

College and Administrative Services Reopening Plan

Business Office

Hours of Operation

Cashier –A&R window #8

- Cashier Hours of Operation
 - Two days a week: Monday & Thursday 8:00 AM – 12:00 PM

Office Staff – Business Office

- Money Desk Hours of Operation
 - Monday & Wednesday 8:00 AM – 12:00 PM
- Accountant Hours of Operation
 - Tuesday & Thursday 8:00 AM – 12:00 PM

Staffing

- 4 employees

Sanitation

- Self-screening completed at home and COVID-19 form submitted to supervisor
- Disposable face coverings will be provided
- Face coverings are required for all employees, unless the employee is working independently
- Employees will wash or sanitize hands before and after using or adjusting face coverings

Cleaning and Disinfecting Protocols

- Staff to wipe down workstation prior to working at desk
- Wipe down vault keypads, door handles, and other common surfaces
- Avoid sharing equipment, phones, desks, pens and other work supplies
- Continue to follow guidelines for washing/sanitizing hands when appropriate

Physical Distancing Guideline

- Maintain physical distancing protocols in office areas
- No more than 2 staff in the office at a time – manager and a staff member.
- Cashier to be located in A&R window #8 behind plexiglass.
- Cashier to only assist students paying by cash/check

Deposits/Change

- Staff will be buzzed into office
- Staff will drop off deposits and/or pick up change from cart located in front entrance of Business Office to maintain social distance
- Deposits will be taken to bank by manager to limit incoming office traffic

Bookstore

PLAN A – East Campus Open Only RUSH August 17 – September 4

- Hours of Operation
 - Monday – Thursday 9:00 am to 5:00 pm
 - Friday 9:00 am to 3:00 pm

Staffing

- 8 to 12 employees

Sanitation

- Employees:
 - Self-screening completed at home and COVID-19 form submitted to supervisor
 - Disposable face coverings will be provided
 - Face coverings are required for all employees, unless the employee is working independently
 - Employees will wash or sanitize hands before and after using or adjusting face coverings
- Cashiers:
 - Gloves and face coverings will be provided and required to be worn at all times of service
 - Hand sanitizer will be available at work stations
 - Clean touchable surfaces between customers
 - Sanitize credit card machine between each transaction
 - Customer will swipe card or insert card

Cleaning and Disinfecting Protocols

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, appliances, kitchen utensils and implements, oven doors, grill and range knobs, carts, keys, etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible

Physical Distancing Guideline

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Plexiglass will be installed to separate the cashiers from customers
- No customers allowed in bookstore area

Cash Wrap/ Customer Area

- The bookstore will make use of the Fireside Lounge Area
- Six (six foot) tables or the long 36 foot table will be used for the cash wrap area for social distancing.
- Customers will enter through the outside entrance of the Fireside Lounge and exit using the door that leads to the rotunda. A door monitor will allow only one customer into the store per cash register as it becomes available.
- Cashier will act as a runner for each customer to retrieve the needed books or supplies

Cash Wrap/ Customer Area (continued)

- Some school supplies and clothing will be stocked behind cashier area. Customers may request to purchase supplies.

Online Orders

- All online orders will be processed and shipped to customers.
- For the sake of social distancing, we will not have a separate line for customer pickups. This will also allow for less employees working in the store.

Plan B - Fall Semester General Plan East Campus Only

- Hours of Operation
 - Monday – Thursday 9:00 am to 5:00 pm
 - Friday 9:00 am to 3:00 pm

Staffing

- Up to 6 employees

Sanitation

- Employees:
 - Self-screening completed at home and COVID-19 form submitted to supervisor
 - Disposable face coverings will be provided
 - Face coverings are required for all employees, unless the employee is working independently
 - Employees will wash or sanitize hands before and after using or adjusting face coverings
 - Employees handling trash bags will use disposable gloves (and wash hands before putting them on and after removing them)
- Cashiers:
 - Gloves and face coverings will be provided and required to be worn at all times of service
 - Clean touchable surfaces between customers
 - Sanitize credit card machine between each transaction
 - Customer will swipe card or insert card

Cleaning and Disinfecting Protocols

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, appliances, kitchen utensils and implements, oven doors, grill and range knobs, carts, keys, etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible

Physical Distancing Protocols

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Plexiglass will be installed to separate the cashiers from customers.

Cash Wrap/ Customer Area

- The bookstore will use the window to conduct sales.

Online Orders

- All online orders will be processed and shipped to customers.

PLAN C – West Campus (In addition to East Campus)

- Hours of Operation
 - Hours dependent upon class schedule
 - The bookstore will communicate with instructors who have labs located on West to make sure we are available for those students.

