



Campus Ready Digital Toolkit

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Toolkit Objective

Provide guidance, tools and resources to support City College employees as they navigate the return to in person classes and services for students, all while maintaining District policy as it relates to health and safety.

Messaging & Tone

This toolkit was developed to ensure that City College is providing a welcoming, validating, supportive environment that has primary focus of care and concern for the entire campus community. I belong. You belong. We belong @ City!

Instructions for Use

The information contained in this digital toolkit is to serve as a guide for you. Feel free to use what is applicable and disregard what is not relevant. **It also is a living resource that will be updated as changes in environments and protocols occur.**

COVID-19 Webpage

For the most up to date SDCCD information on COVID-19 please visit the [Coronavirus | San Diego Community College District](#) and the [City College Coronavirus](#) webpages. City College Campus Ready Session recordings are available on the [City College Coronavirus](#) webpage for your reference and review as well.

Vaccination & Testing Requirements

We ask for your assistance as we encourage everyone who is eligible to be vaccinated. **As an added safety precaution, all employees who have not yet been vaccinated, will be required to be tested for COVID-19 each week beginning August 23rd. This requirement applies to all unvaccinated employees, regardless of remote or in-person work status.** The District will be providing onsite testing options or employees may choose to go to any available testing location. Beyond our efforts to encourage employees to get vaccinated, **students attending in-person courses and individual appointments for services will also be required to provide proof of vaccination or a negative COVID-19 test.** Combined with the face covering requirement, improvements to air filtration systems, and use physical distancing where appropriate, the testing requirement will allow us to resume limited in-person instruction and services in the fall safely.

Support for Ensuring Mask Requirements are Met

This tool has been developed to assist you with decision making as it is related to ensuring mask requirements are maintained. It was designed with de-escalation steps and techniques incorporated. Please note that you can exercise your personal and professional judgement as you navigate each situation. Each decision tree also has an accompanying script below to support welcoming, validating, consistent and firm language.

[Classroom Decision Tree for Mask Requirement](#)

[Student Services Area Decision Tree for Mask Requirement](#)

Scripts & Suggested Phrasing for Decision Trees

[Conversation Scripts](#): These conversation scripts were developed as a guide to support you in utilizing positive, consistent language to support students and ensure that mask requirements are met. These scripts focus on escalation. We recommend that you practice them within your departments to get comfortable with having these conversations and knowing which action to take following each scenario as you move down the decision tree.

Syllabus Statement

Out of care and concern for the health and safety of the entire campus community, all faculty, employees, community members, and students who are on campus and indoors must wear a mask. If you do not have a mask, we can provide you one at any of the Student Services areas or designated Welcome Centers. Additionally, your professor will have access to disposable masks to distribute to you, should you require a replacement mask during class. For updated information on COVID-19 please visit the [COVID-19 Information for Students | San Diego Community College District \(sdccd.edu\)](#) and [City College Coronavirus](#) webpages. In person classes and services may be modified based on local and state public health information regarding the viral progression.

Campus Ready Signage Templates

To ensure consistency with branding & messaging we encourage departments to utilize these signage templates to post information and instructions to students in your office or areas. Incorporation of positive and culturally relevant images and language to the greatest extent possible will also help promote a sense of belonging and a positive aesthetic experience for students as they navigate and enter your spaces.

1. [Department Hours Contact and QR Code Template](#): This is a canva template for departments and/or professors to use to post information about office hours, contact information etc. We also encourage use of QR codes for applications and forms to minimize physical contact.
2. [Hand Sanitizer Station Sign](#): This sign can be used to post near your sanitizer stations so that students can easily locate them.
3. [Appropriate Mask Wearing Sign](#)
4. [Blank Templates for Custom Signage](#) These templates are various sizes and formats for you to completely customize to meet your needs.
5. [Seat Closed for Physical Distancing Sign](#)

Protocol for Student Vaccination Clear for On Campus Student Services

Welcome Centers will be available on campus in a variety of locations. The welcome centers will be the first stop for students to check-in for support, way-finding and to be vaccination clear for access to on campus student services. Vaccination clear means that the student has uploaded COVID vaccination record or has a COVID negative test within the last week. Individual departments may also elect to develop their own protocol for confirming student vaccination clear status to serve students and schedule appointments on campus.

In-person services to students, prospective students, and the public reasonably expected to last 15 minutes or more will be conducted by appointment, including verification of vaccination or a negative COVID-19 test within the prior seven (7) days. In-person reception and services reasonably expected to be provided in less than 15 minutes may be provided without an appointment and without verification of vaccination or a negative COVID-19 test.

There will be multiple options to obtain Vaccination Clear information for students:

- 1) PeopleSoft will have two positive service indicators that would constitute a vaccination clear for a student: Positive Indicator COVID Vaccination or Positive Indicator COVID Negative Test **(Need to Confirm)**
- 2) Biocept Dashboard: Departments and welcome centers will have access to the Biocept dashboard to view student clear status. Students will also have access to the dashboard and a QR Code that will confirm their clearance to be on campus for that day. If the QR Code is green they are clear. If students do not have access to a smartphone or device, the student can check in at a welcome center to receive a yellow Campus Ready sticker with the date & student ID # which will signify clearance for that day as well.
- 3) Student/Community member will present proof of vaccination or negative COVID test at welcome center and will be given a sticker with

Protocol for Student Vaccination Clear for On Campus Courses

Faculty teaching on campus class courses will receive a roster for each day with vaccination clear students listed on it. Please ensure you are taking attendance each day to confirm only vaccination clear students are in the classroom.

