

City College of San Francisco

Indoor Instruction and Student Services

COVID Prevention Plan

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Point of Contact

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Required Notice

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

The decision by the Health Officer to allow institutions of higher education and other adult education programs to resume operations does not mean that participating in or attending classes or other programs in-person is free of risk. Participating in in-person instruction could increase your risk of becoming infected with COVID-19.

Each person must determine for themselves if they are willing to take the risk of participating in in-person programs, including whether they need to take additional precautions to protect their own health or the health of others in their household. You should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. If you have an underlying medical condition, you may want to discuss these risks with your health care provider.

More information about COVID-19 and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>.

Summary of Indoor Instruction

City College is offering limited indoor classes at the following locations:

- Ocean Campus, 50 Frida Kahlo Way
- John Adams Campus, 1860 Hayes Street
- Evans Campus, 1400 Evans Avenue

The following table summarizes the instructional programs that City College is proposing to offer Fall 2020 and Spring 2021 using indoor instruction and explains the training provided to students to serve Core Essential Services. Each of these programs requires that

students receive hands-on training in a lab environment using specialized equipment in specialized spaces.

Program Name	Location	Program Description
Dental Assisting	Ocean Campus	This program trains students for employment as Registered and Certified Dental Assistants. It is accredited by the American Dental Association's Commission on Dental Accreditation.
Diagnostic Medical Imaging	Ocean Campus	This program trains students in the operation of radiographic and computerized equipment, performance of radiologic procedures, creating and processing of radiographs, radiation protection, and exposure to advanced imaging modalities. The program is accredited by the Joint Review Committee on Education in Radiologic Technology, and approved by the Radiologic Health Branch of the California State Department of Public Health.
Registered Nursing	Ocean Campus	The Nursing course of study includes instruction in applied nursing science and related life sciences, and clinical experience in San Francisco Bay Area cooperating clinical settings. Students who complete the course of study in accordance with City College requirements are eligible to take the National Council Licensure Examination of Registered Nurses (NCLEX-RN). The program is accredited by the California Board of Registered Nursing (BRN).
Vocational Nursing	John Adams Campus	This program prepares students for employment in acute care facilities, clinics, long-term care facilities, physician offices, home care, and health centers. The Licensed Vocational Nursing program is accredited by the Board of Vocational Nursing and Psychiatric Technicians.
Home Health Aide/Nurse Assistant	John Adams Campus	This program prepares students for entry-level positions in acute care and convalescent facilities as well as home care agencies and out-patient clinics. The program is accredited by the Board of Vocational Nursing and Psychiatric Technicians.
Paramedic	John Adams Campus	This program provides students with the knowledge and skills necessary to provide advanced emergency medical care in the prehospital setting. The program

Program Name	Location	Program Description
		qualifies students for the National Registry of Emergency Medical Technicians (NREMT) paramedic licensure Examination upon successful completion of the program. The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) under the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP).
Cardiovascular/ Echocardiographic Technology	John Adams Campus	This program prepares students for positions as cardiac sonographers, echocardiography technicians, cardiovascular technicians in a medical center, cardiology officer or health center. Graduates are eligible to sit for the national registry examinations: American Registry of Diagnostic Medical Sonography (ARDMS) or Cardiovascular Credentialing International (CCI).
EKG Technician	John Adams Campus	This program prepares students to operate ECG equipment and work as an ECG Technician in a cardiology office, non-invasive cardiac diagnostic department in a hospital, medical clinic or other medical facilities. Graduates are eligible to sit for the national registry examination: Cardiovascular Credentialing International (CCI).
Emergency Medical Technician	John Adams Campus	This program trains students as entry-level patient care providers in emergency medical services for ambulance agencies and fire departments. This program operates under the requirements set forth in the California Code of Regulation, Title 22, Division 9, Chapter 2. The EMT Program is approved by the State of California EMS Authority and local approving EMS agency.
Medical Assisting	John Adams Campus	This program trains students for employment in two areas: Medical Assisting and Medical Administrative Assisting. The Medical Assisting program is offered in cooperation with the American Association of Medical Assistants (AAMA) and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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Pharmacy Technician	John Adams Campus	This program is designed to prepare students to work under the direct supervision of a pharmacist in hospitals, retail pharmacies and other institutional settings.
Automotive and Motorcycle Technician	Evans Campus	The automotive and motorcycle technician programs train students to perform entry level work as automotive and motorcycle mechanics, as well as providing thorough training in maintenance theory so they will be qualified to participate in advanced training at the dealer and manufacturer level. The automotive maintenance program complies with national Automotive Service Excellence (ASE) certification through the accreditation body National Automotive Teachers Education Foundation (NATEF). Automotive and motorcycle technicians fall under the “Transportation and Logistics” sector of California’s Essential Critical Infrastructure Workers .
Construction	Evans Campus	This program trains students for entry-level work in a variety of construction areas, including framing, blueprint reading, plumbing, and wiring. Construction workers fall under the “Industrial, Commercial, Residential, and Sheltering Facilities and Services” sector of California’s Essential Critical Infrastructure Workers .
CityBuild Academy	Evans Campus	CityBuild Academy is a pre-apprenticeship construction program. CityBuild Academy is administered in partnership with the San Francisco Office of Economic and Workforce Development, City College of San Francisco, community non-profit organizations, and labor unions. Construction workers fall under the “Industrial, Commercial, Residential, and Sheltering Facilities and Services” sector of California’s Essential Critical Infrastructure Workers .
Culinary Arts	Ocean Campus	This program prepares students for a culinary career in a wide variety of entry-level positions (e.g., line cook, pastry chef, baker, sous chef, and food server) as well as entry level restaurant

