NORCO COLLEGE

Academic Planning Council

December 4, 2020
8:30AM – 11:00AM
Zoom Conference

Present: Ms. Melissa Bader (co-chair), Mr. Peter Boelman, Mr. James Finley, Dr. Teresa Friedrich Finnern, Dr. Alexis Gray, Mr. Kim Kamerin, Mr. John Moore, Mr. Farshid Mirzaei, Mr. Jeff Mulari, Dr. Jason Parks (co-chair), Ms. Ana-Marie Olaerts, Mr. Dan Reade, Dr. Stanley Tyler, Mr. Jeff Warsinski, Ms. Patricia Worsham (co-chair), Dr. Tim Wallstrom

Visiting: Dr. Samuel Lee, Mr. Carlos Vasquez, Ms. Pamela Kimbrough

A. Welcome
     Patty Worsham welcomed everyone

B. Approval of Minutes
    Motion to approve minutes November 13, 2020: M/P. Worsham, S/M. Olaerts, Approved unanimously.

    Motion to approve agenda December 4, 2020: M/A. Gray, S/J. Moore, Approved unanimously.

C. Discussion on Standing Committee & Dean's Reports
     1. Academic Senate (2 min.)
         - See Attached
     2. ISPC (2 min.)
         - See Attached
     3. District Enrollment Management (2 min.)
         - See Attached
     4. Program Review Committee (2 min.) – nothing to report
     5. CTA (2 min.)
         - See attached
     6. Deans' Report(s) (2 min.)
         - See Attached

D. Action Items
     No action items
E. Information Items
     1. Summer/Fall 2021 Schedule Development (see attached).
         - Dean Bader shared Fall/Summer 2021 proposed Development timelines and will email to members.
         - Deans hope Safety Return Taskforce can shed some light as to what kind of method of instruction will be used for Fall 2021, it all depends on the rapidness and efficiency of COVID vaccine.
         - Emergency DE Addendums kick in when state/health agency says we're at a certain level.
         - Dr. Lee added that it's a local decision for us at our District.

- In Spring 2021 semester we will be rolling out our Summer/Fall 2021 semester class schedule. Registration for Summer/Fall 2021 will begin on May 3rd.
- Dean Bader stressed the importance of sending the most accurate version of schedule because of such tight timelines.

2. New Program Creation Process
- Fleming shared a document with Bader which includes Curriculum Approvals college process. We need clarity on what the process is for creating a program and/or a discipline. Dr. Parks said we need a handbook.
- Patty Worsham said she would put dates in document shared by Fleming.
- Dean Bader would like to recommend that APC shares this annually at the beginning of each year to be used as a guideline for anybody who's working on programs/disciplines.
- Dr. Parks proposed a small task force to assist with general process that can then be vetted by the senate, and then be published on our webpage.
- Dean Bader and Patty Worsham will work on flowchart.

3. Semester Wrap Up Checklist
- Dean Parks would like to give Semester Wrap Up Checklist to all department chairs that they can then share with all their faculty members to be used as tool as they wrap up the semester (see attached).
- Dean Bader explained that if PT Evaluation says anything about the syllabus, she will confirm with Christy if syllabus is on record, and if its not, she's not signing evaluation until it is fixed.

4. On Campus Orientation/Training
- Meeting on Monday, 12/07/20 with faculty leadership to talk about on-campus abilities in terms of on-campus classes and DRC students test accommodations. Then on Wednesday, 12/09/10 they will meet with faculty who are schedule to teach on campus Spring 2021. Teresa Friedrich-Finnern asked to join these meeting since some of her faculty are scheduled to teach on campus. Dr. Parks asked Monica Gutierrez to share her firsthand knowledge of what worked and what didn't work when teaching on campus this semester (she was one of 3 faculty).
- Patty Worsham asked what is the protocol if COVID cases start to increase in the Spring, which is one of the items that will be discussed at Monday's meeting.
- Sanitation for current on-campus classes: student sanitizes his space prior to use, then sanitizes at the end of class, then janitorial staff sanitize space.
- Dr. Teresa Friedrich Finnern had an optional meeting with her department where she got some useful information from Monica Gutierrez on employees returning to campus process which she used with her faculty (see attached).
- Going over limitations and what Dr. Lee is developing that will detail every class and what the plan will be in the event of another quarantine.
- Dr. Lee concern is thinking on how test proctoring will happen in each type of course offered since we really have no staff support flexibility and also because of a variety of circumstances we can't rely on DRC staff to be able to proctor face to face exams. We can't backfill with managers or anyone else so it will fall on the faculty to do basic proctoring of exams.
- Dr. Lee also is thinking on what happens if we need to go back to quarantine and be 100% online, when do we decide to cancel a course? And if we cancel course, we must come up with a bumping plan for each FT faculty to put their load back in order. He's asking APC for

input on each of these items, to have a plan in place.

- Dean Bader added that guidance will be needed from Faculty Association as to what happens when we have to take classes from adjunct to make FT load. Dr. Teresa Friedrich Finnern said that if classes get put 100% online mid-semester her faculty will need time to develop online labs because many don't have labs set up to be online yet. She can recommend that her faculty have two sets of plans in the event this happens, however she cannot require that. Dean Bader said that perhaps Spring Break could act as a transition zone; a buffer to have FT faculty make load (i.e. second 8-week class, etc.).

5. Winter/Spring 2021 Face to Face review
   - Dr. Lee shared excel workbook FACE TO FACE 2020-2021 (ADMIN – Documents > Face to Face). This is a working document (see attached). Discussion ensued about the workbook and areas that need faculty attention. He also shared FACE to FACE MIDTERMS and FINALS schedule. This is to prepare faculty with proctoring of exams. Our amphitheater shade sales should be done by then. This excel workbook will be shared with Academic Senate Monday and sent to APC asap.
   - The expectation is that faculty listed on this workbook will be coming on-campus to proctor exam, and in the event student is sick (COVID) and has to quarantine Dr. Lee suggested the discretion of each faculty to come up with some sort of make-up plan. One suggestion is to give student INCOMPLETE if they miss exam, which they can later complete on another semester when exam is on-campus again (they don't have to complete the entire course, just what they missed).

F. DISCUSSION ITEMS
   1. Debrief: Virtual I of I
      - Dean Bader requested feedback from dept chairs on their experience with virtual I of I's. The newest glitch discovered is when you get notification that everyone has signed the final I of I document the entire I of I packet is available to all that signed. We need to figure out how to restrict the downloading of final document in Adobe Sign. Everyone seems happy with the new signature process via Adobe Sign for I of I's, especially for part-time faculty evaluations. It makes the signing of document easier. With regards to evaluation, Alexis Gray said that online evaluations are often skewed, where female professors score much lower than male professor based on study done by Harvard and Princeton. And also, to just keep in mind when looking at student evaluations because studies have also found that students evaluate female professor on how nurturing they were, whereas male professors were evaluated on their knowledge. Dean Bader is working on making all our forms more fillable friendly using Adobe Sign. Dr. Teresa Friedrich Finnern requested the comment section on part-time evaluation form to be made wider/bigger to allow more text space.
      - Another thing being worked out by the Office of Instruction is determining what exact information needs to be included on form before it is sent to faculty for signature, like Associate faculty number, date of hire, type of review, etc.
      - If syllabus is not correct, Dean Bader will bounce it back to department chair to handle. Farshid Mirzaei added that he gets hesitation from some faculty when he requests a copy of their syllabus saying it's against the contract, but Peter Boelman clarified that department chairs are allowed to see syllabus because it is part of the IOI process. Farshid wasn't requesting for IOI, he was just requesting syllabus at the beginning at the semester to which

Peter Boelman said to just get it from Christy. Dean Bader added that it is allowed for Department Chair to view syllabi at any time whether they're being evaluated or not. Syllabus is not a private document, it is a public document.

