



MORENO VALLEY COLLEGE FALL 2021
SAFE REOPENING REPORT



**MORENO
VALLEY
COLLEGE**

Moreno Valley College Academic Calendar 2021-2022 Safe Return of Instruction and Services Working Plan

Executive Summary

Due to the impact of the COVID-19 pandemic during the year 2020, Moreno Valley College transitioned all face-to-face instruction online effective March 16, 2020. Now as we plan to transition back to face-to-face instruction for the Academic Calendar 2021-22, we have put together this working plan for a safe return to campus.

As a result of the interruption to instruction, the Riverside Community College District Safe Return Taskforce established [recommendations](#) for resuming in-person instruction. These recommendations established that the majority of instruction and services would be face to face during the summer and fall 2021 semester. [Class Schedule and Academic Calendar](#)

Summer 2021

During summer 2021, Moreno Valley College will offer on-campus instruction in the following subject areas:

- Administration of Justice (Law Enforcement Academy, Correctional Deputy Academy, Dispatch Training, and Advanced Officer Training)
- Biology (Microbiology Only)
- Dental Assistant
- Dental Hygiene
- Emergency Medical Services (Emergency Medical Technician, Paramedic courses)
- Fire Technology (Intro to Fire Academy, Advanced Firefighter Training)
- Kinesiology (First Aid/CPR, and outdoor activity courses)

For details about the specific courses please refer to the [Moreno Valley College Schedule of Classes](#). Student, personnel and community safety remain paramount as we offer on-campus instruction during the summer 2021 term. Additional information about specific safety protocols for each program can be found below.

Details for each program/discipline are included in this plan and were developed working with the faculty, staff, and deans in each area. All plans for the return of instruction were informed by the [RCCD Taskforce for Safe Return Recommendations](#) and the [RCCD COVID-19 Prevention Plan and Safety Guidelines](#).

Fall 2021

In general, all class instruction will return to face to face with some courses offering online during the Fall 2021 term with limited exceptions in the public safety programs where online instruction is not allowed by third party accreditors (P.O.S.T. and State Fire Marshall).

The Moreno Valley College Early Childhood Education Center plans to remain during the fall semester. However, lab instruction of Early Childhood Education (EAR) courses will continue online.

Moreno Valley College follows the [RCCD Taskforce for Safe Return Recommendations](#), the [RCCD COVID- 19 Prevention Plan Safety Guidelines](#) (informed by CDC and Cal OSHA Guidance), the [California COVID- 19 Industry Guidance for Institutions of Higher Education](#), and the RCCD COVID-19 Compliance Protocols which appear in Appendix D – Compliance Protocols. Additional specific consideration for specialized areas, includes the [Cal OSHA California Department of Public Health guidance](#) for laboratories.

Protocols for all Instructional Areas

Supervision

The area dean or designee and Chief Instructional Officer or designee will be on-site during regular business hours during on-site instruction.

Building/Facilities

All Facilities staff performing work on campus will use the proper PPE and will practice social distancing while performing their duties.

Heating, Ventilation, and Air Conditioning

HVAC filters have been upgraded and evaporative coils have been cleaned in anticipation of reopening timeframe for each building. After reopening, HVAC filters will be visually inspected monthly and replaced every six months at a minimum.

Plumbing

Main and lateral potable water lines have been flushed and tested for water quality, over the summer in anticipation of the safe return to campus. Filters, water fountains, ice machines, etc. have been changed as well as have a bacterial test performed by a licensed company as a method to prevent Legionella, prior to building reopening.

Grounds

Grounds personnel have commenced and will continue to perform the following work:

- New signage has been added with current COVID-19 protocols.
- Installed exterior Social distancing signs and stickers
- Power washed walkways and buildings that had excess build up. We are now in the middle of the annual bird migration and will conduct necessary clean up after migration process.
- Trimmed trees that were overgrown and that created a possible falling limb/tree hazard
- Checked and repaired irrigation systems for broken, missing, or damaged components
- Cleaned parking lots, including weed abatement in cracks
- Cleaned courtyards, exterior stairwells, and other common areas
- Inspected equipment to verify each tool is in proper working condition
- Repaired/replaced/removed equipment that is not in proper working condition

Custodial

Custodial personnel have been cleaning and disinfecting Facilities in accordance with CDC guidelines for

sanitizing workspaces, common areas and restrooms. Custodial Services has initiated a campus wide disinfecting program and posted new signs on classroom doors and other areas to inform the public when a room have been last disinfected, and who to call if a room needs to be disinfected again. Currently the CDC guidelines are as follows:

- Restrooms are sanitized daily.
- Classrooms and laboratories will be sanitized daily. Students will sanitize desks and workspaces prior and after each use.
- Common areas will be sanitized daily.
- Using Protexus Gun Sprayers to disinfectant, spray and wipe down public area-tables, counter tops, computer keyboards, doors, knobs and handles, railing, elevator panels, conference tables, etc.
- For soft surfaces applying disinfectant with Protexus Gun Sprayers for chairs cotton/polyester, couches, curtains,mats throw rugs etc.
- Hand sanitizing fixtures have been placed inside of every entrance for each building on every floor.
- New sanitizing spray guns are being used to sterilize rooms very efficiently but when contact with paper, it makes the paper curl.
- The following products are being used to sanitize:
 - Wxie Disinfectant #710
 - Purell Sanitizing Spray
 - Pure Tablets
 - Any disinfectant wipes that comply with CDC guidelines

Personal Protective Equipment (PPE) And Sanitizing Supplies

District and College units have purchased PPE for their staff and students. The District hasmade additional purchases of these items in bulk for the entire District. Hand sanitizers are provided on each floor of all buildings are in operation. Face coverings will be provided for students that may have forgotten their face covering.

Covid19 Prevention – Sneeze Guards

MVC Facilities and Safety have audited classrooms and common spaces in determining the need for protective guards and have needed materials to install if required. Currently, Facilities and Safety has had discussions with Library, Bookstore, Food Services, Dental, President’s Office, and academics in the Science/Tech lab classrooms to determine the need for sneezeguards. Other units that may have a need for sneeze guards should contact Facilities and Safety immediately.

Campus Signage

Significant signage has been posted on campus to inform students and the community of the safety requirements for attending class or using services on campus. Examples of this signageappears in Appendix B – Signage Examples.

Faculty and Classified Staff

Per the guidelines of the State Chancellors office CCCCC Reopen-task-force report - [California Community Colleges - REPORT OF THE SAFE CAMPUS REOPENING WORKGROUP](#) and CDPH/Cal OSHA COVID-19 Industry Guideline [COVID-19 INDUSTRY GUIDANCE: Office Workspaces](#) . RCCD will utilize telework options and modified work schedules when feasible and necessary, to limit the number of employees at the office at one time. Consider staff/faculty continuing to work from home, perhaps on staggered shifts/days on-site in light of the need to spread out workstations to maintain 6 feet between cubicles/work spaces. Employees with an underlying health condition should contact HRER for further assistance per board policy BP6447 and BP6445. Hybrid Employees: Those that are needed on-site 1 to 3 days a week but can telework the remainder of the time; and those on-site as needed (Management, Full Time Faculty).

- All employees will review the COVID-related training modules developed by the District.
- All employees must self-check daily for any symptoms of COVID-19 before leaving home and entering the workplace. The “symptom checker” results are to be submitted daily before reporting to campus.
- Employees are required to wear face coverings and use social distancing of 6 feet or more, masks will be available for staff that may have forgotten their face coverings at home.
- Disinfecting supplies will be available for employee use. Employees are encouraged to disinfect their workspaces throughout the workday.
- Employees who develop symptoms outside of work should notify their supervisor and stay home. Sick employees should follow the [CDC Recommended steps](#). Employees should not return to work until they have met the CDC criteria to discontinue home isolation or have consulted with a healthcare provider and state or local health department.

Students

Students to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Students to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before and after use.

- All students returning to campus for instruction will review the COVID-related training modules developed by the District.
- Students will sign the *RCCD Infectious Disease Understanding of Risk for Students Doing On-Site Labs* form found in Appendix D – Compliance Protocols.
- All students must self-check for any symptoms of COVID-19 before leaving home and arriving on campus. The “symptom checker” results are to be submitted daily before reporting to campus. Students must display symptom checker “clearance” to faculty before entering the classroom space. This can be on a mobile device or printed out at home and brought to campus.
- Students will arrive at specific times based upon class schedule and not linger on campus.
- Students will always wear a proper face covering. Extra masks will be on site for use.
- Social distancing must be maintained as directed by signage or college employee.