Program Name	Location	Program Description
		management positions (e.g., assistant manager, host, buyer, and event planner). This program is accredited by the American Culinary Federation. Culinary workers fall under the “Food and Agriculture” sector of California’s Essential Critical Infrastructure Workers .

The following table summarizes the courses included in each of these programs:

Program Name	Proposed Indoor Courses
Dental Assisting	DENT 51 – Applied Dental Science 1 DENT 52 – Dental Materials & Procedures DENT 53 – Intro to Chairside Assisting DENT 55A – Dental Roentgenography DENT 62 – Dental Assistant in Practice
Diagnostic Medical Imaging	DMI 50A – Intro to Medical Radiography DMI 50B – Radiologic Physics & Equipment DMI 51A – Radiological Anatomy and Positioning DMI 51B – Radiographic Exposure Factors DMI 70 – Radiation Protection
Registered Nursing	NURS 50 – Fundamentals of Nursing NURS 50A – Pharmacology In Nursing Pt. I NURS 50B – Pharmacology In Nursing Pt. II NURS 50L – Nursing Skills Laboratory NURS 51 – Basic Medical-Surgical Nursing NURS 51L – Intermediate Nursing Skills NURS 53 – Maternal & Newborn Care NURS 54 – Nursing of Children NURS 55 – Psychosocial Nursing NURS 56 – Adv. Medical-Surgical Nursing NURS 58 – Trends & Issues In Nursing
Vocational Nursing	VOCN 41A – Fundamentals of VOCN Nursing VOCN 41B – Basic Medical/Surgical Nursing VOCN 41C – Basic Skills Lab VOCN 41D – Pharmacology VOCN 42A – Adult Med-Surg Nursing I VOCN 42B – Adult Med-Surg Nursing II VOCN 42C – Med-Surg Skills Lab VOCN 42D – Mental Health Nursing VOCN 43A – Concepts in Community Health Nursing

Program Name	Proposed Indoor Courses
	VOCN 43B – Maternity Nursing VOCN 43C – Pediatric Nursing VOCN 43D – Adv. Medical Surgical Nursing VOCN 43E – Adv. Med/Surgical Skills Lab VOCN 43F – Child and Development
Home Health Aide/Nurse Assistant	VOCN 23 – Nursing Assistant VOCN 24 – Home Health Aide VOCN 25 – Nurse Assistant/Acute Care
Paramedic	EMTP 121 – Intro to EMS EMTP 122 – Pharmacology and Airway
Cardiovascular/ Echocardiography	CVT 110 – Cardiovascular Skills ECHO 101 – Echocardiography
EKG Technician	ECGT 101 – ECG Technician I ECGT 102 – ECG Technician II
Emergency Medical Technician	EMT 11A – Pediatric CPR and First Aid EMT 12 – BLS Provider Course EMT 14 – Advanced First Aid & BLS EMT 100 – Emergency Medical Technician EMT 104 – Advanced Skills for EMS Providers
Medical Assisting	MED 49 – Clinical Procedures
Pharmacy Technician	PHTC 102 – Pharmacy Technician Clinical I
Automotive and Motorcycle Technician	AUTO 50 – Intro: Automotive Mechanics AUTO 51 – Automotive Electrical AUTO 52 – Brakes, Suspension, Alignment AUTO 55 – Engine Performance/Drivability AUTO 56 – Intro to Hybrids AUTO 201 – Bolted Panel Replacement AUTO 202 – Welded Panel Replacement AUTO 203 – Painting and Refinishing AUTO 204 – Body/Frame Straightening/Repair MOTO 61 – Custom Metal Fabrication MOTO 90 – Motorcycle Technology Intro MOTO 92 – Tune-up and Performance
Construction	CNST 100 – Intro to Construction