SDCCD Protocol for COVID Testing Requirements

The District is working out the details on the On-Campus Covid Testing and once that process has been determined the updates will be linked here.

Welcome Center Locations

Our amazing Outreach team has developed welcome centers will be in the following areas:

TS Quad

Upper AH Quad

Schwartz Square

Gordon Quad

Student Affairs Lobby

Protocol for Reporting Employee COVID-19 Exposure or COVID Positive

All employees, students, and visitors to a District facility must self-screen for COVID-19 symptoms and stay away from any District facility if they reasonably suspect they are experiencing COVID-19 symptoms. Employees who have symptoms (see list of symptoms below) should notify their supervisor in advance of their scheduled work shift and stay home. If exposed to COVID-19 or if diagnosed with COVID-19, employees must notify their supervisors and stay home.

Signs and symptoms of COVID-19 include the following:

- Fevers or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Runny nose or new sinus congestion
 - New loss of tasted or smell
 - Repeated shaking with chills
 - New gastrointestinal symptoms
 - Nausea or vomiting
 - Diarrhea
- Protocol for Positive Cases

In the event a City employee or their immediate household member tests positive for COVID-19 (or receives a presumed positive diagnosis) and the employee has been on campus in the prior 14 days, the employee must notify their immediate supervisor, who will email the VPA, John Parker & CC: VP, who will work with the Risk Management team to determine appropriate next steps. This information is necessary to respond effectively and to protect the health and safety of employees while maintaining confidentiality of employee health and medical information.

If You Develop Flu-like Symptoms While at Work

- Ensure your face covering is secure, stop work activities and notify your supervisor.
- Prior to leaving, clean your workstation (as noted above).
- Limit your contacts, maintain social distancing, and avoid socializing in communal areas as you exit the facility.
- Go directly home. Do not stop for errands on the way home.
- Promptly consult your medical provider

When Can You Return to Work? An employee may return to work when ALL the following are true:

- It has been at least 10 days after start of symptoms (or after first positive COVID-19 test if person is asymptomatic);
- It has been at least 24 hours after the last fever without the use of fever-reducing medication;
- There has been an improvement in symptoms; and
- It has been at least 10 days with no fever after any known exposure to someone who has COVID-19.
- Or it has been 7 days since any known exposure with a negative COVID-19 test result.

NOTE: COVID-19 positive test cases do NOT need to provide a negative COVID-19 test as long as they have waited at least ten 10 days since symptoms began, have not had a fever for 24 hours without taking fever reducing medication, and other symptoms have resolved.

State of California has extended the 80 hours of COVID Relief leave through December 2021

Protocol for Reporting Student COVID-19 Exposure or COVID Positive

If a student is confirmed as COVID positive or has been exposed to a COVID positive individual: the instructor or student services employee would email their immediate supervisor, the supervisor would contact their Dean, the Dean will email Risk Management and CC: John Parker & VP. Emails regarding the situation are designated CONFIDENTIAL to protect individual Health Information Privacy. As needed for campus case resolution, the VPSS, VPI and VPA will be notified with further notification of PIO, deans, instructors, and the Director of the Student Health Clinic, as appropriate. Case-knowledgeable Vice President notifies President, who in turns notifies the Chancellor. Student(s) are not permitted to return to in-person classes/lab/clinical until such time as isolation or quarantine has been completed per San Diego Public Health. With the contact information provided, the Director of Student Health Clinic will reach out to the student to check on their health, and to inform them of available resources

When Can the Student Return To Class? A student may return to class when ALL the following are true:

- It has been at least 10 days after start of symptoms (or after first positive COVID-19 test if person is asymptomatic);
- It has been at least 24 hours after the last fever without the use of fever-reducing medication;
- There has been an improvement in symptoms; and
- It has been at least 10 days with no fever after any known exposure to someone who has COVID-19.
- Or it has been 7 days since any known exposure with a negative COVID-19 test result.

NOTE: COVID-19 positive test cases do NOT need to provide a negative COVID-19 test as long as they have waited at least ten 10 days since symptoms began, have not had a fever for 24 hours without taking fever reducing medication, and other symptoms have resolved.

Important Concern & Incident Forms

[Concern/Incident Report Form](#) : We have a team that meets every week to discuss how to support students with care and concern. The goal of the team

[Student Removal from Class by Faculty](#): If a situation does escalate, and you do need to remove a student from the class please submit this form so that the Dean of Student Affairs can follow up.

[A Brief Guide on Student Conduct for College Faculty and Staff](#): This is a great resource guide on how to support distressed students and different contacts and information.

[Board Policy 3100: Student Rights & Grievance Process](#)

Important Contact Information & Resources

[Student Health Center \(sdcity.edu\)](#)

[Mental Health Counseling \(sdcity.edu\)](#)

[disAbility Support Programs and Services \(sdcity.edu\)](#)

[Welcome Home, City \(sdcity.edu\)](#)

Campus Police Non-Emergency Phone: 619-388-3461

Campus Police Emergency Dispatch: 619-388-6405