2. Debrief: Faculty Priorization
   - Alexis Gray expressed confusion on using the forms that were created two years ago which she helped develop. She recommends a small video or small set of descriptive instructions on how to do Faculty priorization. Dean Bader will work on this. Patty Worsham requested information sooner and a "How-to" reminder in October's APC meeting which happens before the ranking. Dr. Teresa Friedrich Finnern requested that all APC meeting links and info be consolidated and put on Canvas as a one-stop shop, just to make it easier to find, which Dean Bader will do.

3. Syllabus Language (Bader)
   - Dean Bader shared a Google Document via link on Zoom Chat for committee to spend 10 minutes reading and editorializing it. The document shared was a syllabus shell for faculty to comment on. Feedback discussion ensued. Dr. Lee will be reaching out to Dr. Greg Aycock to find out about system that was developed in the past that would update SLOs in Syllabus Shell every time they were updated. To point, the sharing of this document provided the opportunity for all faculty to have their say and note the commonalities. Dean Bader would like that when we're constructing a document that it is done together, where everyone comments at it at the same time for 15-20 minutes, similar to GOOGLE (https://monday.com/blog/teamwork/5-best-practices-for-silent-meetings/). Dean Bader will be forwarding all the Syllabus Shell document feedback to Patty Worsham.

4. Office reassignment process (Parks)
   - Dean Parks shared that we have quite a large number of FT faculty, hired in the 20FAL semester. These faculty members were assigned to whatever offices became available at that time and did not allow anyone to move offices. This came on the heels of the Golden Handshake, where we had many of our senior faculty office that had coveted office space retire. During 21SPR we will be reassigning faculty office spaces using the guidelines faculty outlined a couple years ago and along with procedures Dr. Green sent out, where we're going to try and create clusters. Officially we have only created on cluster, the Biology cluster, in the upper ST building. The idea is to try to cluster people with like disciplines or closely related disciplines in those areas. We hope to physically move into offices sometime in 21Sum or 21FAL. No faculty that has been established in their office will be forced to move, but opportunities to move will be provided as an option.

5. USC Race and Equity Leadership Alliance
   - The Racial Justice Taskforce has asked the APC if they would assist in identifying four (4) Norco FT faculty members to attend Recruiting and Hiring Faculty of Color Zoom meeting on Monday, January 25th 1pm-4pm along with Shannon Minter, our new HR specialist. Alexis Gray recommended Courtney Buchanan (SBS), with Janet Hill as alternate. Dean Parks recommended one FT faculty from each of the four schools that can come back and impart knowledge to their school. Patty Worsham recommended Dana White (Business & Mgmt), with Adam Martin as an alternate. Stan Tyler (STEM) volunteered. Dean Bader will reach out to Dan Reade to see who from Arts & Humanities would be interested in attending.

G. Good of the Order 11:03am
- Dean Parks shared that starting Wednesday, December 9th, Ashley Etchison will be our new Interim Associate Dean of CTE. Patty Worsham asked if she will be attending APC in the future, and Dean Parks said yes.
- Per John Moore EduNav is up for renewal in January, and if renewed it will only be for 18 months after careful consideration in moving over to other online planning tool offered through the upcoming new ERP (Nexus/Anthology).
- Dean Bader asked APC to please convey a big thank you to all faculty and Office of Instruction for all the hard work they've done.

Next Meeting
February 19, 2021
8:30 – 11:00 am

Standing Reports

Senate:

- **Action Item, Second Read: AP2105 Distance Education** (S. Burnett) Language approved by Senate.
- **Action Item, Second Read:** BP/AP2040 Library Services (V. Harris). Language approved by Senate.
- **Action Item, First Read**: **BP2235/AP2235 Credit for Prior Learning**. Will come back to this AP for a second read at the 12/7 meeting.
- **Action Item, First Read**: Charter for Professional Development Coordinating Network (G. Oceguera) Formal recommendation for a future advisory group. A professional network to strategize and help maximize resources around professional development. Focus on PD in the EMP and equity frameworks. Look over the deliverables as this is what they are proposing. Provide a venue where can discuss the "what " is needed and what is necessary for all groups via guided pathways and equity. Will come back to this for a second read at the 12/7 meeting.
- **Action Item, First Read**: Job Description for Proposed Learning Resource Center (LRC) Faculty Coordinator (D. Nance) Mitzi proposes that the LRC have a full-time faculty member working at the PRC. .6 release time. (.5 for one or more sections of ILC-800) and .1 for ILA .1. It's a variable position and can receive up to .6. There needs to be flexibility to offer the workload commensurate with whether it's math or English or something else. Will look at this again at the next meeting.
- **Action Item: ISPC Faculty Advisors** (V. Lee) Academic Senate will vote to approve extending the terms for Institutional Strategic Planning Council (ISPC) faculty advisors through Spring 2021, as they are currently set to terminate at the end of Fall 2020. Consensus on this.
- **Action Item: Norco College Academic Senate Bylaws (V. Lee) Academic Senate vote on changes to its Bylaws: Current, Redlined, Clean Edit.** Done modifications. Want to do an extensive revision to the bylaws. This will make the bylaws consistent with the constitution. **Propose the APC name change (Academic Planning Council to Academic Planning Chairs)- this was voted and approved at the last meeting.**
- **Discussion: College of the Whole (Q. Bemiller/V. Lee) Academic Senate will discuss the future of College of the Whole.**
- Trying to streamline things. Items bought to COTW have already gone through the governance approval process so by the time it comes to COTW it doesn't require approval because it's already been approved. So instead we need a forum or a town hall where things can be discussed in an open format, at least once a semester. So perhaps we can purpose COTW for this purpose. Makes sense to make this an informative forum and not a voting forum. ISPC will take action on this, this coming Wednesday.

Joint ISPC/Academic Senate:

- Annual progress report of EMP given by Greg Aycock

District Enrollment Management:

- Focusing on how to increase our FTES through different types of Marketing and outreach, asking for student input on marketing

Program Review Committee:

- Nothing to report.

CTA:

CTA is asking the District for consistent policy on how to handle if student and/or faculty gets COVID, how long do they quarantine from school/classroom

Deans Report:

Enrollment is underway for Winter and Spring 2021. We are closing in on our enrollment goal for Winter. As we are moving forward, we are going to rely upon the chairs for their agility in helping us expand and contract, as necessary. Thank you for your hard work on getting the schedule ready for our students. As we have Spring enrollment get opened up to general population, we will be closely watching how students respond to the REG meet and OCC meet coursework.