Staffing

- 1 or 2 employees

Sanitation

- Employees:
 - Self-screening completed at home and COVID-19 form submitted to supervisor
 - Disposable face coverings will be provided
 - Face coverings are required for all employees, unless the employee is working independently
 - Employees will wash or sanitize hands before and after using or adjusting face coverings
 - Employees handling trash bags will use disposable gloves (and wash hands before putting them on and after removing them)
- Cashiers:
 - Gloves and face coverings will be provided and required to be worn at all times of service
 - Clean touchable surfaces between customers
 - Sanitize credit card machine between each transaction
 - Customer will swipe card or insert card

Cleaning and Disinfecting Protocols

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, appliances, kitchen utensils and implements, oven doors, grill and range knobs, carts, keys, etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible.

Physical Distancing Protocols

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Plexiglass will be installed to separate the cashiers from customers.
- No customers allowed in the West Campus Bookstore

Cash Wrap/ Customer Area

- The bookstore will set up a table and Plexiglass partition at the entrance to the bookstore.
- Customers will enter through the outside back entrance of the MSR Building.
- Customers will be allowed to enter one at a time as the cash register becomes available.

Cash Wrap/ Customer Area (Continued)

- Cashier will act as a runner for each customer to retrieve the needed books or supplies.
- Customers will exit into the main room of the MSR.

Materials Sold

- The West campus store will only carry books that will serve the lab classes on west campus

Events/Mailrooms/Duplicating

Events/Mailroom/Transportation

- Hours of Operation
 - Hours dependent upon class schedule, population on campus and guidelines that the College has for events and gatherings.

Staffing

- Events/Transportation
 - 1 employee
- Mailroom
 - 1 employee to distribute mail at the two campus mailrooms and to meter outgoing mail

Sanitation

- Employees:
 - Self-screening completed at home and COVID-19 form submitted to supervisor
 - Disposable face coverings will be provided
 - Face coverings are required for all employees, unless the employee is working independently According to CDC guidelines at [cdc.gov](https://www.cdc.gov)
 - 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.
 - 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.

Cleaning and Disinfecting Protocols

- Clean and disinfect frequently touched surfaces at the beginning of each shift, at the end of the day and throughout the day as people and deliveries come into the mailroom. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Cleaning solution will be provided along with directions, gloves, and masks while using cleaning product.

Physical Distancing Guideline

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Install split door between personnel desk area and the east campus mail boxes to ensure that other employees do not come within 6 feet of personnel office space.
- Maintain physical distancing protocols in office areas
- One person at a time in the mail room. Traffic flow into the east campus mailroom from interior corridor of the Morris building and then exiting out the same door but utilizing the corridor Nurses office and exit the building.

Physical Distancing Guideline (continued)

- Traffic flow into the west campus mailroom to come in to the receiving area off the hallway within Yosemite Building and upon exiting the mailroom go to the left and exit out the receiving door to the front of the Yosemite Building.

Distribution of Mail

- Personnel will wear gloves (provided) when distributing mail into mailboxes.
- Other employees will not be permitted into the mailrooms during the time of mail distribution. Pick up times will be posted and sent out campus-wide.

Duplicating

- Hours of Operation
 - Hours dependent upon class schedule, population on campus and guidelines that the College has for events and gatherings.

Staffing

- 1-2 employees

Sanitation

- Employees:
 - Self-screening completed at home and COVID-19 form submitted to supervisor
 - Disposable face coverings will be provided
 - Face coverings are required for all employees, unless the employee is working independently According to CDC guidelines at [cdc.gov](https://www.cdc.gov)
 - 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.
 - 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.

Cleaning and Disinfecting Protocols

- Clean and disinfect frequently touched surfaces at the beginning of each shift, at the end of the day, and throughout the day after use of each print machine. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Cleaning solution will be provided along with directions, gloves, and masks while using cleaning product.

Physical Distancing Guideline

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions will be installed at front lobby counter as well as door entrance from front print machines into office area and visual cues, floor markings or signs).
- Maintain physical distancing protocols in office area.
- Traffic flow into the duplicating lobby area will need to be one person at a time at the front counter picking up print material and one person at the walk-up counter at a time. Total of 2 people in lobby at one time. Flow of traffic coming in and exiting out duplicating will utilize the same door.

Print jobs

- Face coverings are required for all employees, unless they are working independently.
- Gloves are required and will be provided.
- Only duplicating personnel allowed behind counter in front lobby and print machine areas. All other employees are required to stop at front counter.

Food Service

PLAN A – Coffee Shop Only

- Hours of Operation
 - Hours dependent upon class schedule

Staffing

- 2 to 3 employees

Sanitation

- Employees:
 - Self-screening completed at home and COVID-19 form submitted to supervisor
 - Disposable face coverings will be provided
 - Face coverings are required for all employees, unless the employee is working independently
 - Employees will wash or sanitize hands before and after using or adjusting face coverings
 - Employees handling trash bags will use disposable gloves (and wash hands before putting them on and after removing them)
- Cashiers:
 - Gloves and face coverings will be provided and required to be worn at all times of service
 - Clean touchable surfaces between customers
 - Sanitize credit card machine between each transaction
 - Customer will swipe card or insert card