Program Details

Dental Education Center COVID-19 Clinic Protocols and Training – Staff, Students, and Patients

Learning Objectives

- Understand COVID-19 disease etiology, process, transmission modalities
- Understand and list methods for the reduction and prevention of the virus transmission and ways to mitigate COVID-19 contamination
- Understand and apply MVC updated infection control and clinical protocols for disease transmission including COVID-19
- Understand and demonstrate the application of appropriate screening questionnaire for faculty, staff, students, and patients
- Understand PPE usage based on the procedures and office zones
- Demonstrate appropriate patient communication
- Understand and demonstrate proper donning and doffing protocols

Review COVID-19 Etiology, Process and Transmission Modalities

- Please Review the Video Presentation:
 - [Watch the recorded Back to Practice Staff Training presentation \(Links to an external site\).](#)
- Review the Kahoot questions we went over on 5/29/20
- Review updated Infection Control and Clinical Protocols for COVID-19

MVC Elimination Controls

- Keeping the disease out of the office
 - Faculty, Staff and Student Pre-screening before entering facilities in the morning and after lunch
 - Patient Pre-screening the day before the appointment and before entering facilities on the day of the appointment
 - No additional visitors in the office
 - Only one parent/guardian per minor patient

Dental Education Center

Screening Protocol for Staff Faculty and Students

- Each Morning and Each Afternoon Prior to Class or Clinic
 - Put a mask on if they do not have one on already
 - Fill out the health questionnaire on their own devices using the google form link sent to them. Do this at home before heading to DEC. If you are sick stay home!
 - Your temperature will be taken again at school before being allowed in the building. Check

in every AM and PM by B-104.

- If all the answers to the health questionnaire are “NO” and the temperature is < than 100 the student will
- Use alcohol hand sanitizer and have their wrist stamped
- Enter the classroom, lab, or clinic

While at DEC

- Students and faculty will practice physical distancing > 6 feet away
- Wear an appropriate mask during class, clinic, lab, and all study areas
- Maintain proper hand hygiene and avoid touching your face
- Appropriate PPEs must always be worn in clinic and laboratory
- Follow all clinical and laboratory infection control protocols carefully

Reminders

- Students and faculty must self-monitor while off campus. If you experience any flu like or COVID-19 symptoms or any respiratory disease symptoms contact the program director to call off.
- DO NOT COME TO CLASS OR EXTERNSHIP IF YOU ARE SICK OR SOMEONE IN YOUR HOUSEHOLD IS SICK!
- Maintain proper hand hygiene at all times. Wash hands with soap and water for 20 seconds. Utilize hand sanitizers often. Do not shake hands, touch, or hug others.
- Disinfect high touch areas in the classroom often. Follow the updated clinical infection control protocol for clinic.
- Practice physical distancing > 6 feet in and out of the classroom

Review Employee Screening Questionnaire

- Link will be sent to you
- You must fill this out every morning before coming to DEC or externship. Self-monitor and report any potential symptoms.
- Take your temperature every am before coming in.
- If you have a temperature greater than 100 degrees F or have reported any symptoms STAY HOME. Call the program director and the office to let them know.
- Give yourself an extra 20 minutes to allow for the check-in procedure so plan on coming to school earlier.
- Wait in the car if it is too crowded in front of B-104 to practice social distancing.

Kinesiology – Activity and CPR Courses

A total of eleven (11) Kinesiology course sections will be offered during Summer 2021. These course sections include Hatha Yoga, First Aid and CPR, Walking for Fitness, Cardio Strength, and Step Aerobics. All activity courses will be held outdoors and wearing a facemask will be required unless state requirements change for Higher Education. KIN – 30 First Aid and CPR will be scheduled as a hybrid course section with the on-campus component for first aid and CPR testing only.

A total of 150 students are expected to enroll in Summer 2021 Kinesiology course sections.

- **Kinesiology Safety Protocols**

- All students returning to campus for instruction will review the COVID-related training modules developed by the District.
- All students must self-check for any symptoms of COVID-19 before leaving home and arriving on campus. The “symptom checker” results are to be submitted daily before reporting to campus. Students must display symptom checker “clearance” to faculty before entering the classroom space. This can be on a mobile device or printed out at home and brought to campus.
- Students must always wear a proper face covering. Extra masks will be on site for use.
- Students will sign the appropriate RCCD Release of Liability form.
- Social distancing must be maintained as directed by signage or college employees.
 - During activity dates for First Aid & CPR Certification only 9 students at a time will be assigned to two-hour time blocks for skills demonstration and certification.
- Students will arrive at the College at specific days/times based upon class schedule, stage outside of the classroom following physical distancing requirements.

*In the event of a COVID-19 outbreak in the class, on-campus instruction may be suspended pending a quarantine period and all instruction will shift online temporarily. If there is a significant resurgence of COVID-19, then instruction may be shifted online for the remainder of the term.

Science, Technology, Engineering and Mathematics

Biology – Microbiology

A total of four (4) sections of BIO 55 – Microbiology will be offered during the summer 2021 term. The lecture portion of the courses will be online, and the labs will be scheduled on-campus. Each student will complete a total of 24 hours of lab work while on-campus.

Approximately 40 students are expected to enroll in these course sections.

- **BIO 55 Safety Protocols**

- All students returning to campus for instruction will review the COVID-related training modules developed by the District.
- Students will arrive at specific times based upon class schedule, stage outside of the classroom following physical distancing requirement, and not linger on campus.
- All students must self-check for any symptoms of COVID-19 before leaving home and

arriving on campus. The “symptom checker” results are to be submitted daily before reporting to campus. Students must display symptom checker “clearance” to faculty before entering the classroom space. This can be on a mobile device or printed out at home and brought to campus.

- Students must always wear a proper face covering. Extra masks will be on site for use.
- Students will sign the appropriate RCCD Release of Liability form.
- Social distancing must be maintained as directed by signage or college employee.
- During lab work, student will be assigned to one of three lab spaces (capped at 10 or fewer) to ensure physical distancing requirements.
- Faculty and lab technicians will circulate through the labs ensuring that all safety protocols and procedures are followed.
 - Students will learn about COVID-19 lab safety protocols on the first day of class.
- All lab work surfaces, and equipment will be cleaned and disinfected at the start of each lab, multiple times during each lab, and at the end of the lab.

*In the event of a COVID-19 outbreak in the class, on-campus instruction may be suspended pending a quarantine period and all instruction will shift online temporarily. If there is a significant resurgence of COVID-19, then instruction may be shifted online for the remainder of the term.

Public Safety

Administration of Justice Academies and Advanced Officer Training

The Administration of Justice program Law Enforcement Academies and Advanced Officer Training Programs will offer five (5) course sections during the Summer 2021 term. These courses include the Basic Law Enforcement Academy, Correctional Deputy Academy, Public Safety Dispatch training, and advanced officer training courses.

Enrollment is expected to be 190 students.

• Administration of Justice Safety Protocols

- All students returning to campus for instruction will review the COVID-related training modules developed by the District.
- Students will arrive at specific times based upon class schedule, stage outside of the classroom following physical distancing requirements.
- All law enforcement academy recruits are temperature checked once per day before beginning training each morning.
- All students must self-check for any symptoms of COVID-19 before leaving home and arriving on campus. The “symptom checker” results are to be submitted daily before reporting to campus. Students must display symptom checker “clearance” to faculty before entering the classroom space. This can be on a mobile device or printed out at home and brought to campus.
- Additional symptom checks are conducted by instructors and training staff throughout the day.

- Students must always wear a proper face covering. Extra masks will be on site for use.
- Students will sign the appropriate RCCD Release of Liability form.
- Social distancing must be maintained as directed by signage or college employees.

*In the event of a COVID-19 outbreak in the class, on-campus instruction may be suspended pending a quarantine period and all instruction will shift online temporarily. If there is a significant resurgence of COVID-19, then instruction may be shifted online for the remainder of the term or delayed until the class can be safely completed.

Emergency Medical Services

All Emergency Medical Services programs (EMT and Paramedic) will continue instruction during the summer 2021 term with a total of five (5) sections. As a result, these programs did not experience an interruption in instruction.