All 3,332 students that earned a W or EW in Fall 2020 semester will be notified via email their enrollment date for spring encouraging to retake those classes to pass the class.

All FT faculty I of I processes are completed. Some of the packets are out for signature. Thank you for helping the Office of Instruction refine that process. The Associate Faculty I of Is are coming in. We are aware of some issues with the forms and how they are clunky and difficult to fill in on Adobe. We will be putting our office on refining that process so that it is more user friendly. All Associate Faculty I of Is need to be completed prior to the end of the semester. Please let the Office of Instruction know if there are barriers to that goal.

The Deans would like to earnestly express our gratitude to the faculty for all of the work they have done over these last few semesters to meet students where they are and in all of the tireless work they have done to make their courses robust, clear, fair, and compassionate to our students. This work has not gone unnoticed. Thank you!

The CARES Act Instructional materials that were ordered to are almost here and ready to be distributed. We learned a lot in that process about how slow it is. The Office of Instruction will be handling a second offering prior to leaving for the holiday, so we can work on that purchase order in the few weeks prior to January and, hopefully, speed up the process.

 Thank you for your hard work.

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New/Modified Program – Curriculum Development Checklist
(To make into the Fall 2018 Catalog)

The process for proposing and receiving approval for a new or substantially revised program in the Riverside Community College District includes multiple steps, but many can be completed concurrently.

To help you in your planning process, abide by the dates below for your program to be included in the Fall 2018 Catalog. It is the lead faculty's responsibility to get on each meeting's agenda in advance, send the appropriate materials, and plan to attend.

Concept Approvals

- ☐ By Oct 10   Discipline Facilitator Review & Comment
- ☐ By Oct 10   Department Approval
- ☐ Oct 9 or Nov 13   CTE only: Regional Consortium CTE Deans review (First Read).
  - POR due to Dr. Kevin Fleming 1 week prior
- ☐ Oct 13 or Nov 3   Academic Planning Council
- ☐ Oct 2, 16, Nov 6, 20   Norco College Academic Senate (1st read: Concept Approval)
- ☐ Oct 18, Nov 10, 15   Norco ISPC
- ☐ Oct 20, Nov 17   District Strategic Planning Committee

Curriculum Approvals – Final date Heather Edberg has set for curriculum to be entered into CurricuNet META to ensure inclusion in the 2018-19 college catalog is September 28, 2017.

	Option 1	Option 2	Option 3	
☐	Oct 3	Nov 7	Dec 5	District Technical Review Committee
☐	Oct 24 or	Nov 14 or	Feb 20	Norco Curriculum Committee (following District Technical Review meeting)
☐	Nov 7	Nov 21	Mar 6	District Curriculum Committee (following Norco Curriculum Committee meeting)

Final Approvals

- ☐ Nov 6, 20, or Dec 4   Norco College Academic Senate (2nd read: Final Approval)
- ☐ Dec 4 or Jan 8   CTE only: Regional Consortium CTE Deans review (Second Read).
  - Complete state application to Dr. Kevin Fleming 1 week prior
- ☐ April/May 2018   RCCD Board of Trustees (District Educational Services prepares)
- ☐ April/May 2018   CCCCO Submission (District Educational Services submits)
- ☐ Summer 2018   ACCJC Substantive Change (Norco College administration submits)
- ☐ Fall 2018   Implementation

Spring 2021 Development Calendar

	PT Evals	FT Evals	SUMMER	FALL	Program Review
2/16-2/19 1			Schedule Roll 1/29	Schedule Roll 1/29	
2/22-2/26 2			Deans Produce w/chairs 9/8-9/28		
3/1-3/5 3		Deans meet with Committees	Chair Review with staffing 3/1-3/12		
3/8-3/12 4	Chairs assign lists to faculty			Deans Produce w/chairs 3/8-3/19	
3/15-3/19 5		Evaluations Taking Place	IDS Input 3/15-3/19		
3/22-3/26 6			**Section Entry complete 3/26**	Chair review with staffing 3/22-4/2	
3/29-4/2 7		Deans make folders available for committees			
4/5-4/9 8	student evals in folders by 4/9	IDS pull student evals and place in folders -		IDS input 4/5-4/16	
4/12-4/16 Spring Break				**Section Entry complete 4/16**	
4/19-4/23 9	Faculty can request Evals from their IDS on 4/19		Schedule Published 4/196	Schedule Published 4/19	
4/26-4/30 10					
5/3-5/7 11			Registration 5/3	Registration 5/3	
5/10-5/14 12	The second 8 week classes 5/14 in folders	Deans meet with Committees			
5/17-5/21 13		Assts. Create Adobe Sign Document			
5/24-5/28 14	PT evaluations due by 5/24 PT I of Is sent to Christy.	Signatures Completed			
6/1-6/4 15	IDSs would start the Adobe sign process by 6/1				
6/7-6/11 16	Packets are Completed and sent to HR	Packets are Completed and sent to HR			

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Fall Semester Wrap-Up Checklist

- o Submit Grades within 5 calendar days of the final exam (due 12/21 for Fall 2020)
    - o Fill out incomplete grade contracts if assigning incomplete grades
- o Finalize any outstanding Improvement of Instruction Documents
- o Winter/Spring book orders
- o Sign Winter/Spring TA's
- o Submit syllabus to syllabi@norcocollege.edu if you have not already done so
- o Fill out any outstanding Special Project Time Sheets
- o Enter SLO Assessments, if applicable
- o Submit Load Bank forms, if applicable (Full Time)

RCCD Returning to Campus COVID -19 Prevention Plan

RCCD is taking every precaution to ensure our colleges are safe. We are following federal and county health and safety guidelines as well as guidance from our state and local governments. We have implemented practices for disinfection and social distancing, among others, and will continue to modify these practices as the situation changes. In order to continue keeping our college safe and healthy, the following has been implemented:

- ✓ All students must self-check <u>daily</u> for any symptoms of COVID-19 **prior to leaving home and entering the college** (Symptom checker).

- ✓ Informational signage is posted throughout the campuses related to current safety measures and requirements in place related to COVID-19. Signs will be updated as the healthcare crisis changes.

- ✓ Students are required to wear face coverings and use social distancing of 6 feet or more, masks will be available for students that may have forgotten their mask at home.

- ✓ Common areas and frequently touched surfaces are disinfected daily. Disinfecting supplies will be available for student use. Students are encouraged to disinfect their workspaces throughout the day. (more information under cleaning procedures)

- ✓ Hand sanitizer, soap, and paper towels will be readily available in all restrooms and throughout the district.

- ✓ Facilities should be optimized for airflow and air exchange where practical. This includes following facilities guidelines for airflow and exchange within spaces

- ✓ Business travel remains restricted and must be approved by a College President or Vice Chancellors at district locations. Students are encouraged to reduce travel while enrolled in classes.

Symptom Checker

CDC Guidelines: Students who have symptoms when they arrive at work or become sick during the day should be immediately sent home.

Students with the following symptoms may have COVID-19:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell
- GI symptoms like nausea, vomiting, or gastrointestinal distress

✓ Plexiglas or similar see-through "sneeze guards" may be installed in those areas where employees frequently interact with the public and social distancing is not possible.