Cleaning and Disinfecting Protocols

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, appliances, kitchen utensils and implements, oven doors, grill and range knobs, carts, keys, etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible
- Follow existing codes regarding requirements for sanitizing food control surfaces

Physical Distancing Protocols

- Implement measures to ensure physical distancing of at least six feet between employees and customers, (physical partitions or visual cues, floor markings or signs)
- Install physical barriers or partitions at cash register
- Maintain physical distancing protocols in office areas, kitchens, pantries, walk-in refrigerator or freezers

Menu

- Coffee, canned and bottled beverages (no self-serve)
- Grab and go options – snacks, chips, candy, sandwiches, salads, wraps, limited breakfast items, limited hot food lunch dependent upon customer counts

PLAN B – West Campus Only

- Hours of Operation
- Hours dependent upon class schedule

Staffing

- 2 to 4 employees

Sanitation

- Employees:
 - Self-screening completed at home and COVID-19 form submitted to supervisor
 - Disposable face coverings will be provided
 - Face coverings are required for all employees, unless the employee is working independently
 - Employees will wash or sanitize hands before and after using or adjusting face coverings
 - Employees handling trash bags will use disposable gloves (and wash hands before putting them on and after removing them)
- Cashiers:
 - Gloves and face coverings will be provided and required to be worn at all times of service
 - Clean touchable surfaces between customers
 - Sanitize credit card machine between each transaction
 - Customer will swipe card or insert card

Cleaning and Disinfecting Protocols

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, appliances, kitchen utensils and implements, oven doors, grill and range knobs, carts, keys, etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible
- Follow existing codes regarding requirements for sanitizing food control surfaces

Physical Distancing Protocols

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Install physical barriers or partitions at cash registers
- Maintain physical distancing protocols in office areas, kitchens, pantries, walk-in refrigerator or freezers
- As CDPH guidelines allow no more than 7 customers in Food Services area (will need to monitor number of customers entering and exiting)

Menu

- Coffee, canned and bottled beverages (no self-serve)
- Grab and go options – snacks, chips, candy, sandwiches, salads, wraps, limited breakfast items, limited hot food lunch dependent on customer counts

PLAN C – East Campus Only

- Hours of Operation
- Hours dependent upon class schedule

Staffing

- 4 employees

Sanitation

- Employees:
 - Self-screening completed at home and COVID-19 form submitted to supervisor
 - Disposable face coverings will be provided
 - Face coverings are required for all employees, unless the employee is working independently
 - Employees will wash or sanitize hands before and after using or adjusting face coverings
 - Employees handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them)
- Cashiers:
 - Gloves and face covering will be provided and required to be worn at all times of service
 - Clean touchable surfaces between customers
 - Sanitize credit card machine between each transaction
 - Customer will swipe card or insert card

Cleaning and Disinfecting Protocols

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, appliances, kitchen utensils and implements, oven doors, grill and range knobs, carts, keys, etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible
- Follow existing codes regarding requirements for sanitizing food control surfaces

Physical Distancing Protocols

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Install physical barriers or partitions at cash registers
- Maintain physical distancing protocols in office areas, kitchens, pantries, walk-in refrigerator or freezers
- As CDPH guidelines allow no more than 11 customers only allowed in at one time (will need to monitor number of customers entering and exiting)

Menu

- Coffee, canned and bottled beverages (no self-serve)
- Grab and go options – snacks, chips, candy, sandwiches, salads, wraps, breakfast items, hot food options, chicken strip & fries, burgers, chicken sandwiches

PLAN D – East Campus & Coffee Shop

- Hours of Operation
 - Hours dependent upon class schedule

Staffing

- 4 to 5 employees

Sanitation

- Employees:
 - Self-screening completed at home and COVID-19 form submitted to supervisor
 - Disposable face coverings will be provided
 - Face coverings are required for all employees, unless the employee is working independently
 - Employees will wash or sanitize hands before and after using or adjusting face coverings
 - Employees handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them)
- Cashiers:
 - Gloves and face covering will be provided and required to be worn at all times of services
 - Clean touchable surfaces between customers
 - Sanitize credit card machine between each transaction
 - Customer will swipe card or insert card

Cleaning and Disinfecting Protocols

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including phones, registers, touchpads/touchscreens, tables, time clocks, appliances, kitchen utensils and implements, oven doors, grill and range knobs, carts, keys etc.
- Avoid sharing equipment, phones, tablets, laptops, desks, pens and other work supplies whenever possible
- Follow existing codes regarding requirements for sanitizing food control surfaces

Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between employees and customers (physical partitions or visual cues, floor markings or signs)
- Install physical barriers or partitions at cash registers
- Maintain physical distancing protocols in office areas, kitchens, pantries, walk-in refrigerator or freezers
- 11 customers only allowed in at one time (will need to monitor number of customers entering and exiting)

Menu

- Coffee, canned and bottled beverages (no self-serve)
- Grab and go options – snacks, chips, candy, sandwiches, salads, wraps, breakfast items, hot food options, chicken strip & fries, burgers, chicken sandwiches