Program Name	Proposed Indoor Courses
	CNST 103 – Residential Plumbing CNST 107 – Blueprint Reading CNST 109 – Residential Wiring CNST 111 – Carpentry-Rough Framing CNST 114 – Custom Cabinetmaking CNST 116 – Furniture Making & Woodworking CNST 134 – Electrical-Mechanical Fundamentals
Culinary Arts	CAHS 10A – Culinary Fundamentals I CAHS 10B – Culinary Fundamentals I CAHS 20A – Culinary Fund. II A CAHS 20B – Culinary Fund. II B CAHS 20C – Culinary Fund. II C CAHS 21 – Meat Analysis CAHS 30A – Restaurant Operations CAHS 30B – Restaurant Operations CAHS 60B – Classic & Modern Sauces CAHS 60P – Plated Desserts: Presentations CAHS 205 – Intro to Wine & Its Sensory Evaluation CAHS 245 – Intro to Food Prep CAHS 246 – Special Occasion Cooking

Summary of Indoor Student Service Activities

In addition to the above instructional programs, the College is also seeking permission to conduct in-person, indoor student registration at the following locations:

- Ocean Campus, 50 Frida Kahlo Way
- Chinatown/North Beach Campus, 808 Kearney Street
- Mission Campus, 1125 Valencia Street
- Downtown Campus, 88 Fourth Street
- Evans Campus, 1400 Evans Avenue
- John Adams Campus, 1860 Hayes Street
- Southeast Campus, 1800 Oakdale Avenue

The College runs a variety of noncredit courses such as English as a Second Language that use open, continuous admissions and registration. While many of our credit students are able to easily navigate the College’s online admissions and registration systems, in-person, indoor registration activities are designed to assist those students who may be at lower levels of English proficiency and may be experiencing more difficulties navigating online systems. This in-person, indoor registration for students will facilitate their study via distance education.

Educating Students about COVID-19 Risks and Mitigation Strategies

All employees and students are required to complete the training prior to returning to campus. This training is available at www.ccsf.edu. Please visit the COVID-19 Updates and Plan to Return to Campus section. Please note that all employees and students are required to sign a consent form following the training that they agree to follow these rules to participate in on-campus activities.

Addressing Violations of COVID-19 Safety Protocols

Violations of COVID-19 safety protocols by College personnel will be addressed as a disciplinary matter. Disciplinary matters for employees represented by a union will follow the appropriate contractual processes; all other employees will be disciplined in accordance with Human Resources requirements.

Violations of COVID-19 safety protocols by students will be addressed according to the College's Code of Student Conduct, which identifies "failure to comply with directions of District officials" as an offense. Possible disciplinary sanctions include reprimand, removal from a class, and suspension.

Health and Safety Plans

Overview

The College has implemented site-specific health and safety plans for each of the instructional and student service programs it is seeking to operate indoors. These site-specific plans identify changes to instructional facilities and workspaces as well as building ingress and egress routes. All employees and students are required to complete a COVID-19 Safety Plan training prior to accessing in-door facilities and will be required to complete a symptom checker each day prior to accessing the College indoor facilities. Building and area monitors will be deployed at the ingress points and areas throughout the building to ensure compliance with the College's safety protocols.

Programs (instructional and non-instructional) are not authorized to begin in-person operation until the program submits a completed College COVID-19 Safety Protocol Plan Checklist for review and approval.

Sanitation

College custodial staff will be responsible for daily cleaning of the classroom, restrooms, and common areas, and emptying garbage, and cleaning the floors. Cleaning will occur when staff and students have left the building.

Classes are scheduled to allow for cleaning and sanitizing in between classes. In some cases, both instructors and students are responsible for wiping down high-touch services and equipment.

Staff and students will wash their hands after encountering high touch surfaces including, but not limited to, door handles, desks, countertops, phones, keyboards, light switches, handles, toilets, faucets, and radiographic equipment. Every classroom/instructional space

and common area (staff work rooms, eating areas) have hand sanitizers or a place to wash hands upon entering.

Employees are responsible for wiping down their own workspace area.

Social Distancing

The site-specific plans for modifying instructional spaces and workspaces have been developed. These plans incorporate:

- An assessment with the Facilities Department and the users of the space to ensure the facility is set up to reinforce social distancing
- Sneeze guards installed to separate multiple users in any necessary areas when a minimum distance cannot be maintained
- Modified work shifts pursuant to reduce the number of employees in offices and common areas if necessary
- Use of audio and/or video conferencing tools for meetings where appropriate
- New foot traffic flows with associated visual aids
- Desks, laboratory and computer stations, counters and common seating spaces marked in order to indicate proper distancing between users
- Desks turned to face in the same direction where possible (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing)
- Limited seating in reception areas
- Restrooms retrofitted for use of alternate sinks, stalls and urinals

Maintaining Stable Cohorts

Students in these programs are enrolled in specific course sections with assigned instructors. In most cases, the College is only offering one section of a given course, but in the situations where the College offers more than one section, students are not allowed to switch between sections after in-person instruction has begun. Instructors are also limited in the classes that they will teach in person.