✓ Signage with social distancing reminders are installed in areas where lines may occur.

✓ Virtual meetings via Zoom or Microsoft Teams will continue to take the place of in-person meetings.

✓ Meeting rooms, break rooms and other communal areas may be closed or have limited seating in order to maintain social distancing.

✓ Students who develop symptoms outside of class should notify their instructor and stay home. Sick students should follow the CDC Recommended steps .
Students should not return back to class until they have met the CDC criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

✓ Employee safety training will be provided. More specifics on page 8.

✓ Schedules, including lunches and breaks may be modified to allow for necessary social distancing.

✓ Special consideration should be made for employees with pre-existing medical conditions or over the age of 65. This will be managed through the HRER department. CDC extra precautions

✓ Per the California Department of Public Heath/Cal OSHA guidelines for Office Workspaces, it is their recommendation to utilize telework options and modified work schedules.
Calosha CDPH Guidance for Offices
CCCCO Reopen-task-force-report.pdf

(see Appendix A on page 3)

How and When to Wear a Face Mask

CDPH Guidance-for-Face-Coverings

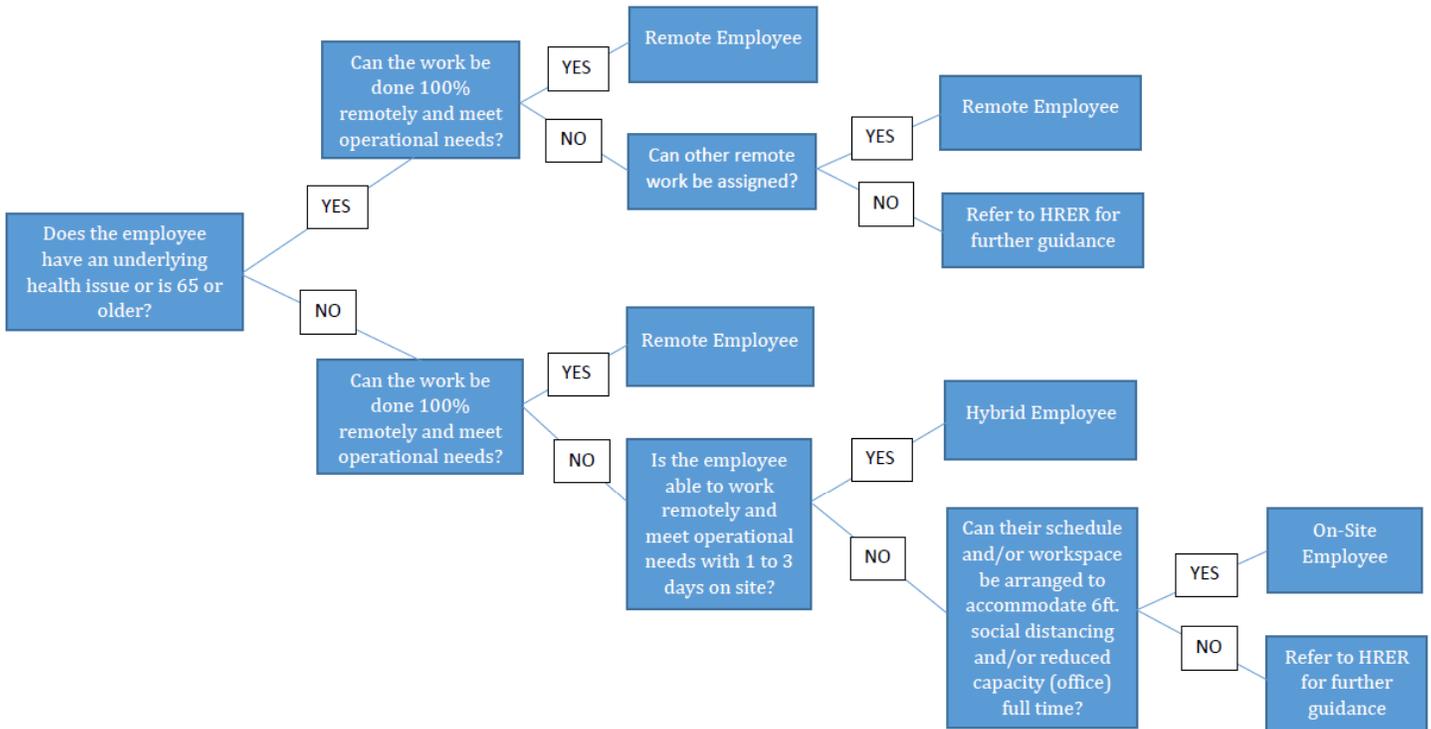People working in California must wear face coverings when they are in the following high risk situations:

✓ Inside of, or in line to enter, and indoor public space
✓ Engaged in work, whether at the workplace or performing work off-site, when:
  • Interacting in-person with any member of the public
  • Working in any space visited by members of the public
  • Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities
  • In any room or enclosed area where other people are present when unable to physically distance.

Students are expected to wear a mask that completely covers nose and mouth while inside any RCCD building and when outside when social distancing is not possible.

Cloth face masks should:

✓ Fit snugly but comfortably against the side of the face
✓ Be secured with ties or ear loops
✓ Include multiple layers of fabric
✓ Allow for breathing without restriction
✓ Be able to be laundered and machine dried without damage or change to shape
✓ Be washed daily!
✓ Be removed carefully and hands washed after removal

Appendix A

Can the work be done 100% remotely and meet operational needs? — YES → Remote Employee

Can the work be done 100% remotely and meet operational needs? — NO → Can other remote work be assigned? — YES → Remote Employee

Can other remote work be assigned? — NO → Refer to HRER for further guidance

Does the employee have an underlying health issue or is 65 or older? — YES → (above branches)

Does the employee have an underlying health issue or is 65 or older? — NO → Can the work be done 100% remotely and meet operational needs? — YES → Remote Employee

Can the work be done 100% remotely and meet operational needs? — NO → Is the employee able to work remotely and meet operational needs with 1 to 3 days on site? — YES → Hybrid Employee

Is the employee able to work remotely and meet operational needs with 1 to 3 days on site? — NO → Can their schedule and/or workspace be arranged to accommodate 6ft. social distancing and/or reduced capacity (office) full time? — YES → On-Site Employee

Can their schedule and/or workspace be arranged to accommodate 6ft. social distancing and/or reduced capacity (office) full time? — NO → Refer to HRER for further guidance

Remote Employees: Anyone that is working remotely and meeting operational needs; and anyone with an underlying health condition and age 65 or older.

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).