- **Emergency Medical Services Safety Protocols**

- All students returning to campus for instruction will review the COVID-related training modules developed by the District.
- Students will arrive at specific times based upon class schedule, stage outside of the classroom following physical distancing requirement, and not linger on campus.
- All students must self-check for any symptoms of COVID-19 before leaving home and arriving on campus. The “symptom checker” results are to be submitted daily before reporting to campus. Students must display symptom checker “clearance” to faculty before entering the classroom space. This can be on a mobile device or printed out at home and brought to campus.
- Students must always wear a proper face covering. Extra masks will be on site for use.
- Students will sign the appropriate RCCD Release of Liability form.
- Social distancing must be maintained as directed by signage or college employee.
- During clinical and field work, students will follow the required levels of personal protective equipment as established by the partner agency or hospital. Elevated student PPE will be supplied by the college.

*In the event of a COVID-19 outbreak in the class, on-campus instruction may be suspended pending a quarantine period and all instruction will shift online temporarily. If there is a significant resurgence of COVID-19, then instruction may be shifted online for the remainder of the term or delayed until the class can be safely completed.

Fire Technology

The MVC Fire Technology programs will continue instruction during the summer 2021 term by offering a total of two (2) sections focused on physical conditioning for the Fire Academy and an advanced firefighter training course.

Enrollment in these two sections is expected to be 65 students.

- **Fire Technology Safety Protocols**

- All students returning to campus for instruction will review the COVID-related training

modules developed by the District.

- Students will arrive at specific times based upon class schedule, stage outside of the classroom following physical distancing requirements.
- All fire academy recruits are temperature checked once per day before beginning training each morning.
- All students must self-check for any symptoms of COVID-19 before leaving home and arriving on campus. The “symptom checker” results are to be submitted daily before reporting to campus. Students must display symptom checker “clearance” to faculty before entering the classroom space. This can be on a mobile device or printed out at home and brought to campus.
- Students must always wear a proper face covering. Extra masks will be on site for use.
- Students will sign the appropriate RCCD Release of Liability form.
- Social distancing must be maintained as directed by signage or college employee.
- During fire academy activity exercises and training in which physical distancing cannot be maintained, the recruits will wear their full fire safety protection gear including their helmets with face shields, turnout coat, and pants. During fire and smoke training, recruits will wear a full oxygen respirator.

*In the event of a COVID-19 outbreak in the class, on-campus instruction may be suspended pending a quarantine period and all instruction will shift online temporarily. If there is a significant resurgence of COVID-19, then instruction may be shifted online for the remainder of the term or delayed until the class can be safely completed.

Moreno Valley College Bookstore Restoration Plan

The health and welfare of our team members, campus community, customers and vendors are Follett's foremost concern. The Follett COVID-19 Enterprise Task Force, comprised of home office and field team members, worked together to create safety resources for operating a store during these uncertain times. Follett provides the following COVID-19 procedures to aid stores in operating safely. These procedures are based on current information that is available and therefore, may be revised to comply with applicable laws and recommended best practices.

Cleaning and Disinfecting

Follett is cleaning and disinfecting utilizing guidelines established by the Center for Disease Control and Prevention (CDC), World Health Organizations (WHO) and Government of Canada - Coronavirus (COVID-19).

- Store management is required to instruct all team members regarding cleaning and disinfection practices and monitor performance of processes.
- All team members are required to follow Follett's cleaning and disinfecting process of high touch common areas and equipment at a minimum of every two hours during this pandemic. These procedures supplement our current protocol for maintaining a clean and safe workplace.
- Follett has been procuring cleaning and disinfecting products for the stores. Through centralization, necessary supplies are being pushed out to all stores and are available for future replenishment.

Hand Washing

All team members are required to keep hands washed and clean while working in the store.

- Store management is required to instruct all team members regarding personal hygiene and hand washing practices and monitor performance of processes. COVID-19 posters are displayed in every washroom, employee entrance/exit and in each break room.
- Wash and scrub hands frequently for at least 20 seconds. If not near a rest room or sink, use hand sanitizer with at least 60% alcohol.
- Follett has been procuring hand sanitizing products for the stores. Through centralization, necessary supplies are being pushed out to all stores and are available for future replenishment.



Personal Protective Equipment (PPE)

Team members will comply with specific jurisdiction and government mandates regarding face coverings/masks. In accordance to CDC and OSHA, face coverings/masks are highly recommended to be worn by all team members.

- First and foremost, all team members will adhere to the social distancing of 6 feet (2 meters) between team members and customers.
- In accordance to the CDC and OSHA, face coverings/masks must appropriately cover both the nose and mouth.

- Team members may wear their own masks to work that they have either made or purchased – including scarfs, bandannas, gaiters and commercially manufactured masks. Masks must meet the company dress code requirements and may not include offensive verbiage or graphics.
- Disposable gloves may be used when team members are working at the cash registers, rental check-in/buyback.
- Follett has been procuring face coverings/mask for all store team members, as well as gloves for key tasks. Through centralization, necessary supplies are being pushed out to all stores and are available for future replenishment.

Bookstore Experience

Many bookstore operations have been changed in order to keep our team members and customer safe during the shopping experience.

- Prior to all scheduled shifts, all team members are requested to review checklist with manager on duty prior to starting their shift. Team member's temperature and any possible symptoms of COVID-19 will be monitored and disclose possible exposure to others with potential symptoms.
- Bookstore team members that don't feel well or develop symptoms while at work are required to go home and remain at home until they are symptom free.
- Customers are encouraged to follow social distancing guidelines and remain 6 feet (2 meters) apart while visiting the campus stores. The store team will monitor social distancing and store capacity adhering to occupancy guidelines by jurisdiction.
- Customer signage will be placed at the entrance and throughout the campus store with instructions.
 - Social Distancing in Place sign
 - Face Covering Safety Mandate sign, where applicable.
 - One Way Aisle signs
 - Social Distancing Reminder signs
 - Checkout, rental check-in/buyback and returns queue 6 feet (2 meters) floor markers
- The campus store website is available 24/7 for customers to place their orders for all course materials, supplies, clothing, accessories, gifts and technology with shipping to their home.



We remain dedicated to the success of your students during this unprecedented time, but the health and safety of your campus community is our top priority.

Follett Staff COVID-19 Self-Certification Requirements

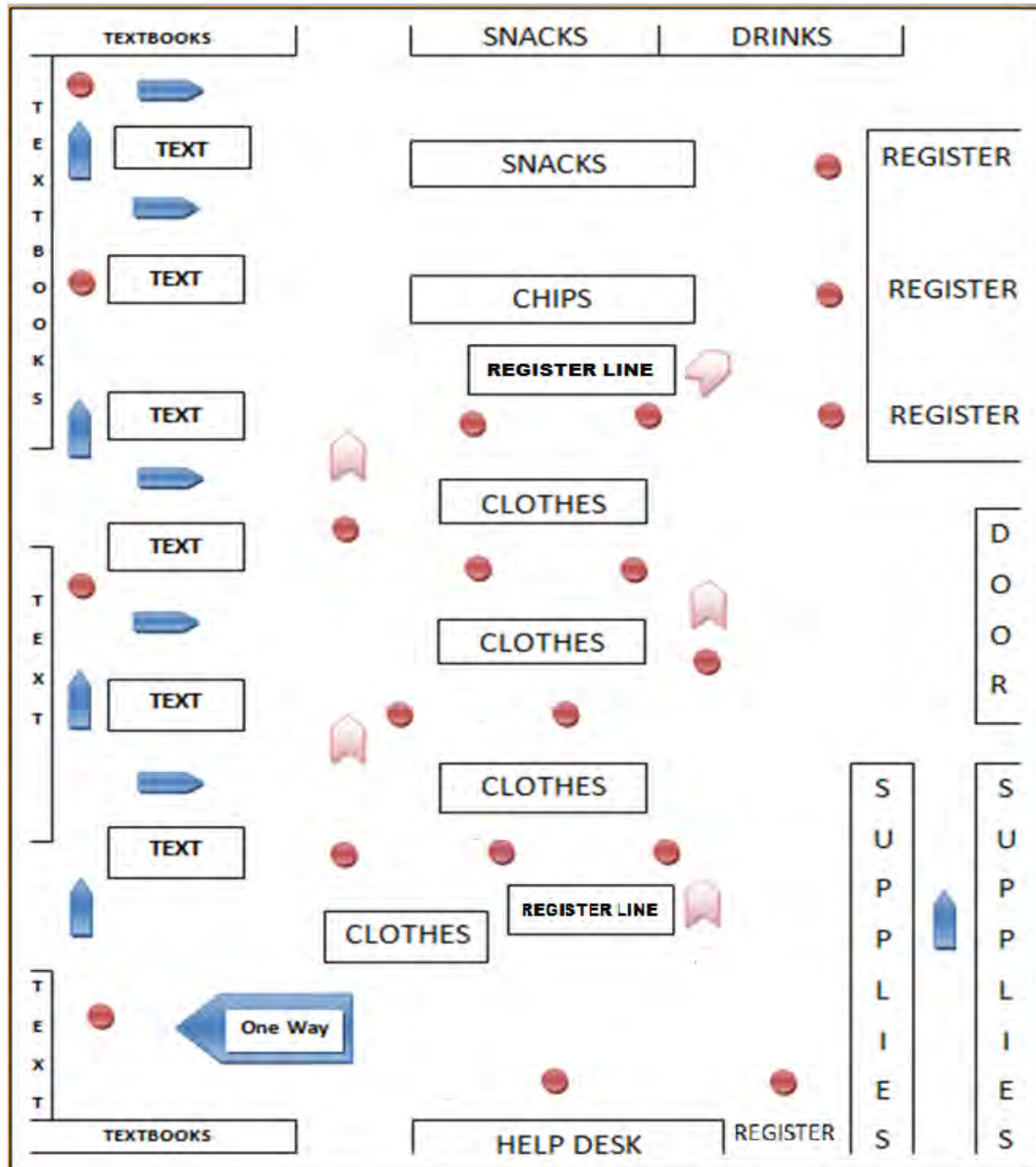
Until further notice, Follett will require that team members certify in writing or electronically prior to the start of each work shift that each of the following statements is true and accurate in all respects:

1. I have taken my temperature within two hours prior to my scheduled start time, and it was less than 100°F.
2. My response to each of the following questions is “no.”
 - a. Was your temperature 100°F or more at any time during the 72-hour period before your next scheduled start time?
 - b. Did you suffer from a cough, shortness of breath, or any other difficulty breathing or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell at any time during the 72-hour period before your next scheduled start time?
 - c. Did you take any medicine to reduce fever or manage any other COVID-19 symptoms (including cough, shortness of breath, or difficulty breathing, or any combination of two of the following symptoms: chills repeated shaking with chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell) during the 72-hour period before your next scheduled start time?
 - d. Have you received a positive test result or diagnosed based on symptoms for COVID-19 or been directed to self-isolate or quarantine by health care provider or public health officials?
 - e. Do you have reason to believe that you had direct contact (within 6 feet or less) for more than 10 minutes with a person who has been diagnosed with COVID-19, or is under medical supervision to determine whether that person has COVID-19?

If employees are unable to certify as to the above, **they will not be allowed to report to work.**

If Follett believes that a team member is exhibiting COVID-19 symptoms, was exposed to COVID-19 or is unable or unwilling to self-certify, Follett will ask the team member to immediately cease reporting to work and seek medical attention and applicable evaluation, testing and treatment by their health care provider. Team members are not to return to work until cleared by a health care professional or are no longer experiencing symptoms for at least 72 hours. The requirements remain subject to change.

Map of MVC Bookstore for Social Distance



MVC Bookstore Policy

MORENO VALLEY COLLEGE BOOKSTORE

IMPORTANT NOTICE FOR ALL VISITORS STORE POLICY

The health and safety of our customers and staff remains our top priority. As a result, the Moreno Valley College Bookstore will continue to implement COVID-19 Policy.

Visitors Policy:

- The bookstore staff will strongly encourage customers to wear a mask.
- Customers are required to follow social distancing guidelines and remain 6 feet apart.
- The Bookstore occupancy allowed 25 customers at one time.
- The bookstore has hand sanitizing stations available for customers to use.

In an effort to provide a clean and safe environment for all customers and employees, the MVC Bookstore will disinfect the high volume areas every 2 hours, and thoroughly clean the store every night to ensure the store is safe for customers to shop. The Bookstore staff will be wearing mask, and will frequently be using hand sanitizer.

We take these proactive precautions to protect our customers, staff and the community we serve. We are here to help make your shopping experience as smooth as possible, and will provide any new information becomes available of guidelines by the CDC (Centers for Disease Control and Prevention).

Thank you for your ongoing cooperation.








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CAL – OSHA COVID 19 General Checklist

		
<h3>COVID-19 General Checklist for Retail Employers</h3> <p>May 7, 2020</p> <p>This checklist is intended to help retail employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Retail Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.</p>		
	<h4>Contents of Written Worksite Specific Plan</h4> <ul style="list-style-type: none">□ The person(s) responsible for implementing the plan.□ A risk assessment and the measures that will be taken to prevent spread of the virus.□ Training and communication with employees and employee representatives on the plan.□ A process to check for compliance and to document and correct deficiencies.□ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.	
	<h4>Topics for Employee Training</h4> <ul style="list-style-type: none">□ Information on COVID-19, preventing spread, and who is especially vulnerable.□ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.□ The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.□ When to seek medical attention.□ The importance of hand washing.□ The importance of physical distancing, both at work and off work time.□ Proper use of cloth face covers.	



Physical Distancing Guidelines

- ❑ Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ❑ Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas. Where barriers are not feasible, strongly recommend that employees and customers wear face covers.
- ❑ Use signage to remind customers of physical distancing at every opportunity.
- ❑ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ❑ Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- ❑ Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- ❑ Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling.
- ❑ Dedicate shopping hours for seniors and other vulnerable populations.
- ❑ Increase pickup and delivery service options such as online ordering for curbside pickup.
- ❑ Provide separate, designated entrances and exits.
- ❑ Limit the number of in-store customers based on the size of the facility.
- ❑ Be prepared to queue customers outside while still maintaining physical distance.
- ❑ Encourage and train employees to practice physical distancing during pickup and delivery.
- ❑ Make some locations pickup- or delivery-only to minimize physical interaction, if possible.
- ❑ Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.
- ❑ Expand direct store delivery window hours to spread out deliveries and prevent overcrowding.
- ❑ Ask non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to have their employees follow the guidance of local, state, and federal governments regarding wearing masks.





Individual Control Measures & Screening

- ❑ Symptom screenings and/or temperature checks.
- ❑ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ❑ Encourage frequent handwashing and use of hand sanitizer.
- ❑ Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- ❑ Strongly recommend cloth face covers.
- ❑ Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- ❑ Communicate frequently to customers that they should use face masks/covers.



Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces.
- ❑ Clean and sanitize shared equipment between each use.
- ❑ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ❑ Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Make hand sanitizer and other sanitary supplies readily available to employees.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions and Cal/OSHA requirements.
- ❑ Adjust or modify store hours to provide adequate time cleaning and stocking with physical distancing.
- ❑ Provide time for workers to implement cleaning practices before and after shifts, hire third-party cleaning companies.
- ❑ Install hands-free devices if possible.
- ❑ Encourage the use of debit or credit cards by customers.
- ❑ Encourage customers with reusable bags to clean them frequently and require them to bag their own purchases.
- ❑ Consider upgrades to improve air filtration and ventilation.



How to Protect Yourself & Others



Wear a mask

- Everyone 2 years and older should wear masks in public.
- Masks should be worn in addition to staying at least 6 feet apart, especially around people who don't live with you.
- [Wash your hands](#) or use hand sanitizer before putting on your mask.
- Wear your mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
- Make sure you can breathe easily.



