County of San Diego
Health and Human Services Agency

DEVELOPING YOUR COVID-19 SAFE *REOPENING PLAN*

COLLEGE & UNIVERSITY SECTOR

Updates as of June 8, 2020

LIVE WELL SAN DIEGO

RESOURCE DOCUMENTS

1. California Department of Public Health COVID-19 Industry Guidance
2. County Public Health Order
3. Safe Reopening Plan

Using the Safe Reopening Plan Template

This plan does not need to be submitted at this time.

➢ To be used to prepare when your business may open per the Governor's Order.

➢ County will not require approval for this plan.

https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/Community_Sector_Support/BusinessesandEmployers/SafeReopeningPlanTemplate.pdf (available also in Spanish)

Mandatory & Recommendations

Mandatory	Recommendations
Safe Reopening Plan ✓ Signage ✓ Measures To Protect Employee and Volunteer Health	• Vulnerable members of the population (over 65, compromised immune system or underlying condition) are strongly encouraged to participate in activities through remote technology

Mandatory Requirements For All Businesses

A. Signage

✓ At each public entrance to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact
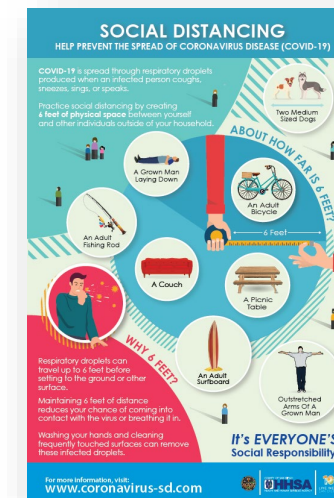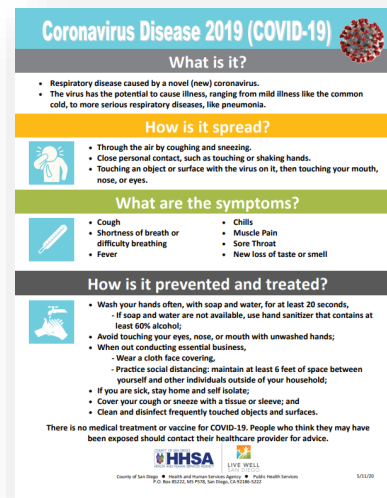
B. **Measures To Protect Employee And Volunteer Health**

✓Teleworking opportunities have been maximized.

✓All have been told not to come to work if sick.

✓All must have temperature taken upon reporting to work; if 100 degrees or more, should not be allowed in workplace.

✓ **If a thermometer is not available, all must be screened for symptoms (cough, shortness of breath or trouble breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, headache, congestion or runny nose, nausea or vomiting, diarrhea).**

✓All must wear facial coverings in the workplace, if within six feet of others.

B. Measures To Protect Employee And Volunteer Health--Continued

- ✓ All desks or individual workstations are separated by at least six feet.
- ✓ Break rooms, bathrooms, and other common areas are being disinfected frequently, in accordance to a set schedule.
- ✓ PPE has been provided at a level appropriate to employee job duties.
- ✓ Soap and water are available to all employees at _____ locations.
- ✓ Copies of the Protocol have been distributed to all employees.

C. Measures To Protect Customer Safety

✓ Limit the number of customers (faculty, employees, students) in the room at any one time to *(insert #)* which allows to easily maintain at least a six-foot distance from one another at all practicable times.

✓ All patrons/visitors must wear facial coverings.

✓ Curbside or outdoor service is made available where feasible (bookstores?).

✓ Optional – Describe other measures

Use a face covering
if you leave your home.

6 ft
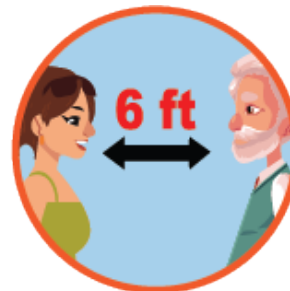
Maintain at least 6 feet
between you and others.

D. Measures to Keep People at Least Six Feet Apart

- ✓ Placing signs outside the business or school, reminding people to be at least six feet apart, including when in line. Include encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.