1. 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.
2. Plan for a portion of employees to continue to work remotely. Employees over 65 years of age and those with underlying medical conditions will likely work remotely longer than others. An explanation of underlying medical conditions can be found on in Appendix A of the CDC's Community Mitigation Strategy.
   *State Chancellors report-Safe campus reopening workgroup page 3 & 13
3. Utilize telework options and modified work schedules. Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time.
   *CDPH/Cal OSHA COVID-19 Industry Guidance: Office Workspace page 6

Additional Safety recommendations by specialized area

In addition to wearing a face coverings, social distancing, hand washing and the other safety guidelines above these specialized areas will need to adhere these additional guidelines:

Allied Health Programs

Dental Programs

- All faculty, staff and students will complete the health questionnaire each morning and each afternoon prior to being allowed in the facilities
- All faculty, staff and students will have their temperature taken am and pm prior to being allowed in the facilities
- All lecture and lab components will require the social distancing recommended by the CDC.
- Maintain social distancing 6-10' while on campus at all times

- All patients will be screened via a health questionnaire one day before the appointment and the day of the appointment. All patients will have their temperature checked prior to entering clinic
- Faculty, students and staff will be trained and will follow the updated infection control protocol for treating patients
- Handwashing is hand sanitizer use is required as indicated in the clinical protocol
- Faculty, students, staff and patients will follow the one-way flow for clinic
- Appropriate personal protective equipment including N-95 respirators, surgical masks, bouffant caps, shoe covers, clinical gowns, gloves and face shields are required. Please see table below for specific requirements.
- All Faculty, staff and students will have a medical clearance to be able to wear an N-95 respirator.
- All faculty, staff and students will have a fit test to wear an N-95 respirator.
- All faculty, staff, and students will be taught the new donning and doffing of PPE's.

Position/Procedure	Mask	Clinical Attire	Eye Protection	Isolation Gowns	Gloves	Head Covering	Shoe Covers
Patient Temperature Pre-Screening	Surgical Level I	Clinical Attire	Face Shield				
Front Desk Check in	Surgical Level I	Clinical Attire			Gloves		
Instrument Processing/Sterilization	Surgical Level II	Clinical Attire	Face Shield	Isolation Gown	Gloves		
No Aerosol Procedures	Surgical Level I	Clinical Attire	Face Shield	Isolation Gown	Gloves		
Low Aerosol Procedures	Surgical Level II	Clinical Attire	Face Shield	Isolation Gown	Gloves	Bouffant Caps	Shoe Covers
Moderate/Heavy Aerosol Procedures	N-95 Respirators	Clinical Attire	Face Shield	Isolation Gown	Gloves	Bouffant Caps	Shoe Covers

Nursing Programs

- Follow all facility guidelines set forth.
- Self-screening at home, including temperature and/or symptom checks
- Sign the RCCD Release of Liability.
- Align with the State of California social distancing guidelines, maintain social distancing (6 feet apart) at all times, including breaks and mealtimes while on campus or clinical facility property.
- Social distancing parameters will be maintained except during direct supervision of patient care activities.
- Use stairs while maintaining social distancing. If you are unable to use the stairs, no more than 3 people may be in the elevator at one time. If staff are on the elevator, students need to exit the elevator as staff of the facility have priority.
- Wear a personal mask until faculty and/or facility distributes medical grade masks. Students are required to wear masks at all times while on campus or at the clinical facility including parking lots.
- Students are required to maintain/preserve their mask as instructed.

- KN95 masks are one size fits all and require students to be clean shaven and not wearing foundational make-up.
- Do not carpool to any educational activity.
- Sign the Covid-19 Clinical Screening form for each educational activity.
- Do not bring any personal items into the clinical facilities.
- Take meals and breaks outside of the facility while maintaining social distancing.

Paramedics/Emergency/Fire Programs

- Squad leaders will conduct a wellness check in the A.M. consisting of questions and temperature reading daily
- All lecture components will take place in the Auditorium until further notice
- Limit squads and rotations to groups less than 10
- Maintain social distancing 6-10' while performing tasks and moving into work areas
- Stagger squads getting into their lockers, classroom, lunch or anywhere that they will need to go to maintain smaller sizes and social distancing.
- Each squad has been issued a cleaning kit. Ensure they cleaning the work area or equipment between rotations.
- Encourage handwashing, hand sanitizer use when applicable
- PT will be conducted outside until further notice maintaining social distancing guidelines
- Report any Cadet experiencing symptoms that may require them to be sent home or seek medical testing
- Wearing of face mask is required.

On-Campus Classrooms and Labs

Labs [CalOsha CDPH guidance](#)

Enter/Exit Flow

- Traffic flow within a room should be identified and clearly labeled to optimize physical distancing.
- Communicate entry/exit points into building and lab rooms.
- Define and identify walking routes inside of the facility by using signage and floor markings.
- Group and define designated work areas in lab rooms; establish entry/exit points.

Physical Distancing

- During a pandemic or heightened infection season in line with public and safety direction, when classroom   space and size allow students should be kept a part at maximum distances no less than 6 feet apart. Multiple options should be considered with respect to spacing that can maintain the baseline of 6 feet of separation between students, faculty, and staff (square grids at 144 sq. ft., triangular spacing at 50 sq. ft., and circular spacing at 113 sq. ft.)

- Some activity-based courses shall use increased distancing greater than 6 feet per student due to physical movement and intensity of activity. [Dance USA](#) recommends at least 10 feet of spacing between individuals for dance studios. (Change greater than 6 ft... depending on the activity or discipline or space…. Need evidence-based practice)
- In instances where a 6-foot distancing is not possible, physical dividers may provide a situation where 6   feet of separation may be decreased.   Physical barriers do not replace the need for physical distancing but should be installed wherever 6-feet of distancing cannot be reasonably maintained.

Assembly Areas to Maintain Social Distancing

- All classes should be assembled in open areas and be led into the laboratory, studio, clinical, or other instructional spaces to avoid groups of students congregating in hallways or smaller spaces. Each college shall plan these staging areas as close to the instructional areas as possible.

Cleaning and Disinfecting of Surfaces, Stations, and Equipment

Cleaning and disinfecting of high-touch surfaces daily in common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, etc.), at a minimum prior to the start of each class day and more often as needed.

- While every lab space is different, these sections provide guidance that may be customized to fit the needs/requirements of different departments.
- Students shall clean their workspaces and lab areas at the start and end of each lab session. Designated areas within labs, studios, and other similar spaces should be established for the storage of students' personal items to prevent contamination of cleaned surfaces.
- Clean visibly dirty surfaces with soap and water prior to disinfection/sanitation.
- Use an EPA-approved disinfectant against COVID-19. Read product label to make sure it fits your needs.
- Follow the directions on the label to ensure proper use and contact time.
- Wear the proper PPE for cleaning and disinfecting surfaces.
- Lab equipment/tools shall be disinfected after each use.
- Consider making available of disposable wipes so that students and staff may wipe down commonly used items and surfaces after each use.

Baseline Level of Personal Protective Equipment (PPE)

- Cloth facemasks (CDC Guidelines) shall be required during on-campus lab and activity sessions.
- If students do not have a facemask, then masks will be provided.

Infection Control Supplies

- Infection control supplies and equipment (soap, towels, gloves, disinfecting agent, hand sanitizer, disinfectant products, Plexiglass or other dividers, etc.) are widely available. Note that if dividers are available, the minimum 6 feet of separation may be decreased.

