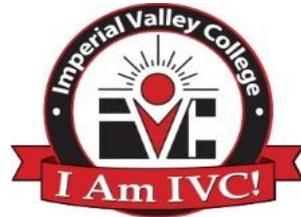


Coronavirus Disease (COVID-19) Campus Forum

Martha Garcia
Superintendent/President
March 10, 2020



Thank You!

- Thank you all for being patient, calm and remaining focused on providing instruction, services, and support to our students.
- The IVC Leadership Team is closely monitoring the current situation with the Coronavirus Disease. As of today, there are no **confirmed** cases in Imperial County.

Thank You!

- We are working closely with the Imperial County Health Department and have been in constant communication with them, since our directives will come from them and the Center for Disease Control and Prevention.
- We are working closely with Pioneers Memorial Hospital, since they provide health services to our students on campus.
- I have met with the union leadership representatives and the Academic Senate President.

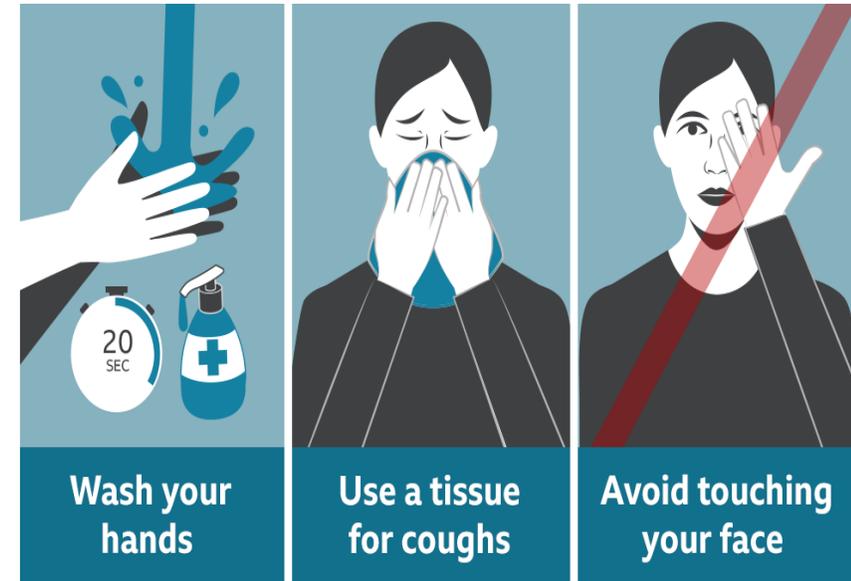
Coronavirus Disease Emergency Action Plan

- A preliminary Coronavirus Emergency Action Plan has been developed.
- The plan is subject to change, as we learn more about COVID-19.
- The goal is to release the plan to the campus this week.



Personal Preventive Measures

- Avoid handshakes. Use a fist bump, elbow bump or verbal greeting.
- Avoid close contact with people who are sick. **If you feel sick, stay home and rest. Please do not come to campus.**
- Wash your hands often with soap and water for a minimum of 20 seconds or use a hand sanitizer with at least 60% alcohol.
- Cover your cough with your sleeve, not your hands.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces using a regular household disinfectant spray or wipe. We will provide disinfectant wipes to the campus as soon as they arrive.



Institutional Preventive Measures

- Automatic hand sanitizer dispensers (60-95% alcohol based) have been ordered. Individual Purell sanitizer bottles are being distributed.
- Disinfectant wipes for every department and classrooms were ordered and should be placed in each classroom this week.
- Probiotic disinfectant solution has been ordered. This solution cleans at the microscopic level and it is non-toxic.
- Automatic paper towel dispensers will be ordered.

Institutional Preventive Measures

- Four short-term custodians will be hired soon, hopefully by next week. Their primary responsibility is to conduct continuous cleaning of restrooms and “high-touch” surfaces.
- These custodians will be responsible for cleaning restrooms frequently and ensuring soap dispensers remain filled.
- They will utilize Germ-X solution to clean the following “high-touch surfaces”, not limited to:
 - Door handles
 - Staircase railings
 - Desks
 - Counter and table tops
 - Outside tables and benches
 - Sofas/Chairs
 - Water fountains
 - Computer labs
 - Gymnasium (which includes exercise equipment)
 - Vending machines

Institutional Guidance on Gatherings

- Be aware that all events that are scheduled **are subject to be cancelled.**
- If you are holding a campus event and food is being distributed, you must take additional precautionary measures.
- We must be intentional when organizing campus events and schedule events that are deemed to be necessary.
- If you hold a community event, please have a sign-in sheet.

COVID-19 Symptoms and Local Screening

- The following symptoms may appear 2-14 days after exposure.
 - Fever
 - Cough
 - Shortness of breath
- If you (employee/student) develop symptoms or have been in close contact with a person known to have COVID-19, **please contact via phone the hospital or clinic where you plan to get screened, before you go.**
- Students and employees can be **pre-screened** at our campus student health center (located in building 1500, inside the Library building). **You must call before you go get pre-screened. The phone number is 760-355-6310.**
 - Student Health Center Spring 2020 Business Hours: Monday to Thursday from 8:30 a.m. to 4:30 p.m.



California Department of Public Health

Higher Education Guidance: Scenario II

Measures to be taken if there are two or more community transmission cases of COVID-19, but no employees or students test positive.

- Employees and students with any fever and/or respiratory infection symptoms **should not be on campus.**
 - Employees should self-screen (check themselves for subjective fever and/or respiratory symptoms such as cough) for respiratory infection symptoms each morning before interacting with students.
 - Ensure sick leave policies allow faculty and staff to stay home if they have symptoms of respiratory infection.
- Limit visitors to the campus by not allowing those with symptoms of fever and/or respiratory infection or who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice.

