

## Revised 11.20.2020

In order to come into compliance with Governor Newsom's [limited Stay At Home Order](#) dated November, 19 2020, Charter College will be changing the evening course schedule. Starting November 23, 2020, all in-person evening classes will end at 10 PM instead of 10:30PM. The 30 minutes removed from the in-person course meeting will be added on to the Microsoft Teams video conferencing course meeting. For specific course meeting times, please refer to the course announcements in your Canvas course shell.

Please note that all safety protocols for on campus activities remain in effect. See below for specifics.

### **During any face-to-face instruction on campus at schools located in California, New Mexico or Washington, the following conditions will be met to mitigate the risk to students and faculty:**

- Temperature checks will be conducted prior to entering the campus
  - Anyone with a temperature of 100.4 or higher will not be allowed to enter the campus.
- A COVID-19 Supervisor has been assigned at every location to monitor the health of the employees and students and enforce the COVID-19 Safety plan; a Supervisor will be available anytime the campus is open.
- A mandatory COVID-19 Safety Training will be conducted in the beginning of each face-to-face class. The training will explain the protective measures in place.
- All students, staff, and faculty are required to wear face masks in accordance with that State's Department of Health guidelines, covering the nose and mouth while on campus.
  - The student, staff, or faculty may provide their own mask otherwise the College will provide one.
- The College will frequently disinfect common touch surfaces such as door handles, desks, chairs, equipment, restrooms, and other common surfaces.
- The College encourages frequent handwashing for all students, staff, and faculty. The College requires handwashing at the beginning and end of instruction, before and after going to the bathroom, before and after eating, and after coughing, sneezing, or blowing their nose.
- Hand sanitizer (60%+ ethanol or 70%+ isopropanol) will be available throughout the campus
- Social distancing of 6-feet will be kept at all times while on campus except as noted for lab. Students may perform lab activities where strict physical distancing is not feasible; during lab activities appropriate PPE, will be utilized. Appropriate PPE, such as gloves, safety glasses or face shields will be worn during lab skills practice.
- Break schedules will be staggered to prevent busy common areas or "choke points."
- Maximum class sizes have been adjusted to ensure minimum 6-foot separation.
  - Floors have been marked with tape to ensure proper distancing.
- All students, staff, and faculty with COVID-19 symptoms are required to stay home until cleared to return to school by a qualified professional; in these instances, documentation must be provided indicating it is safe to return to campus. Individuals with these symptoms or combinations of symptoms must seek medical advice before arriving at campus:
  - Cough
  - Shortness of breath or difficulty breathing
  - Temperature at or above 100 degrees Fahrenheit
  - Fever
  - Chills
  - Muscle or body aches
  - Headache

- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion Runny Nose
- Nausea or Vomiting
- Diarrhea
- Signs and symptoms of COVID-19 continue to evolve, please visit the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Students, faculty, and staff who have potentially been exposed to the virus should not come to campus until:
  - cleared by a physician and are 72 hours symptom free prior to returning or
  - test negative and are 72 hours symptom free prior to returning or
  - test positive, quarantine for 14 days and are 72 hours symptom free prior to returning
- Students who are high-risk, or who have family members who are high-risk, take a Leave of Absence – COVID-19 (LOACOVID).
- Anyone who is not a prospective student, member of the student body, faculty, staff, or delivering supplies to the campus will not be permitted to enter the premises. Anyone who is permitted to enter campus will be logged in.
- Staff, faculty, or students who fail to comply with any of the above will be sent home.