Good Hygiene Practices

All students and District personnel shall engage in good hygiene practices. This includes:

- <mark>Wash hands or use hand sanitizer each time entering and exiting a room.</mark>
- Avoiding touching eyes, nose, or mouth without cleaning hands first.
- Avoid eating and drinking, in lab areas.
- <mark>Avoid non-essential physical contact and maintain appropriate social distancing guidelines both inside and outside of the facilities.</mark>
- Regularly wash your hands with soap and water for at least 20 seconds, especially after coughing, sneezing, or blowing your nose, and after using the bathroom. If you are unable to wash your hands, use hand sanitizer that contains at least 60% ethanol or 70% isopropanol alcohol.
- Cover your mouth and nose with your elbow (or ideally with a tissue) rather than with your hand when you cough or sneeze. Dispose of all tissues in the trash immediately after use. Immediately wash your hands with soap and water for a minimum of 20 seconds. If you are unable to wash your hands, use hand sanitizer that contains at least 60% ethanol or 70% isopropanol alcohol.
- Avoid sharing phones, desks, office equipment, or other items wherever possible.
- Never share PPE.

Cleaning Procedures

The CDC cleaning recommendations are as follows:

High touch surfaces should be cleaned "frequently" the common thought is every 4 hours and in-between uses of individuals (i.e. a student leaves a desk it should be cleaned before the next student uses it). The recommendation also covers cleaning at least one time at the beginning or end of a shift or before the next shift starts.

To provide for the safety of everyone, bathrooms and their frequently touched surfaces should have a more frequent pattern, such as every 4 hours at a minimum, and a frequent stocking of paper products/soap and other inventory items.

Ongoing Cleaning and Disinfecting Protocol

Classroom/Office/Conference Room Disinfecting Protocol
Use the CDC recommended cleaning solution, and disinfectant. [List of CDC approved products](#) (List N)
Follow the instructions on the label to ensure safe and effective use of the product.
*Pay special attention to the products required contact time with the surface.
Use a surface disinfectant or similar product that contains 60% or more ethyl alcohol and/or isopropyl alcohol.
Ensure the employee's cleaning is wearing the appropriate personal protective equipment (PPE), as called out by the Safety Data Sheet.

Additional PPE: Protective disposable gloves required. Face covering, and Safety goggles are recommended.

Protocol for all hard, high touch surfaces
All hard, high touch surfaces must be wiped down with soap and water first. Then apply disinfectant.
Examples of hard high touch surfaces include: Tables, desks, door knobs, restroom surfaces, and floors.

Use the CDC recommended cleaning solution, and disinfectant. [List of CDC approved products](#) (List N)
Follow the instructions on the label to ensure safe and effective use of the product.
*Pay special attention to the product's required contact time with the surface.
Use a surface disinfectant or similar product that contains 60% or more ethyl alcohol and/or isopropyl alcohol.

Ensure the employee's cleaning is wearing the appropriate personal protective equipment (PPE), as called out by the Safety Data Sheet.
Many products require:
Wearing disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.
You must clean hands immediately with soap and water for at least 20 seconds after gloves are removed.
Protective eyewear to protect from splashes.
Additional PPE: Personal face covering.

Protocol for all soft surfaces
Apply disinfectant spray to all soft surfaces.
Examples of soft surfaces include: Chairs, cotton/polyester, couches, curtains, mats throw rugs
*Follow the instructions on the label to ensure safe and effective use of the product you are putting it on
Use the CDC recommended cleaning solution, and disinfectant. [List of CDC approved products](#) (List N)

Follow the instructions on the label to ensure safe and effective use of the product.
*Pay special attention to the products required contact time with the surface
Use of surface disinfectant or similar product that contains 60% or more ethyl alcohol and/or isopropyl alcohol.
Special surfaces applied with disinfectant spray using cleaning cloths.

Ensure the employees cleaning are wearing the appropriate personal protective equipment (PPE), as called out by the Safety Data Sheet.
Many products require:
Wearing disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.
You must clean hands immediately with soap and water for at least 20 seconds after gloves are removed.
Protective eyewear to protect from splashes.
Additional PPE: Personal face covering.

Protocol for all special surfaces
Apply disinfectant spray to all special surfaces.
Examples of special surfaces include: Keyboards, Mice, Monitors, and Phones.
Follow the instructions on the label to ensure safe and effective use of the product you are putting it on
Use the CDC recommended cleaning solution, and disinfectant. [List of CDC approved products](#) (List N)
Follow the instructions on the label to ensure safe and effective use of the product.
*Pay special attention to the products required contact time with the surface
Use surface disinfectant or similar product that contains 60% or more ethyl alcohol and/or isopropyl alcohol.
Follow the instructions on the label to ensure safe and effective use of the product you are putting it on
Ensure the employees cleaning are wearing the appropriate personal protective equipment (PPE), as called out by the Safety Data Sheet.
Many products require:

Wearing disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.
You must clean hands immediately with soap and water for at least 20 seconds after gloves are removed.
Protective eyewear to protect from splashes.
Additional PPE: Personal face covering.

References:

https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
 https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html
https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Training

Online Training will be available via zoom, through Target Solutions and through the Districts Joint Powers authority for employees. For students trainings will be available through Health Services, links through canvas (in progress) and through YouTube via our Joint Powers Authority.

Topics for training will include the following:
- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- 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.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
    - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
    - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
    - Employees should wash or sanitize hands before and after using or adjusting face coverings.
    - Avoid touching eyes, nose, and mouth.
    - Face coverings should be washed after each shift.

The following trainings are available for employees on Target Solutions:
- Coronavirus 101: What you need to know
- Coronavirus 102: Preparing your household

- Coronavirus 103: Managing Anxiety and Stress
- Coronavirus 104: Transitioning to a remote workforce
- Coronavirus 105: Cleaning and Disinfecting the Workplace
- Coronavirus 106: DIY Cloth Face Coverings
- Coronavirus 107: Reopening Your Organization
- Preparing for a Pandemic Flu Outbreak

These trainings are also available to students through YouTube [here](#).

Employee Responsibilities

Your cooperation and commitment to the following guidelines will assure the ongoing safety and health of everyone in our college community. Each and every RCCD employee is expected to:

Self-Check: Self-check _daily_ for symptoms using the checklist included in this guid**e, prior to reporting to work**, and _stay home_ if you are sick. If symptoms appear during the course of a campus work day, you will notify your supervisor and return home immediately. Always keep your supervisor informed and complete the appropriate leave paperwork in a timely manner.

Communicate: If you, or a member of your household, is exposed to COVID-19 or suspected of feeling sick, see Corona Virus Reporting Procedures on page 10 for further directions. Contact your manager and they will report this illness to Human Resources and Risk Management for further guidance.

Social Distance: Maintain social distancing practices of at least 6 feet apart in the workplace.

Practice Safety: Follow disinfecting product instructions when cleaning your work areas with supplied products.

Hand Wash Frequently: Wash your hands frequently (at least once every few hours) and/or use hand sanitizer.

Cover: Cover your nose and mouth when sneezing or coughing, and wash hands afterwards.

Be Aware: Avoid touching your face, eyes, and mouth with hands.

Cover face: Wear a face covering if you are in an area with public interaction, where you cannot socially distance, when entering/existing campus, and when leaving your desk. Any area where social distancing might be questionable should involve the use of a face covering.

No Physical Contact: Do not shake hands or hug. Close contact spreads the virus.

Avoid Sharing: Avoid using other employees' phones, desks, offices or other work tools and equipment, whenever possible. If spaces are shared, clean thoroughly between use and/or shifts.

