are strongly discouraged from bringing valuables to school.

2. Health Screening

Instructors, TAs, and students must complete a COC Health Log each day before arriving to campus. The Employee Health Log for faculty and TAs can be found online at:

<https://www.canyons.edu/administration/pio/notices/employee-health-log.php>

Students will use the COC Health Log app once completed. Prior to that, EMT faculty will record the Student Health Logs on paper.

Instructors and TAs will comply with College of the Canyons policies pertaining to on-campus faculty, to include use of face masks at all times (N95s while teaching) and additional screening measures if implemented.

Students will don N95 respirator and eye protection prior to exiting their vehicle. They will proceed down the driveway to Towsley Hall, staying on opposite sides of the driveway while walking, and present themselves for health screening under the tree in front of TWSH 107. College of the Canyons will provide a pop-up tent for periods of inclement weather.

The Lead Instructor for the class, wearing N95 respirator, eye protection, and gloves, will verify the COC Health Log Screening with the student and conduct SpO2 check. Prior to the completion of the COC Health Log app, the Lead instructor will complete the COC Health Log Screening with the student. Pulse oximeters will be decontaminated between students in accordance with CDC guidelines and industry

standard practices. All records and logs will be maintained by College of the Canyons in accordance with HIPAA.

Students who show signs and symptoms of COVID-19, or whose Health Log suggests possible exposure, will be directed to leave campus immediately and return home, and to follow LA County Department of Health guidelines for reporting possible exposure and requesting COVID-19 testing. They will not be permitted to return to campus until they have met LA County Public Health guidelines for return from quarantine/self-isolation. Students who cannot immediately leave campus will be directed to wait in the amphitheater, or under Bonelli Hall in inclement weather, until they have arranged transportation.

3. Movement to classroom

Students will then proceed around TWSH and move toward the modular restrooms, leaving their water bottles and skills books on the grass under the tree by the Coffee Kiosk and maintaining social distancing of at least 6 feet of distance in all directions. They will then proceed directly to the modular restrooms located behind TWSH. While maintaining social distancing, students will wash their hands in accordance with CDC Guidelines. All bathroom doors will be propped open by the Lead Instructor prior to the students anticipated arrival. Paper towels and trash cans will be available in the restrooms.

All travel within the EMT wing of TWSH will be single direction. The east door (nearest the Coffee Kiosk) will be the designated entrance, and the north door (facing Bonelli) will be the designated exit. Both doors will be propped open by the Lead Instructor prior to the students anticipated arrival.

Students will proceed directly to the classroom they have been pre-designated to use for the day. They will don gloves at the doorway, place their cell phones on the front table, and decontaminate their workspace in the classroom. All classroom doors will be propped open by the Lead Instructor prior to the students anticipated arrival.

4. Conducting Instruction

Classroom occupancy will be limited to 12 students in TWSH 102, 5 students in TWSH 101, and 8 students in TWSH 103. One instructor or TA can be in each room in addition to the students. Travel through TWSH will remain one-way throughout the class. Full PPE will be worn at all times in accordance with industry standards. Social distancing will be enforced at all times except when necessary for completion of a skill (i.e., skills requiring more than one person to complete). All instruction will be conducted in small groups, under the direct supervision of a qualified faculty member or skills instructor. All equipment will be decontaminated in accordance with industry-standard procedures prior to and after each use.

Skills will be conducted outdoors whenever possible.

Use of cell phones will not be permitted during class, except on longer breaks in their vehicle when students have doffed PPE.

Students will not be permitted to eat food or chew gum during class or on breaks, except on longer breaks in their vehicle when all PPE has been doffed.

Students and instructors will be in strict compliance with industry-standard use of PPE and preventive measures for the spread of infectious disease. Any student observed in violation of these measures will

be immediately removed from the training site and the Lead Instructor and Program Director will be notified immediately. The student will be subject to disciplinary action, including possible dismissal from the course.

Students are required to report any damaged or unserviceable PPE to the Lead Instructor immediately to be provided a replacement. Students will not be permitted in the training area until a replacement is obtained.

Students will be directed to inspect their PPE before leaving for class and immediately after the conclusion of class.

5. Breaks

Students will be permitted brief breaks to drink water under the tree by the Coffee Kiosk. No more than two students will be in the break area at any given time, and strict social distancing will be observed (greater than 6 feet apart in all directions). Cell phone use will not be permitted during these breaks. No food will be consumed on these breaks.

Routine hourly breaks will be consolidated into one longer break midway through the class. Students may return to their cars to remove their masks, and may eat. Students will follow proper procedures for doffing and storing PPE, and will wash their hands prior to returning to their vehicles and prior to returning to the training site. Movement to and from the cars will be completed as described in other paragraphs of this document. Social distancing will be maintained in the parking lot at all times.

Restroom breaks will be given as needed. Students will remain in N95 mask and with eye protection during these breaks, and will wash their hands prior to returning to the training site.

6. Movement to parking lot

At the conclusion of class, all equipment will be decontaminated and returned to storage. All indoor workspaces will be decontaminated. Students will remove gloves and discard them. They will proceed directly to the modular restrooms located behind TWSH. While maintaining social distancing, students will wash their hands in accordance with CDC Guidelines. All bathroom doors will be propped open by the Lead Instructor prior to the students anticipated arrival. Students will be given one additional pair of gloves for safe removal of PPE, and a paper bag for storage.

Students will be reminded to proceed directly home from class (no stops for errands). On arrival at home they should immediately remove their uniform, keeping it in a trash bag separate from other household laundry. They will be reminded to shower immediately after returning home, and prior to contact with family members or pets. All student uniforms should be washed and dried on the highest heat setting, and separate from other household laundry.

Students will return to their vehicles via W Road (driveway), using opposite sides of the road. Once in their cars, they will doff and store their N95 and eye protection. The students will provide a trash bag in their vehicle for their used gloves. NO gloves are to be disposed of in the parking lot.

The Lead Instructor will secure all classroom doors, and notify the Campus Safety Office (661-510-3882) once all students and faculty have left.

Screening Point

Exit

Entrance



Parking

Restrooms

Book/water bottles