- ✓ Placing tape or other markings at least six feet apart in visitor line areas inside the business or schools and on sidewalks at public entrances with signs directing visitors to use the markings to maintain distance.

- ✓ All employees have been instructed to maintain at least six feet distance from visitors and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

- ✓ Appointment system is utilized, when appropriate.

E. Additional Measures Specific to Business (Mandatory)

Examples may include:

Cash Exchange- Limit exchange of money handled by utilizing online payment systems

Examples of websites and apps you can use to transfer money online (Venmo, Cash App, PayPal)

Virtual Meetings- Limit in-person meetings by utilizing online platforms such as Zoom, Skype, Google Hangouts, etc.

Flexible Attendance and Sick Leave- Plan for staff absences by developing flexible attendance and sick-leave policies, plan for alternative coverage, and monitor and track COVID-19 related staff absences.

COLLEGE & UNIVERSITY FREQUENTLY ASKED QUESTIONS

Last Updated 6/08/2020

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COLLEGE & UNIVERISTY FAQs

Drive-in or Drive-Thru Protocol for Commencement Ceremonies (Click here)

- The County of San Diego Public Health Department is allowing drive-in and drive-thru commencement ceremonies for educational institutions. The Public Health Protocol for Commencement Ceremonies must be followed.

Are Research-related activities approved?

- Research-related activities in colleges and universities are allowed per the June 3, 2020 Public Health Order.

Are office-based staff allowed to be working?

- Office-based businesses, for continuity of operations or that cannot telework would be able to be working, or those that need to prepare to reopen, would be allowed.

Are essential worker programs allowed?

- 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 are allowed.

COLLEGE & UNIVERSITY FAQs

WILL SUMMER CAMPS BE ALLOWED TO OPEN?

Summer Day Camps are authorized to open if:

1. They are not sports camps
2. Group sizes of 12 kids or less
3. Practice physical distancing to greatest extent possible.
4. Wear face coverings if/when within 6' of another
5. Maintain infection control protocol: personal hygiene and routine cleaning of contact areas and the like.

For more information, see the guidance at:

https://covid19.ca.gov/pdf/guidance-daycamps.pdf

Covid-19 Reporting Requirements

WHAT DO WE DO IF A STUDENT, STAFF OR FACULTY CONTACT HAS A POSITIVE COVID-19 TEST?

- **Report the case to the County**

  - If a student, staff or faculty contact has tested positive for COVID-19 please contact the Epidemiology Unit by **phone** at **(619) 692-8499**. For urgent matters on evenings, weekends or holidays, dial (858) 565-5255 and ask for the Epidemiology Unit duty officer.

  - Schools and/or Student Health Services are required to report to the local health office the presence or suspected presence of any communicable diseases.

WHEN WILL SCHOOLS REOPEN?

- The state has released guidance for schools June 5, 2020.
- All will require the San Diego County public health officer's approval before they can reopen. Businesses and organizations should prepare now.
- COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs guidance can be found at:

  https://covid19.ca.gov/pdf/guidance-schools.pdf

IS THERE ANY OTHER GUIDANCE WE CAN FOLLOW FOR REOPENING?

- The California Department of Education has released:
  STRONGER TOGETHER: A GUIDEBOOK FOR THE SAFE REOPENING OF CALIFORNIA'S PUBLIC SCHOOL.

- The guidance covers the following main categories: Local Conditions to Guide Reopening Decisions, Plan to Address Positive COVID-19 Cases or Community Surges, Injury and Illness Prevention Plan, Campus Access, Hygiene, Protective Equipment, Physical Distancing, Cleaning/Disinfecting, Employee Issues, Communication with Students, Parents, Employees, Public Health Officials, and the Community

- STRONGER TOGETHER Guidance, although not specific to IHE's, can be utilized and adapted to IHE's, and can be found at:
  https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf

COVID-19 Education Sector

STAY CONNECTED!

- **For additional questions and resources, please email: COVID-Education@sdcounty.ca.gov**

- **College & University Website**

- **Sign up for email updates**

- **View the full list of COVID-19 College & University FAQs**

VISIT CORONAVIRUS-SD.COM FOR MORE INFORMATION