Express Your Concerns: Talk to your manager and Human Resources if you have concerns specific to your circumstances, such as a health condition that may place you at high risk.

Follow: Follow all District policies and practices.

Ask Questions: Ask questions to assure you understand what is expected of you. Reach out to Risk Management if you cannot find an answer after reviewing the Frequently Asked Questions in this guide.

Be Kind: Understand that this is a unique and stressful time for everyone, and an extra bit of kindness right now can go a long way.

Daily COVID-19 Self-Check

Review this COVID-19 Daily Self-Check **EACH DAY** <u>before reporting to the college</u> and answer the following questions. If you reply **YES** to any of the questions, **STAY HOME** and follow the steps at the bottom of the page. If you prefer to answer online, please follow this link – Symptom Self-Checker or you can access through the Rave Guardian App.

Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or placed on quarantine for possible contact with COVID-19?

- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or local public health official?

- Yes
- No

Do you have a fever (temperature over 100.3 F) without having taken away any fever reducing medications?

- Yes
- No

Do you have any of the following symptoms: cough, trouble breathing, shortness of breath, wheezing, muscle aches, chills, loss of taste and/or smell, sore throat, chills, or diarrhea?

- Yes
- No

If you answered YES to any of the items above or start feeling sick at any point during your shift, follow the steps below:

Step 1: Go home, or stay home (if you are still home)
Step 2: Contact your supervisor
Step 3: The supervisor should email HRER and Risk Management to report any COVID-19 symptoms

Corona Virus Reporting Procedures

In the event of a report of a Corona Virus case, or exposure, please follow the steps below.

1. If an employee or student reports to an onsite location:

   a. Ask them to move to an isolated area if they are having symptoms or if they state they have been exposed to the virus or have traveled to areas where the exposure is high. [CDC traveler guidelines](#)
   b. Make sure that you are standing 6 feet (or more) away from the exposed individual and wearing a mask.
   c. Request the following information, if possible:
      i. Name, Contact information (phone number, email), Employee/student ID Number
      ii. **For Employees** - Department they work in, Supervisor Name, College/District location, and Building and Room Number. Last day they were at work on site, how they were exposed, and if they are showing any symptoms.
      iii. **For Students** – class schedule, last time they were on campus or in class. What other locations did they visit that day, bookstore, library etc., how they were exposed, and if they are showing any symptoms

2. Employees:

   a. If the potential exposure occurred at work, report to Risk Management to start workers compensation process.
   a. Supervisors will direct exposed employees to call Medcor at 800-775-5866.
   b. If the potential exposure occurred outside of work (i.e. contact with family), report to designated Human Resources Liaison or Human Resources Director if Liaison is not available.
   c. Human Resources and Risk Management will work together to report all staff incidents to the Department of Public Health.
   d. Human Resources will work with the employee and employee's supervisor for applicable leave of absences.

3. Students:

   a. Report potential exposures to Health Services at the student's campus. Health services will report to Risk and HRER if the exposed student exposed any employees.
   b. Health Services will report all student exposures to the Department of Public Health.

   c. Human Resources/Risk Management will notify the Vice President of Business Services of the respective college to ensure any exposure room/areas are properly disinfected.
   d. All reporting parties must practice confidentiality guided by HIPPA regulations to keep these potential cases confidential.
   e. Any calls from the Media should be directed to Chris Clarke, Executive Director who manages the Public Information Officers.

Returning to Class/Work

Employees/students that have symptoms but state they have not been exposed:

Employees will be welcomed back to work with a doctor's note that states that they have been cleared to return to work. The note would need to be sent to HRER and HRER will reach out to the supervisor to give clearance.

Students will be welcomed back to in person instruction with a doctor's note that state they have been cleared. The note would need to be processed though the health services department and they will write a clearance note for the student to show to any faculty member that requests to see a note.

Employees/students that have been exposed but have no symptoms:

Employees/students will be welcomed back to work after 14 days of quarantine as long as no symptoms develop.

Employees/students that have been exposed and have symptoms:

Employees/students will need to be cleared by their physicians to return to work or instruction.

Important RCCD Contacts

RCCD Int Director of Risk Management, Safety and Police
Monica Esqueda
monica.esqueda@rccd.edu
Cell# 951-212-2153

RCCD HRER Director of HRER
Diana Torres
diana.torres@rccd.edu
Cell#951-897-9205

Lorraine Jones
Compliance Officer
Lorraine.jones@rccd.edu
951-328-3874

Moreno Valley College Dir Health Svs
Susan Tarcon
Susan.Tarcon@mvc.edu
Cell# 909-557-4064

Norco College Dir Health Svs
Cathleen Chou
Cathleen.Chou@norcocollege.edu
Cell #909-510-1015

Riverside City College Dir Health Svs
Renee Martin-Thornton
Renee.Martin-Thornton@rcc.edu
Cell #951-476-5939

Martha Arellano
Riverside City College and CAADO
Martha.arellano@rccd.edu
951-222-8591

Susan Boling
Norco College
Susan.boling@rccd.edu
951-222-8356

Silvestre Julienne
Moreno Valley College
Silvester.Julienne@rccd.edu
951-222-8593

Director Public Health
Barbara Cole
Bcole@ruhealth.org
951-358-5107
Emergency line
951-782-2974 or 2-1-1

Medcor-Industrial Cases
800-775-5866
BJ Cain-Casualty Claims
Coordinator
Cell# 951-203-3297

Public Affairs/Media questions
Chris Clarke
Chris.clarke@rccd.edu
Cell#951-236-9767

TESTING SITES

Testing sites in Riverside County: https://www.rivcoph.org/coronavirus/testing (800) 945-6171
https://lhi.care/covidtesting or call (888) 634-1123.

Protocol for Exposure of Students/Employees

Per Riverside County Public Health, a person that is exposed to a COVID19 positive individual is considered exposed. This does not apply to someone that is exposed to someone else that was exposed.

The only exception is for a household member of a quarantined individual, they should also be quarantined.
Do not report to work or class if you are sick.
All the examples below should be reported to County Public Health.

Exposed – Asymptomatic

- 14 day quarantine. Recommendations to do at home:
  - Twice-daily temperature check.
  - Monitor for respiratory symptoms.
  - If source tests positive even if exposed tests negative, 14-day quarantine still required if tested prior to the end of the quarantine period
  - Recommend Testing

Exposed – Symptomatic

- Exclude from work,14 day quarantine. Instruct in home isolation. Recommendations to do at home:
  - Twice-daily temperature check
  - Monitor for respiratory symptoms.
- Recommend testing.
  - While test is pending continue home isolation.
  - If test is negative and no longer symptomatic:
    - May return to work when completely asymptomatic and quarantine is concluded.
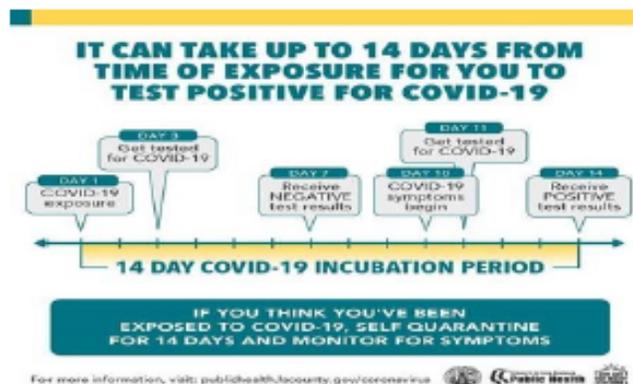
Positive COVID-19 Test

Symptomatic Workers with suspected or confirmed COVID-19: To remain on home isolation until:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the user fever-reducing medication **and** improvement in respiratory symptoms. (e.g., cough, shortness of breath); **and,**
- At least 14 days have passed *since last positive test*

Workers with laboratory-confirmed COVID-19 who have not had any symptoms: To remain on home isolation until:

- 14 days have passed since the date of their first positive COVID 19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
- If they develop symptoms, then the *protocol for symptomatic individuals* should be followed.