Stay 6 feet away from others

- **Inside your home:** Avoid close contact with people who are sick.
 - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arm lengths\) from other people.](#)
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)




Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
 - After caring for someone sick
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



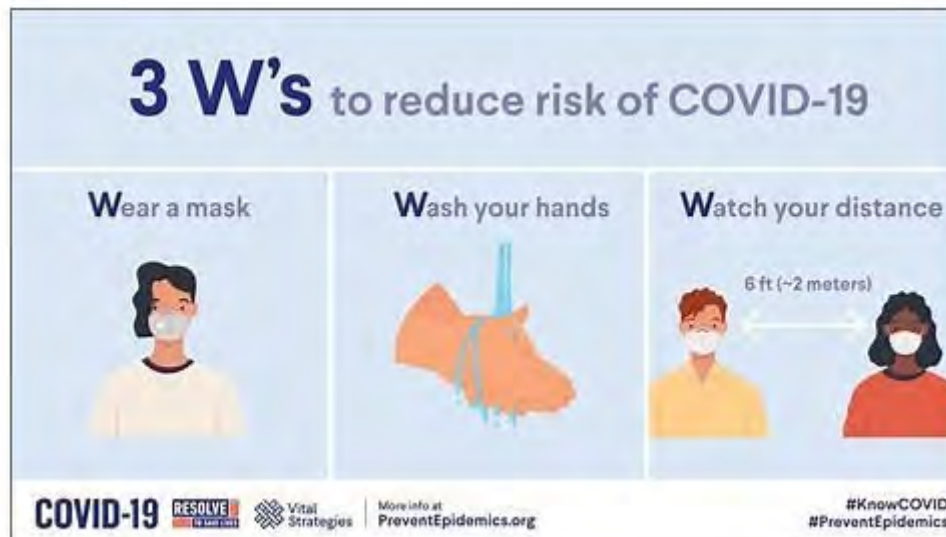
Clean and disinfect

- Clean high touch surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If someone is sick or has tested positive for COVID-19, disinfect [frequently touched surfaces](#). Use a household disinfectant product from [EPA's List N: Disinfectants for Coronavirus \(COVID-19\)](#)  according to manufacturer's labeled directions.
 - If surfaces are dirty, clean them using detergent or soap and water prior to disinfection.



Monitor your health daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.



Appendix A: Dental Education Center COVID-19 Clinic Protocols and Training – Staff, Students, and Patients

Learning Objectives

- Understand COVID-19 disease etiology, process, transmission modalities
- Understand and list methods for the reduction and prevention of the virus transmission and ways to mitigate COVID-19 contamination
- Understand and apply MVC updated infection control and clinical protocols for disease transmission including COVID-19
- Understand and demonstrate the application of appropriate screening questionnaire for faculty, staff, students, and patients
- Understand PPE usage based on the procedures and office zones
- Demonstrate appropriate patient communication
- Understand and demonstrate proper donning and doffing protocols

Review COVID-19 Etiology, Process and Transmission Modalities

- Pleaser Review the Video Presentation:
 - [Watch the recorded Back to Practice Staff Training presentation \(Links to an external site\).](#)
- Review updated Infection Control and Clinical Protocols for COVID-19

MVC Elimination Controls

- Keeping the disease out of the office
 - Faculty, Staff and Student Pre-screening before entering facilities in the morning and after lunch
 - Patient Pre-screening the day before the appointment and before entering facilities on the day of the appointment
 - No additional visitors in the office
 - Only one parent/guardian per minor patient

Dental Education Center

Screening Protocol for Staff Faculty and Students

- **Each Morning and Each Afternoon Prior to Class or Clinic**
 - Put a mask on if they do not have one on already
 - Fill out the health questionnaire on their own devices using the google form link sent to them. Do this at home before heading to DEC. If you are sick stay home!
 - Your temperature will be taken again at school before being allowed in the building. Check in every AM and PM by B-104.
 - If all the answers to the health questionnaire are “NO” and the temperature is < than 100

the student will

- Use alcohol hand sanitizer and have their wrist stamped
- Enter the classroom, lab, or clinic

While at DEC

- Students and faculty will practice physical distancing > 6 feet away
- Wear an appropriate mask during class, clinic, lab, and all study areas
- Maintain proper hand hygiene and avoid touching your face
- Appropriate PPEs must always be worn in clinic and laboratory
- Follow all clinical and laboratory infection control protocols carefully

Reminders

- Students and faculty must self-monitor while off campus. If you experience any flu like or COVID-19 symptoms or any respiratory disease symptoms contact the program director to call off.
- DO NOT COME TO CLASS OR EXTERNSHIP IF YOU ARE SICK OR SOMEONE IN YOUR HOUSEHOLD IS SICK!
- Maintain proper hand hygiene at all times. Wash hands with soap and water for 20 seconds. Utilize hand sanitizers often. Do not shake hands, touch, or hug others.
- Disinfect high touch areas in the classroom often. Follow the updated clinical infection control protocol for clinic.
- Practice physical distancing > 6 feet in and out of the classroom

Review Employee Screening Questionnaire

- Link will be sent to you
- You must fill this out every morning before coming to DEC or externship. Self-monitor and report any potential symptoms.
- Take your temperature every am before coming in.
- If you have a temperature greater than 100 degrees F or have reported any symptoms STAY HOME. Call the program director and the office to let them know.
- Give yourself an extra 20 minutes to allow for the check-in procedure so plan on coming to school earlier.
- Wait in the car if it is too crowded in front of B-104 to practice social distancing.

Review Patient Screening Protocol

- The student will confirm the appointment with their patient the day before and go over the patient screening questionnaire via telephone (teledentistry).
- Student will send the link to the patient and stay on the phone with them as they fill it out.
- This must be done before 3 pm the day before the appointment to ensure enough time for evaluation and follow up if necessary.

Remind the Patient To:

- Text you when they arrive at DEC but do not come into clinic.
- Submit the screening questionnaire again while waiting in their cars to be checked in.
- Wear a mask or face covering.
- Have their ID ready when they come in.
- Let you know if they need a work/school excuse so that Natalie can have it ready for them ahead of time.
- Only the patient will be allowed in the building. Only one parent/guardian can accompany a minor patient.

The Day of the Appointment

- The patient notifies the student they have arrived but will remain in their cars.
- The patient re-submits the screening questionnaire and waits in the car for confirmation.
- The student notifies the patient they can proceed to the check in table outside of the clinic door after their screening questionnaire has been received and reviewed.
- Patient will go to the check in table wearing a face covering or mask. If they do not have one, they will be given one at the table.

At the Check-In Table

- The student assigned at the check in table will ensure the patient has a face covering or provide one for them
- The student will confirm the patient has submitted their screening questionnaire and has been instructed to come to the check in table
- The student will take the patient's temperature
- The student will dispense hand sanitizer to the patient and instruct them to perform hand hygiene
- The student will stamp the patients back of their hand confirming check-in has been completed
- The student will hand out the parking pass and advise patient to return to the check in table with ID ready in hand after placing the parking pass in their car

Student Assigned at the Check-In Table

- Will have to wear a mask
- Sanitize hands after each patient interaction and before handing out masks
- When handing out mask grab from the elastic portion of the mask
- Take the temperature using the touchless thermometer to confirm the temperature is under 100.4
- If temperature is 100.4 or higher do not stamp the patient's hand, do not hand out parking pass but alert the faculty right away

At the Front Desk

- The patient will hold their ID for Natalie to take a picture with the wand camera. This will be uploaded in the patient's chart.
- The patient will be instructed to use hand sanitizer and directed to go into the treatment area.
- The "student dofficer" will be escorting the patient to the correct operatory.
- The student dofficer will wear their mask, clinical gown and their face shield and will not walk into the patient reception area but remain at the door inside the clinic as they greet the patient

Patient Screening Questionnaire

- Use the link below to practice taking the patient questionnaire
 - [2019/2020 COVID-19 PATIENT SCREENING QUESTIONNAIRE](#)
- Role play being the patient and the operator
- This questionnaire will be taken by the patient when you confirm their appointment and again at the time of their appointment prior their entering the clinic

Review of the Patient Screening Questionnaire

- A "YES" answer to any of these questions will result in patient being rescheduled for after 10 days without symptoms.

Clinical Protocol –Student Operator

- After the patient is seated the student operator will:
- Wash/sanitize hands and discard their surgical mask
- Wash/sanitize hands and place their N-95 respirator and face shield on
- Make all adjustments necessary including the seal test
- Wash/sanitize hands and put on exam gloves
- Do the medical history review with the patient (laptop will have plastic barrier on) Keep the laptop on the countertop
- Take vitals
- Have patient sign all the forms using the stylus from the laptop but do not place the stylus back in the laptop. It will need to be wiped down at the end of the appointment
- Present the medical history to the faculty who will already be present in the operatory
- Change gloves and proceed with the EO/IO as per usual protocol

Clinical Protocol – Student Assistant

- Will wash/sanitize hands remove the surgical mask they used during the setup procedure
- Wash/sanitize hands and place on the N-95 respirator and shield. Performed all adjustments and the seal test
- Wash/sanitize hands and place on exam gloves
- Be ready to assist as needed

Student Dofficer

- Will not need to wear a respirator but a surgical mask, since they will not be entering the treatment room. Use over-gloves on top of the exam gloves.
- Will be charged with providing additional equipment, dental materials and instruments as needed.
- During treatment none of the mobile cart drawers can be opened.
- Any materials needed they will be provided by the "dofficer" from the central supply room or the cart outside of the operatory.
- All gloves will be stored outside of the operatory on the mobile cart.
- All paper charts and skills evaluations will be stored outside of the operatory on the mobile cart.
- Serve as a second pair of eyes to prevent cross contamination when donning and doffing.
- Remain in ZONE 4 of the office (hallway).