In-person instruction is being balanced with remote instruction, and larger classes are being divided into smaller groups. For example, a class of 20 students would be divided into two stable groups of 10 students, with one group attending instruction on Mondays and the other on Wednesdays.

In addition, class start and end times are being arranged so that there is sufficient passing time between the end of one class and the beginning of the next class. This passing time is designed to ensure that all of the students in an early class leave the building before the students in a later class show up; it also provides time for cleaning between cohorts.

Face Covering

Faculty, staff, and students are required to wear face coverings. The College will provide appropriate face coverings, in accordance with SFDPH guidelines (available here: <https://www.sfdph.org/dph/alerts/files/Order-C19-12-Face-Coverings.pdf>).

Health Screening

Each day prior to building access, students, staff, and faculty will be asked to attest to the following:

- That they are not currently experiencing symptoms associated with COVID-19 as defined by CDC, including fever, coughing, shortness of breath, chills, muscle pain, sore throat, or loss of taste or smell.
- That they have not come into close contact (six feet or less for an extended period of time) with a person experiencing COVID-19 symptoms or who has tested positive within the past 14 days.

Ventilation

When possible, the program will leave room doors and windows slightly open to promote flow of air through the indoor space. Mechanical air circulation systems will be used to promote the flow of air movement toward mechanical ventilation systems. Building engineers are also available to address specific ventilation concerns raised by employees or students.

Other procedures that will be implemented to minimize the risk of transmission

All employees must complete College-specific COVID-19 Return to Campus training prior to returning to campus.

College building monitors facilitate health screenings mentioned above prior to entry into any building. Health screenings can be completed via online questionnaire or verbally. Additionally, building monitors confirm that all employees and students have their names appear on a roster of people cleared to be in a particular building on a particular day. Employees and students must complete the medical questionnaire daily for access to College facilities.

Instruction in the College's Dental Assisting program involves students and faculty practicing with members of the public, and the College will follow the protocols established by SFDPH for Dental Clinics. Pre-appointment screenings will be conducted using the forms provided by SFDPH for Dental Clinics. If there is a yes to any of the questions on the form the appointment will be canceled, and the patient advised to contact their health care provider. If the answers are all no, then the appointment is kept. The patient will be reminded to wear a mask or face covering to the appointment which will remain in place except while the patient is being treated. The list of patients will be sent to the building monitors. The patients will be screened again for symptoms before being allowed to access the building. If the patient displays symptoms or answers yes to any of the symptom questions the patient will be sent home and advised to contact their medical health provider. On entering the clinic, the patient is provided with hand sanitizers and a pre-procedural mouth rinse in accordance with SFDPH Dental guidelines. Once the appointment is completed the patient is asked to immediately exit the building. Between patients, all areas will be sanitized in accordance with SFDPH Dental guidelines.

Testing Protocols

All faculty, students and staff are screened each time they come onto campus. The College created a survey that is accessible via smartphone that aids in the screening and contact tracing. If any person answers that they are having COVID-19 symptoms they will be directed to their health care provider for testing. Employees must report if they have a positive COVID-19 test, when experiencing COVID-19 related symptoms, or close contact with someone who is experiencing COVID-19 symptoms or has tested positive within 14 days of contact to their immediate supervisor and CCSF Human Resources. Students must report a positive COVID-19 test to their instructors. All full-time employees and most part-time employees are provided with health insurance and will be directed to their primary care physicians for any needed COVID-19 testing.

Protocols for Addressing an Outbreak

In the event of substantial community spread, CCSF administrators will work closely with SFDPH officials to determine if a short-term (for 2-5 days) or extended closure of all campus buildings and facilities is needed. In some cases, administrators, working with local health officials, may choose to only close buildings and facilities that had been entered by the individual(s) with COVID-19.

Administrators will seek guidance from local health officials to determine when students, staff, and faculty should return to campus and what additional steps are needed for the CCSF community. In addition, students, staff, and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.

Recognition of Risk

The entire College community – administration, faculty, students, and staff – is aware of the risks inherent in holding indoor classes and student activities. The College community, which includes classified staff, administrators, faculty and students, has been engaged in planning processes for these return to campus activities since April 2020, and will be responsible for taking all necessary precautions to mitigate the risk of transmission to the greatest extent possible. Additionally, the College has negotiated with the employee unions, further spelling out the College’s responsibility to provide a safe work environment, and the employees’ responsibility to adhere to the College’s COVID-19 safety protocols.