

## **Guidelines for Reopening Administration Offices at Modesto Junior College**

In response to Covid-19 and the need to strategize a reopening plan, Modesto Junior College formed the Advisory Taskforce to serve as an advisory and guidance function for three planning groups. The Instruction Planning Group will be led by VP Zellet; the Student Services Planning Group will be led by VP Arias; and the Auxiliary Planning Group will be led by VP Schrader. Each VP will be responsible for their group's composition, possible additional working groups (e.g. athletics, lab/CTE courses) with the directive of developing a plan and timeline for implementing action plans beginning in Fall 2020.

Subsequently, it was determined that several administrative offices were not included in the three groups mentioned above. This document serves as the guidelines for reopening administrative offices. These offices include but not limited to:

1. President's Office Suite.
2. Vice Presidents' Office Suite.
3. Media and Public Relations Office Suite.
4. MJC Foundation Office Suite.
5. Dean's Office Suite.

### Guidelines:

1. Signs will be provided for all offices that will have identical language. An example of language for a sign would be "All individuals entering the office are required to wear a mask".
2. At the option of the office administrator, the door may be locked, with a sign that states "Please Knock".
3. All office employees are required to wear a mask when they are in their office and another individual is present.
4. Identical floor signs will be developed and distributed to all administrative offices that indicate social distancing from the employees' desk. If more than one person is visiting the office at the same time, floor signs must be placed to indicate social distancing for those waiting to be seen.
5. In offices with more than one employee, social distancing needs to be maintained between work spaces. It may be necessary to relocate office personnel if their current location does not allow for social distancing.
6. All office employees will be supplied with single-use masks.
7. Each office will be supplied with hand sanitizer.

8. All offices will be supplied with gloves, in case the need arises.
9. Office employees that are sick with a fever must stay home, and it is highly recommended that they be tested for Covid-19.
10. Office employees that are caring for a sick family member or a family member that has tested positive for Covid-19 must stay home, and it is highly recommended that they be tested for Covid-19.
11. If the office employee or family member test positive for Covid-19, proper Covid-19 quarantine guidelines must be practiced