Faculty

- Will be assigned to one patient/one operatory/one team and remain there until treatment is completed.
- PPE's for all students and faculty will be changed between patients.

Patient Restroom Protocol

- Should the patient need to use the restroom during treatment follow this protocol:
 - The dofficer will provide hand sanitizer for the patient and instruct them to put their face covering/mask back on
 - The dofficer will escort them to the restroom following the established one-way patient flow
 - The dofficer will instruct the patient to re-enter the clinic through the correct entrance following the one-way patient flow
 - Wait for the patient to return at the correct door provide alcohol hand sanitizer and escort them to the correct operatory

Review of the Four Zones of Clinical Infection Control

- **ZONE 1:** Intraoral
- **ZONE 2:** 3-foot radius beyond the oral cavity
- **ZONE 3:** Operatory
- **ZONE 4:** General Office

Clinical Protocol – Patient Dismissal

- At the completion of the treatment the patient will complete the patient satisfaction survey on their own devices. A link will be sent to them. If needed, one of our iPads with a barrier can be used
- Remind the patient to contact us if they develop symptoms within 14 days of their appointment

- Dismiss the patient and have the student "dofficer" escort the patient out making sure to follow the patient flow
- If the patient needs a school/work excuse the "dofficer" will hand it to them. (It should already be available on the outside cart).
- The patient can exit the clinic either through the back door or the door on the left side of the clinic
- They should not stop at the front desk

Clinical Protocol – Post Treatment

The student operator will safely remove all PPEs

- Sanitize hands
- Put on a surgical mask
- Sanitize hands
- Complete notes and all other paperwork outside of the operatory (Zone 4)
- Have faculty check and approve notes
- Use a different computer (not the one in the operatory)

Clinical Protocol – Student Dofficer

- Escort the patient out, thank them for coming in
- Return to sterilization and make bags for the team you assisted
- Leave bags on the contaminated side
- You will need to keep track of the number of sterilization bags that will be needed

Clinical Protocol – Post Treatment

- The student assistant will safely remove gloves
- Sanitize hands
- Put on clean exam gloves
- Put on utility gloves
- Place instruments in the plastic bin located under the sink, cover it
- Safely carry instruments to sterilization

Clinical Protocol- Post Treatment Notes

- All the progress notes will be completed outside of the operatory in zone 4 by the student operator
- Completion of all skills evaluation forms will be completed outside of the operatory post treatment in zone 4
- The clipboard should remain outside of the operatory on the mobile cart (zone 4)

Clinical Protocol – Sterilization and Break Down

Student assistant with full PPEs on will place the instruments in the ultrasonic unit

- Place cover on the ultrasonic
- Turn unit on for 20 minutes
- Caviwipe plastic tub
- Wash and dry utility gloves
- Return tub to operatory to place under the sink
- After 15 minutes from the completion of the treatment have passed proceed to breaking down and disinfecting the operatory following our MVC protocol (full PPE and respirator still on)

Clinical Protocol – Sterilization and Break Down – Student Assistant

- Once operatory is clean return to sterilization to bag instruments
- You can wear your utility gloves
- Follow the MVC protocol for sterilizing instruments
- The student dofficer should have all the sterilization bags prepared for you prepared
- Load instruments into sterilizer if time allows, otherwise place instruments in the bin as per MVC protocol. Follow all MVC instructions for MVC instrument processing
- Let the faculty know if the sterilizer needs to be started

Clinical Protocol – Final Steps

- Once all operatories are clean and sterilization done the student assistant will
- Remove gloves using the inside out technique and discard
- Remove gown rolling it away from your body only touching the inside of the gown only and discard
- Hand sanitize
- Exit operatory and stand by the sink and trash bin
- Remove shield and either safely discard if it is disposable or set it in the sink to be wiped down
- Remove respirator only touching the headband (lower elastic band first, followed by the top elastic band) and discard
- Hand sanitize
- Donn surgical mask and gloves
- Wiped down face shield with a caviwipe and then wipe again per manufacturer's instructions and store in a clean plastic bag
- With a new caviwipe wipe the sink
- Wash hands with soap and water

Clinical Protocol- Laundry

- Disposable gowns will be disposed of in the trash bins safely
- Reusable gowns will be collected in a trash bag and transported to laundry room and stored in the DA hamper until they can be laundered
- Use a mask and gloves and disposable gown when laundering reusable gowns
- After placing gowns in the washer, dispose of gloves, sanitize hands, and add the detergent and process the laundry following MVC protocol
- Dispose of your mask and gown appropriately and sanitize hands

Appropriate PPE Controls

- Recommendations for appropriate PPEs, per clinical zone per procedures will be followed
- Proper Donning and Doffing to prevent cross contamination
- All infection controls strictly followed
- Respiratory plan updated and followed

Watch the Donning and Doffing Video Again

- [Watch the recorded Back to Practice Staff Training presentation \(Links to an external site\)](#)
*Start video at 13 minutes

Summary of Proper PPE per Procedure and Zone

- Refer to Appendix B

Additional PPE Information

- While it is understood that aerosols are produced in various ways, both organically by the patient and through various dental procedures, it is still unknown how exactly the virus is transmitted. Based on current studies and guideline, these recommendations reflect what level of adequate PPE will protect patients and dental team members.

Respirators

- Respiratory protection from aerosols generated by dental devices such as ultrasonics, rotary, air abrasion, air-water syringe and other similar devices when treating patients requires that DHCP wear a respirator such as N-95 or equivalent.
- Cal-OSHA advises that employees who are required to wear a respirator such as an N-95 or a KN-95 will need to:
 - Have a medical evaluation to ensure they can wear a respirator for the required amount of time. This can be done online unless additional consultation with a doctor is necessary. More information on completing this step will be given to you as it becomes available.
 - Have a yearly fit test to ensure the efficacy of the respirator
 - Perform a seal test every time a respirator is placed on

MVC Engineering Controls Implemented for Faculty, Staff, Students and Patients' Safety

- Installation of an advanced air filtration and purification system has been installed
- Extra-Oral Aerosol Suction Units throughout the DEC will assist in removing any harmful aerosol particles.
- Patient chairs are positioned more than 6 feet apart to maintain a safe distance and there is a half wall between operatories
- Tempered glass has been installed in the reception area to maintain the safety of the administrative assistants.
- Students will wait for 15 minutes after treatment is complete to disinfect operatory ensuring any remaining droplets have settled
- Only procedures with minimally generating aerosols will be performed and the use of 4 handed dentistry utilized to minimize aerosols
- Faculty staff and students will change from clinical attire to street clothes before leaving campus
- All business will be conducted in a touchless manner whenever possible (digital forms, etc.)
- There will be an established one-way patient flow in and out of the office

Administrative Controls

- Patients will be seated in operatories that are 12 feet apart
- Only procedure generating minimal aerosols will be scheduled

COVID-19 Positive Test Incident

- If a student, faculty, staff, or patient reports testing positive for COVID-19 they will remain home until recovered and they can provide proof they are not infectious
- All students, faculty, and staff they could have been in contact with will be notified so they can be tested and cleared. CDC guidelines for quarantine will be followed.
- Supervisor will be notified
- Facilities will be deep cleaned appropriately

PPE Recommendations for Dental Practices

Dental Practice Scenarios	Surgical Mask	N95/KN95	Face Shield	Eye Protection & Side Shield	Gloves	Clinical Attire**	Gown	Head Cover	Dedicated Shoes/Covers
Administrative	Level 1		=						
Pre-Visit Patient Temperature Screening	Level 1								
Lab/Instrument Processing +	Level 2		Choose one						
No Fluid ^	Level 1		Choose one						
Low Fluid ^	Level 2		Choose one						
Moderate-Heavy Spray/Aerosol Generating Procedures #	L3 if N95 unavailable	*							

