



## SOCIAL DISTANCING PLAN

April 14, 2020

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Mt. San Antonio Community College  
1100 N Grand Ave  
Walnut, CA 91789

Certified Gross square footage 1,670,586

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### **A. SIGNAGE**

- a. Health Signage has been posted at the public entrances of all buildings where occupancy is known.
- b. Posting of the Social Distancing Protocol has been placed at all entrances of all buildings where occupancy is known.

### **B. MEASURES TO PROTECT EMPLOYEE HEALTH**

- a. Everyone who can carry out their work duties from home has been directed to do so.
- b. All employees have been told not to come to work if sick
  - i. Health Alerts have been provided to employees starting on January 28 and continuing as updates occur.
  - ii. Notices have been and will continue to be posted in occupied areas of campus reminding employees not to come to work if they are sick.
  - iii. Communications via email, text and social media have been sent to employees from the college President and the Director of Marketing and Communications. These communications were initiated on January 28 and have continued as updates occur. This information can be located on the Mt San Antonio College Public Health website [www.mtsac.edu/health](http://www.mtsac.edu/health)
- c. Symptom/Health checks are being conducted before employees are entering the workplace.
  - i. All Critical employees who are called back to work on campus are required to do the following:
    - 1. Email their Manager prior to reporting to work confirming the following has not occurred:
      - a. Have not traveled outside the US in the past 14 days
      - b. Have not had close contact with a person known to have 2019 Coronavirus Disease
      - c. Has not and is currently not:
        - having a fever,
        - experiencing coughing more than usual.pt
        - having shortness of breath

2. The manager will send an email to Police and Campus safety Chief Mike Williams at [mike.williams@mtsac.edu](mailto:mike.williams@mtsac.edu) or Sergeant Paul Miller at [pmiller12@mtsac.edu](mailto:pmiller12@mtsac.edu) and Suzanne Vasquez, [svasquez53@mtsac.edu](mailto:svasquez53@mtsac.edu) , indicating who is on campus and confirming the employees' clearance to occupy the worksite.
  3. If the employee indicates "Yes" the employee need to remain home from work and self-quarantine for 14 days
- d. All employees are strongly advised to wear masks if working in proximity to other employees. If employees need to work less than 6 feet apart for more than ten nines, they are required to wear a mask. All employees are required to have a mask with them when they are working on campus.
  - e. Employees needing masks may pick one up from the Police and Campus Safety Office by first calling (909) 274-4555.
  - f. All employees currently occupying the worksite are separated by at least six feet unless safety reasons require an employee to work in closer proximity to perform a particular essential function. The College has been able to maintain social separation by rotating staff schedules to report on different days, alternating work start times, performing duties remotely, and occupying individual offices.
  - g. Break rooms, restrooms, and other common areas are being disinfected frequently on the following schedule:
    - i. Break rooms – daily
    - ii. Restrooms – daily
    - iii. Occupied Spaces – daily
  - h. Disinfectant, hand sanitizer and related supplies are available to all employees performing critical onsite work at the following locations:
    - i. Finance/Payroll – Above supplies are located in the various divisions.
    - ii. Instruction – Above supplies are provided to instructors that may be on campus and provided for staff occupying administration office.
    - iii. Police and Campus Safety – Sanitizer are provided in the dispatch office and in various rooms that are periodically occupied in Building 23.
    - iv. IT – Above supplies are provided at the department and strategic places as needed.
    - v. Facilities – Sanitizer provided to all critical staff within the facilities staff
    - vi. Student Services – Free standing hand sanitizers are located on both floors for staff. The sanitizers are checked daily and refilled as needed.
  - i. Soap and water are available in all occupied buildings via the restrooms.
  - j. Employees are allowed to take frequent breaks to wash their hands, it is recommended that employees wash their hands at minimum every two hours, when they change job duties, occupy a different workspace. or return to their original workspace.
  - k. Copies of this plan are distributed to employees who are occupying the worksite, emailed to staff, and posted at the entrances of each building that is known to be occupied.

**C. MEASURES TO PREVENT CROWDS FROM GATHERING**

- a. The physical campus is closed, and only essential workers are allowed on site.
- b. Events have been cancelled and will continue to be evaluated as new updates occur.
- c. Student food pantry distributions and student computer distributions are formatted as drive up deliveries and maintain physical distancing.
- d. Six feet markers are non-applicable as the campus remains closed to students and the public.

**D. MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART**

- a. Social distancing requirements are posted on entrances of known occupied buildings
- b. The physical campus is closed to students and the public
- c. Refer to B for staff social distancing plan

**E. MEASURES TO PREVENT UNNECESSARY CONTACT**

- a. The college has moved to electronic submission by contactors and vendors for invoices.
- b. The physical campus is closed to students and the public.
- c. All food services and the bookstore are closed.
- d. Online payment services remain active for students.
- e. Mail staff is using an alternate work schedule, and mail will be quarantined for a two week period before sorting and distribution occurs.
- f. Warehouse staff are using masks and gloves and maintaining social distancing of 6 feet
- g. Critical onsite staff attendance is reported daily to Police and Campus Safety.
- h. Any employee occupying campus for any amount of time must check in with Police and Campus Safety

**F. MEASURES TO INCREASE SANITIZATION**

- a. The physical campus is closed to the public
- b. Please refer to Section B for further measures of increased sanitization

You may contact the following person with any questions or comments about this protocol plan:

Duetta Langevin  
Director of Safety and Risk Management  
909-274-5508

URGENT