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APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business Name: San Mateo County Community College District

Business Locations and Addresses:

- District Office—3401 CSM Drive, San Mateo CA 94402
- Cañada College—4200 Farm Hill Blvd, Redwood City 94061
- College of San Mateo—1700 West Hillsdale Blvd, San Mateo CA 94402
- Skyline College—3300 College Drive, San Bruno CA 94066

Approximate gross square footage of space open to the public: Select areas of one million+ square feet across the three college campuses and the District Office may be accessible to the faculty, staff, students, visitors, and general public at scheduled, monitored, and documented times.

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

- ✓ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; wear face coverings, as appropriate; and not shake hands or engage in any unnecessary physical contact.
- ✓ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee Health (check all that apply to the facility):

- ✓ Everyone who can carry out their work duties from home has been directed to do so.
- ✓ All employees have been told not to come to work if sick.
- ✓ Symptom checks are being conducted before employees may enter the work space.
 - General Best Practice: Until formal health screening procedures are established at all campus entry points, a manager, supervisor, or lead will ask each team member upon arrival to campus if they have experienced any of the following indicative COVID-19 symptoms in the last 2 weeks:
 - One of these symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Or at least two of these symptoms:



- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If so, they need to be excluded from work until at least 3 days (72 hours) have passed since they have had a fever without the use of fever-reducing medications and improvement of cough and shortness of breath if present AND at least 7 days have passed since their symptoms started.

- In addition, each employee will be asked by their manager, supervisor, or lead if in the last 14 days they have you had close contact with someone with COVID-19 or tested positive themselves for COVID-19. Individuals diagnosed with COVID-19 without symptoms must isolate for 7 days from the date of a positive test. Individuals diagnosed with COVID-19 with symptoms must isolate until the later of the following: At least 3 days (72 hours) have passed since recovery, defined as resolution of both fever without the use of fever-reducing medications and improvement of cough and shortness of breath if present AND at least 7 days have passed since their symptoms started) and for the close contacts of persons who have tested positive to remain in quarantine for 14 days.
 - Once the formal health screening process is established at campus entry points, the above general best practice will be replaced with that procedure.
- ✓ Employees are required to wear face coverings, as appropriate.
 - Refer to the District Personal Protective Equipment SOP for specific guidance.
 - ✓ All desks or individual work stations are separated by at least six feet.
 - ✓ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Break rooms: Daily in all occupied spaces.
 - Bathrooms: Daily in all occupied spaces. Twice daily in high use occupied spaces.
 - Other: Common touch points daily in all occupied spaces. Twice daily in high use occupied spaces.
 - ✓ Disinfectant and related supplies are available to all employees at the following location(s):
 - Disinfectant cleaning supplies are reserved for use by the District's professional Custodian crews.
 - Disinfecting wipes are available in occupied program specific work areas, occupied building reception areas, and in common spaces of occupied buildings.
 - ✓ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
 - Hand sanitizers occupied program specific work areas, occupied building reception areas, and in common spaces of occupied buildings.



- ✓ Soap and water are available to all employees at the following location(s):
 - In all restrooms and break rooms in all buildings on the campuses and District Office.
- ✓ Copies of this Protocol have been distributed to all employees and posted in a prominent place within each occupied building, Facilities Maintenance Centers, Public Safety offices, and the District Office.

Not Applicable Optional—Describe other measures:

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

- Not Applicable** Limit the number of customers in the store at any one time to [Click or tap here to enter text.](#), which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- Not Applicable** Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Not Applicable** Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:
 - ✓ Optional—Describe other measures:
 - Directors, Managers, supervisors, and leads will inform their employees to refrain from gathering, and ensure appropriate social distancing when giving direction or distributing work. Faculty will be responsible for ensuring Social Distancing within their curriculums.
 - Safety briefings and other information disseminating events that require people to be together to receive instruction will be required to follow SMCCCD Social Distancing Protocol.

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- ✓ Placing signs outside the store (occupied campus spaces) reminding people to be at least six feet apart, including when in line.
 - Signs are placed within the entryways of occupied buildings to remind people to maintain six feet between one another.
- ✓ Placing tape or other markings at least six feet apart in customer line areas inside the store (occupied campus spaces serving the general public) and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
 - Tape or markings on the floor placed within areas in which employees cue up for a work endeavor.
 - Example: At the biometric time clock in the Facilities Maintenance Centers, tape or floor markings have been placed on the floors to remind people to maintain six feet between one another when clocking in and out.
- Not Applicable** Separate order areas from delivery areas to prevent customers from gathering.
- ✓ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Not Applicable** Optional—Describe other measures:



Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- Not Applicable** Preventing people from self-serving any items that are food-related.
- Not Applicable** Lids for cups and food-bar type items are provided by staff; not to customers to grab.
- Not Applicable** Bulk-item food bins are not available for customer self-service use.
- Not Applicable** Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- Not Applicable** Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
- ✓ **Optional—Describe other measures (e.g. providing senior-only hours):**
 - Instituted environmental and behavior controls. Examples include:
 - allowing no more than one person per work vehicle
 - staggering work shifts
 - disinfection of equipment and vehicles between operators
 - instruction to avoid holding the door ajar for the next occupant/entrant
 - Additional instruction and specifications for each department may be found in standard operating procedures attached to the end of this document.

Measures To Increase Sanitization (check all that apply to the facility):

- Not Applicable** Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Not Applicable** Employee(s) assigned to disinfect carts and baskets regularly.
- Not Applicable** Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions.
- ✓ Disinfecting all payment portals, pens, and styluses after each use.
 - Biometric time clocks—sanitize hands before and after using the time clock.
- ✓ Disinfecting all high-contact surfaces frequently.
 - More specific information regarding disinfection strategies may be found in the District’s Sanitization Standard Operating Procedure.
- ✓ **Optional—Describe other measures:**
 - Custodial teams disinfect all occupied spaces no less than once per day.
 - More specific information regarding disinfection strategies may be found in the District’s Sanitization Standard Operating Procedure.

* Any additional measures not included here should be listed on separate pages and attached to this document.

NOTICE: Standard operating procedures specific to each department, for this COVID-19 event, are posted in the departments and attached to this document.



SAN MATEO COUNTY HEALTH
**PUBLIC HEALTH,
POLICY & PLANNING**



SAN MATEO COUNTY
**COMMUNITY
COLLEGE DISTRICT**

Cañada College • College of San Mateo • Skyline College

You may contact the following person(s) with any questions or comments about this protocol:

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