Recommended
 Optional
 Not Recommended

Patient Screening Form

Screening questions	Date: / / Staff initial:	Date: / / Staff initial:	Notes
Do you have a fever or above-normal temperature (>100.4° F)? Take temperature at appointment.	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	If patient answers "yes" to either question on shortness of breath or coughing, or answers yes to any combination of two other symptoms and the patient does not need emergency care, consider not scheduling or seeing the patient until symptoms resolve or until patient can provide proof they are not infectious for COVID-19. The dentist may want to seek additional information from the patient regarding symptoms.
Are you experiencing shortness of breath or having trouble breathing?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Do you have a dry cough?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Do you have a runny nose?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Have you recently lost or had a reduction in your sense of smell or taste?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Do you have a sore throat?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Are you experiencing chills or repeated shaking with chills?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Do you have unexplained muscle pain?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Do you have a headache?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Have you been in contact with someone who has tested positive for COVID-19 in the last 14 days?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, ask for date of last contact with COVID-positive patient and set appointment time for more than 14 days later, unless the patient needs emergency care.
Have you been tested for COVID-19 in the last 14 days? If "no," proceed to next question.	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, what is the result of the testing? If negative, proceed to next question. If still waiting on results, schedule appointment after results are known.	<input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> Positive	<input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> Positive	If positive, determine if patient needs emergency care. If not an emergency, schedule patient to be seen when it has been more than 7 days since symptoms first appeared and 3 days of no fever without use of fever-reducing medication.
Have you traveled more than 100 miles from your home in the last 14 days?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, determine if patient traveled to an area where COVID-19 cases are high. Determine if patient followed physical distancing precautions and wore a mask while in public. Use professional judgment when determining whether to proceed with the appointment.
Patient signature required at appointment: I agree to notify the dental practice if within 14 days I become ill with COVID-19 symptoms or test positive for COVID-19. I understand the dental practice has a legal and ethical obligation to inform me if a staff person I had contact with tested positive for COVID-19 within 14 days.			
Even if you don't currently have any of the above symptoms, have you experienced any of these symptoms in the last 14 days?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes" and patient does not need emergency care, do not see patient unless it has been more than 7 days since symptoms first appeared and 3 days of no fever without use of fever-reducing medication.

Appendix B: Early Childhood Education Center COVID-19 Protocols and Training-Staff, Children, and Parents

Early Childhood Education Center Safety Protocols and Upgrades

Sufficient personal protection equipment is available for students, staff, and parents, including masks, gloves, and face shields.

Screening Protocol for Staff

- Each Morning and Each Afternoon Before Work Shift Begins
- Put a mask on if they do not have one on already
- Fill out health questionnaire on their own devices using the form link sent to them. Do this at home before heading to ECE. If you are sick, stay home!
- Your temperature will be retaken at the ECE Center before being allowed in the building. Check in every AM and PM in the ECE lobby.
- If all the answers to the health questionnaire are "NO" and the temperature is < than 100 the staff member will be permitted to work
- Use alcohol hand sanitizer upon entering and exiting the classroom

Screening Protocol for children

- Children over two years will wear masks while in the center except while eating or drinking, or if there is a documented medical exception.
- A mask will be provided if the child arrived without one
- Parents will respond to the COVID-19 self-assessment of symptoms questions for themselves and their children
- A visual wellness check of all children will be conducted upon arrival
- Temperatures will be taken with a no touch thermometer prior to entering the center beyond the lobby
- If child's temperature is < than 100.4 the child will be escorted to her/his classroom
- Children will enter the classroom and wash hands using universal handwashing procedures
- Children will be monitored throughout the day for signs of illness
- In the event a child develops a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms, he/she will be isolated from the general classroom population
- Parents will be notified and must pick-up the child within 90 (ninety) minutes from the time of notification

Screening Protocols for Parents

- All parents will wear masks during pickup and drop off of children
- If a parent does not have a mask, one will be provided
- Parents will sanitize hands upon entering and exiting the building using the hand sanitizer provided

- All parents will respond to COVID-19 self-assessment of symptoms questions
- Parent or guardian will remain in the center until the child's health assessment is completed
- Upon completion of the child's health assessment, the parent/guardian will exit the building using the designated route

Additional Drop Off Information

- Parents will enter and exit using designated entrances and exits. Signs will be displayed.
- Safety and security will be present to assist should any concerns arise.
- Wait in the car if it is too crowded in front of the ECE Center to practice social distancing.
- Give yourself an extra 20 minutes to allow for the check-in procedure, so plan on coming to the center at an earlier time.
- A "YES" answer to any of the COVID-19 self-assessment of symptoms questions will result in child not being admitted until 10 days without symptoms have passed.

While at ECE

- Children and faculty will practice physical distancing >6 feet when possible
- Adults and children two years of age and older will wear an appropriate mask while in the building
- Adults and children will regularly wash hands and use hand sanitizer.
- Children will be offered opportunities for individual play throughout the day
- Teachers will plan activities that do not require close physical contact between children and staff
- Indoor and outdoor play periods will be staggered to reduce the number of children in the same area.
- Furniture will be rearranged to maintain six feet of separation, when possible.
- Spacing requirements will be maintained through use of partitions to separate play spaces.

Reminders

- Faculty will self-monitor while off campus. If any flu-like or COVID-19 symptoms or respiratory disease symptoms, the ECE manager will be contacted.
- DO NOT COME TO WORK IF YOU OR SOMEONE IN HOUSEHOLD ARE SICK!
- Maintain proper hand hygiene at all times. Wash hands with soap and water for 20 seconds. Utilize hand sanitizers often. Do not shake hands or hug others.
- Disinfect high touch areas in the classroom often.

Face covering protocols for children and staff

- Children aged 2 years and older should wear face coverings, especially when indoors or when a six-foot physical distance from others cannot be maintained. [COVID-19 UPDATE GUIDANCE: Child Care Programs and Providers](#)
- Although face coverings are recommended for children aged 2 years and older, per title 22- Personal Rights regulation 101223.1. Children are not to be placed in any restraining device and

therefore cannot be forced to maintain face coverings.

- An alternative to a face mask for children is a face shield which is less restrictive; children may be more willing to wear this face covering

Classroom Ratios

- There shall be no more than 16 individuals in a cohort per classroom.
[UPDATED COVID-19 GUIDANCE FOR COHORTS, GROUP SIZE, AND RATIOS IN LICENSED & LICENSE-EXEMPT CHILD CARE SETTINGS; AND UPDATED GUIDANCE FOR COUNTY RISK LEVELS. GUIDANCE AND FREQUENTLY ASKED QUESTIONS \(FAQ\) REGARDING INDIVIDUAL WAIVERS AVAILABLE FOR LICENSED CHILD CARE FACILITIES AND LICENSE-EXEMPT PROVIDERS DUE TO CORONAVIRUS DISEASE 2019 \(COVID-19\)](#)
- The ECE Center will have no more than fourteen children per classroom per day. There is a total of four classrooms at the ECE Center. Total number of children per day will not exceed a total of fifty.
- There will be two teachers for the morning shift and two teachers for the afternoon shift in each classroom.
- Faculty and staff will remain with the same classroom, to the greatest extent possible.

Acknowledgement of Liability

- All individuals enrolled at MVC ECE Center will be required to complete an Infectious disease Understanding of Risk form.
- All staff will be required to complete an Infectious disease Understanding of Risk form.