California Department of Public Health

Higher Education Guidance: Scenario III

Measures to be taken if one student, teacher, staff member or administrator tests positive for COVID-19 and exposed others on campus.

- Isolate the student, faculty or staff and immediately contact your local public health department immediately.
- Develop communication plans for campus closure to include outreach to students, faculty, staff and the community.
- Provide guidance to students, faculty and staff reminding them of the importance of community social distancing measures while campus is closed, including discouraging students or staff from gathering elsewhere. Community social distancing measures include canceling group activities or events, religious services, after-campus classes and sporting events.

California Department of Public Health Higher Education Guidance: Scenario III Continued

- Consider developing a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Maintain regular communications with the local public health department.
- Consult CDC guidelines to determine what additional cleaning protocols, if any, should be deployed at the campus prior to reopening the campus.
- Determine the timing of return of students and staff, and any additional steps needed for the campus to reopen, in consultation with the local public health department.

California Department of Public Health

Higher Education Guidance: Scenario IV

Measures to be taken if multiple students, teachers or staff members test positive for COVID-19 on a campus.

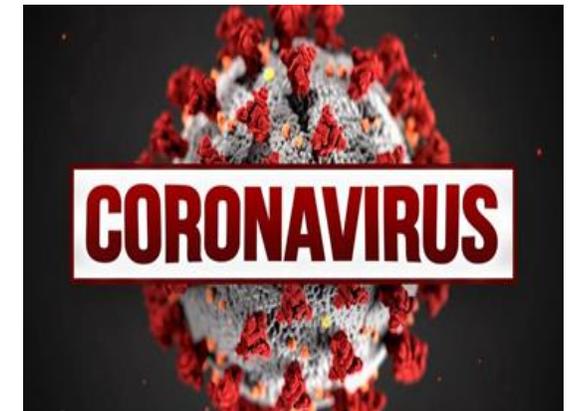
- If more than **five** students, faculty, or staff on a campus test positive for COVID-19, the campus administrator should consult with local public health officials for guidance on closing the campus.
- In consultation with the local public health department, the campus administrator may determine campus closure and what length of time is warranted based on the risk level within the specific community as determined by the local public health officer.
- Develop communication plans for campus closure to include outreach to students, faculty, staff, and the community.
- Provide guidance to students, faculty and staff reminding them of the **importance of community social distancing measures while campus is closed**, including discouraging students or staff from gathering elsewhere.

California Department of Public Health Higher Education Guidance: Scenario IV Continued

- Consider developing a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Maintain regular communications with the local public health department.
- Work with the local public health department to determine what additional cleaning protocols, if any, should be deployed at the campus prior to reopening the campus.
- Determine the timing of return of students and staff, and any additional steps needed for the campus to reopen, in consultation with the local public health department.

Campus Closure

- As of today, the IVC Leadership Team has decided that if we have **one confirmed** case of Coronavirus on campus, we will close the campus for up to three weeks.
- Two weeks for quarantine
- Up to one week to disinfect the campus
- This is subject to change.



Campus Closure - Continued

- Employees will be requested to work from home. As stated in the California Department of Public Health Guidance, please implement community social distancing measures during campus closure.
- We must process payroll, communicate and disinfect the campus if a case is **confirmed** onsite.

Campus Closure - Continued

- We are working on how to ensure our students' educational requirements are not jeopardized. This includes assuring students meet the required semester hours for each of their classes. This will vary depending on the type of course.
- Dr. Tafoya, Vice President of Academic Services is working with the Instructional Deans, Associate Deans and with Xochitl Tirado, Distance Education Coordinator to discuss potential instructional options.

Campus Closure - Continued

- Non-instructional faculty will be provided direction by department Dean, Manager or Vice President.
- Classified team members will be provided direction by department Dean, Manager or Vice President.
- **We request that all employees read and be responsive to your email.**
- Email, Regroup and social media will be our primary methods of communication.

Potential Options of Instruction During Campus Closure

- Continuation of Instruction with Zoom and Canvas
- Optional Assignments (use email to send assignments)
- Converting to fully online
- Make-up hours on campus after it is re-opened

IVC Leadership Commitment to Students

- We commit to ensure that your educational requirements are not jeopardized. We will do our best!
- We will keep you informed as best as possible.
- We commit to do everything we can to keep you healthy and safe. We will continue to enhance preventive measures, if deemed necessary.
- We are willing to listen.
- We do not have all the answers; however, we are working diligently to keep abreast of the latest information.

IVC Leadership Commitment to Employees

- We will keep you informed as best as possible.
- We will continue to update the Coronavirus Disease Emergency Action Plan as we learn more about the disease.
- We commit to do everything we can to keep you healthy and safe. We will continue to enhance preventive measures, if deemed necessary.
- Employees (part-time teaching faculty and hourly employees, including student workers) will be compensated for their scheduled work hours.
- We are willing to listen.
- We do not have all the answers; however, we are working diligently to keep abreast of the latest information.

Request to Employees

- Update your personal information in Regroup.
- **Please be flexible with our students.** There may be many reasons why they will not be able to attend classes or submit assignments (particularly during a campus closure), including the possibility of a border closure. Some of the students do not have access to computers, internet, etc.
- If you hear rumors, please verify validity with President's Cabinet or my office. I am the direct contact to the Imperial County Health Department.

Request to Employees

- If you have not signed up for direct deposit, please do so. If the campus is closed, checks will not be available to be picked up in person.
- Let's commit to work together to ensure we all remain healthy and safe.

Questions? Concerns. Suggestions.

thank  you