Toileting/Diapering for children

- Only one child will be permitted in the restroom at any time
- Teachers will remain outside the restroom while visually supervising the child
- Toilets will be disinfected after each use
- Diapering will be performed one child at a time.
- Proper diapering/disinfecting procedures will be followed in accordance with CDC health and safety regulations. [Diaper-Changing Steps for Childcare Settings](#)

Meal Service

- Children and staff will practice proper handwashing before and after meals.
- Paper goods and disposable plastic utensils will be used
- Lunches in disposable packaging will be provided by the child's parent/guardian
- Staff will serve breakfast and snacks
- There will be no family style service at this time
- Staff must wear gloves and follow sanitary food practice protocols during meal service

Nap Time

- The parent/guardian will provide a fitted sheet and small blanket for each child.
- Sheets and blankets will remain at ECE Center and will be laundered by ECE staff weekly
- Nap cots will be spaced six feet apart with heads in opposite directions and will be cleaned and disinfected daily

Cleaning/Disinfecting

- All high-touch areas will be cleaned and disinfected daily
- Toys that are difficult to clean (i.e. soft toys/dress up clothing) will not be permitted in classrooms
- Outdoor play equipment will be disinfected between uses by different groups/classrooms.
- Each classroom will have a designated container for toys that need cleaned, sanitized, or disinfected before being introduced back into classroom environment.
- Staff using cleaners and disinfectants must wear gloves and other protective equipment as required by product instructions.
- [Riverside County COVID-19 Guidance for Childcare Providers](#)

COVID-19 Exposure/Symptoms/positive test

- Children, faculty, or staff who display COVID-19 related symptoms will be isolated immediately.
- Persons who have been identified as exposed to COVID-19 outside of the childcare facility should be excluded from the facility for 10 days and [quarantined](#) at home per the local health department after their last exposure to the infectious case.
- All families, faculty, and staff with potential exposure will be notified in order to be tested and cleared. CDC guidelines for quarantine will be followed.
- ECE will communicate with local health department and Community Care Licensing to assess whether the center will need to close if a positive case is confirmed.
- [Schools Contact Tracing Resources](#)
- Sick staff members and children should not return until they have met CDC criteria to [discontinue home isolation](#), including at least 1 day with no fever, symptoms have improved and at least 10 days since symptoms first appeared
- Staff members and children will be medically cleared to return to the Center

Limit of Individuals Entering ECE Center

- ECE will limit the number of individuals entering the ECE Center
- During this time visitors, observers, and students will not be allowed into the ECE Center.
- There will be a limit of one parent/guardian with children during pick up or drop off.
- Face coverings are required when entering ECE Center



MORENO VALLEY COLLEGE BOOKSTORE

BOOKSTORE IMPORTANT NOTICE
SEMESTER HOURS OF OPERATION

MVC Students have the option of shopping online for home delivery or curbside pickup. Students also have the option of shopping in person at the Bookstore on the MVC Campus, in accordance with the following schedule.

During **SPR21**, the MVC Bookstore will be open starting **February 8 to March 25, 2021**.

Spring 2021 Store Hours of Operation:

Monday	8 AM – 5 PM
Tuesday	8 AM – 5 PM
Wednesday	8 AM – 5 PM
Thursday	8 AM – 5 PM
Friday	CLOSED
Saturday	10 AM – 3 PM (These Selected Dates Only – Feb 13, Feb 20 & Feb 27, 2021).
Sunday	CLOSED

The situation surrounding COVID-19 continues to evolve. The health and safety of our customers and staff remains our top priority. As a result, the Moreno Valley College Bookstore will be implementing a new Store Policy.

Visitor Policy:

- The bookstore staff will strongly encourage customers to wear a mask.
- Customers are required to follow social distancing guidelines and remain 6 feet apart.
- The Bookstore occupancy allowed in the store is 25 customers at one time.
- The bookstore has hand-sanitizing stations available for customers to use.

The bookstore will take these proactive precautions to protect our customers, staff, and the community we serve. We are here to help make this transition as smooth as possible, and will be making updates as information becomes available.

Thank you for your ongoing cooperation.

MorenoValleyCollegeShop.com
mvc.edu/bookstore
(951) 571-6107
2086asm@follett.com



Appendix D: Signage Examples

Informational Covid19 Awareness Posters and Social Distancing

MVC has ordered some COVID-19 awareness wall posters and floor social distancing floor stickers from the District Office. Additional posters, floor distancing stickers, traffic arrow stickers, student staging area signs, and enter/exit signs for buildings, offices, and classrooms, need to be ordered and installed. Units should identify the type and quantity of signage needed and let Facilities know so the proper amount of signage can be ordered.

Chairs and stools have been spaced 6ft apart in the Dental and Science/Tech labs that are scheduled to be used during the fall term, and excess chairs are being removed and stored.

Ground Stickers for maintaining six feet of distance



Physical Distancing Reminder



Cleaning and Disinfection Notice



CLEANING AND DISINFECTION NOTICE

Room _____ has been cleaned and disinfected in compliance with CDC, CAL/OSHA approved guidelines and disinfectants used against emerging viral pathogens and Covid-19.

Please contact Custodial Services for cleaning and disinfecting services. Renita Batiste 951-571-6256
Renita.Batiste@myc.edu

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

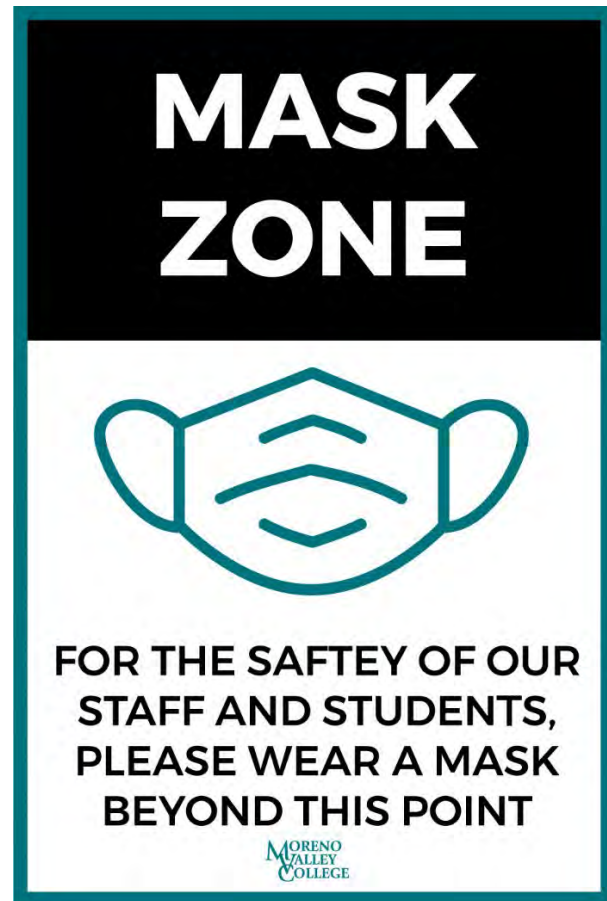
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COVID-19 Protocol Sign



Face Mask Reminder



Appendix F: Compliance Protocols

As our district safely reopens there will be a need to educate all stakeholders on the new safety guidelines when onsite. Training will be available, and signage will be posted throughout the district. However, there will be occasions when personnel may be called to assist with enforcement of safety procedures. To assist in facilitating a peaceful interaction, the following protocols should be followed.

Procedures on Campus

Community Service Aides will have brochures with the safety guidelines and extra masks to hand out to any student, employee or community member that may need a reminder.

This service will help gently remind all our stakeholders of the new safety guidelines. It will also assist students and employees by making a mask available for anyone who may have forgotten theirs at home.

For students or community members that refuse to wear a mask, after being offered one, they will be asked to leave the campus. If the community member is resistant to accepting the mask, the Community Service Aide will contact an RCCD police officer for assistance.

Procedures in a Classroom

To ensure that all students are aware of the new protocols, faculty members are being asked to please add the safety guidelines to their syllabus and go over these on the first day of all classes being held in a face-to-face format. If a student forgets their mask, faculty may give the student an extra one. If the student refuses to wear a mask or has to be constantly reminded, they should be reported to the Dean of Student Life since this may lead to disciplinary procedures AP 3500 or BP 3500.

Procedures in the workplace

Managers should go over the safety guidelines with staff via Zoom staff meetings to ensure that all employees understand the safety guidelines before they begin to work onsite on a regular basis. They should also encourage staff to complete the safety trainings available online via Target Solutions and attend any Zoom trainings available through Risk Management. All departments should have extra masks that are easily accessible for any staff that forgets theirs.

In the event a report is made to RCCDPD of a faculty member or staff member not wearing a mask as outlined in the safety protocols, a Community Service Aide will respond, offer a brochure, and mask. If an individual refuse to wear a mask, their manager as well as Human Resources and Employee Relations will be notified of the refusal and further action will be taken.

Desired Outcome

The overall goal is to continue to provide a safe learning environment for all students, faculty, and staff. The Riverside Community College District and California Department of Public Health safety guidelines ensure a safe and healthy environment as we return to face-to-face instruction. It is incumbent upon all District stakeholders to adhere to the policies of the District and recommendations of the California Department of Health.