IT CAN TAKE UP TO 14 DAYS FROM TIME OF EXPOSURE FOR YOU TO TEST POSITIVE FOR COVID-19

DAY 1 COVID-19 exposure

DAY 3 Get tested for COVID-19

DAY 7 Receive NEGATIVE test results

DAY 10 COVID-19 symptoms begin

DAY 13 Get tested for COVID-19

DAY 14 Receive POSITIVE test results

14 DAY COVID-19 INCUBATION PERIOD

IF YOU THINK YOU'VE BEEN EXPOSED TO COVID-19, SELF QUARANTINE FOR 14 DAYS AND MONITOR FOR SYMPTOMS

For more information, visit: publichealth.lacounty.gov/coronavirus

Rev. 6/24/2020

1. **Do I need an appointment to be tested at a County site? At a State site? How do I make the appointment?**

   Yes, appointments are needed at all sites. Appointments can be made for any of the County of Riverside testing sites by calling (800) 945-6171. Appointments for the State of California testing sites can be made online at https://lhi.care/covidtesting or by calling (888) 634-1123.

2. **Can I get same day testing at County and/or State sites?**

   Yes, same day testing is available. However, all people wanting to be tested must have an appointment prior to arriving at a testing site.

3. **How long does it take to get my test results? Is it different if it is a County site or a State site?**

   Those tested at a County of Riverside testing site currently get their results back within 3 to 4 business days. Those tested at a State of California testing site also currently get their results back within 3 to 4 business days.

4. **Can I be tested more than once?**

   Yes. The PCR (swab) test is a point in time test. You can be tested more than once if you feel that you may have been exposed. Keep in mind that it may take several days after exposure to have a positive result. If you are testing because you had a previous positive test result, you may wish to follow-up with the Department of Public Health (951-358-5107) to see if there is another way for you to be cleared.

5. **Is testing free at County or State sites?**

   There are no out-of-pocket costs for you to get tested at either County or State sites. However, we are asking for insurance information so that we can bill them directly. You will not be charged a co-pay or share of cost for the test. If you do not have insurance or do not want to provide it, you will still get tested.

6. **Can I be tested by my primary care provider or another provider in the community? In addition, would those tests count in Riverside County's numbers?**

   Yes, testing may be available through providers in the community. Contact your provider to determine if they are available. Regardless of where you are tested, laboratories and medical providers are required to report test results to the Riverside County Department of Public Health.

7. **If I test positive, where does that information go? In addition, what is contact tracing?**

   Test results are reported to the Riverside County Department of Public Health. This is required under the California Health and Safety Code and allows Public Health to promptly investigate cases and disrupt the spread of disease. During the investigation, the person with the positive test result will be asked about any other people that they may have been in close proximity to when they were

contagious – these are called contacts. These contacts are called to determine if they sick or not and to determine the need for testing and/or quarantine. All information is confidential and Public Health does not identify the name of the person with positive results as part of the contact tracing activities. We do not disclose what we have learned to your family, friends, employer or law enforcement, and we do not tell individuals who are contacted whom they may have been exposed to.

8. **What is known about antibody testing and should I have it done?**

You or your healthcare provider may be interested in checking whether your body has made specific antibodies against the virus that causes COVID-19. It is important to note that antibody tests do not detect the virus itself, and thus are not meant to diagnose active infection. Antibody testing may help determine if a person has been exposed to COVID-19, the frequency of infection in persons without symptoms and how widespread the disease is within communities.

9. **How will safety protocols be enforced?**

Keeping a safe environment will depend on everyone's cooperation. We are hoping that by educating all of our stakeholders on COVID symptoms, how COVID spreads, what to do if you get COVID, and how to get tested, everyone will not only want to comply but encourage others around them to comply.

We will also do our best to educate our stakeholders of the expectations and safety rules before they return to ensure that everyone understands the new rules being put in place for their safety.

This information will be distributed via email list serves such as RCCD-all, MVC-all, RIV-all, Norco-all, and emails from the leaders of the bargaining units. We will also distribute information via social media, RAVE mass notification, newsletters and signage. Along with providing COVID training through Canvas and Target Solutions.

In the event that the stakeholder refuses to comply with the safety protocols they will be coached, offered re-training and if the situation is not corrected it will be handled in accordance to the bargaining agreements or student code of conduct.

- For students – Dean of Student Life at each campus
- For Staff – Direct Supervisors
- For Faculty – Dean of Department
- For Community Members – They will be asked to leave campus. If they refuse or become disruptive, District Police will be called.

10. **What happens if we start having cases on campus or within the District?**

According to the California Public Health-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 the event of a closure work and instruction would be remote. Only essential personnel would be permitted onsite such as police, facilities and staff needed to facilitate online instruction. Link- CDPH Higher Ed Guidance

11. What if I am unable to wear a mask/face covering?

If you are unable to wear a mask due to health issues, work in an area in which a mask is not conducive, or prefer not to wear a mask, face shields are an acceptable alternative.

Pandemic Guidelines for Returning to Class

Student Checklist

1. Students will sign a release-of-liability and acknowledgement-of-risk form on the first day of class.
2. All students must self-check **daily** for any symptoms of COVID-19 **prior to leaving home and entering the college** (Symptom checker). Students will use the Guardian app symptom checker.
3. Students are required to wear face coverings and use social distancing of 6-feet or more, masks will be available for students that may have forgotten their mask at home.
4. Students should wash hands or use hand sanitizer each time entering and exiting a room.
5. Students should avoid non-essential physical contact and maintain appropriate social distancing guidelines (6' – 10') both inside and outside of the facilities.
6. Students must avoid sharing any equipment.
7. In rooms with multiple exits, students will follow a one-way flow.
8. Students shall clean their workspaces and lab areas at the start and end of each lab session. Designated areas within labs should be established for the storage of students' personal items to prevent contamination of cleaned surfaces.
9. Lab equipment/tools shall be disinfected after each use at the end of the lab period by the student using the equipment.
10. Students are encouraged to reduce travel and avoid close contact with non-household members while enrolled in the class. Faculty may remind students that attending activities like parties or other social gatherings puts everyone in the class at risk, and that if the instructor falls ill, the class may be cancelled.
11. Students who develop symptoms outside of class should notify their instructor and stay home. Students also must inform Cathleen Chou at health services (Cathleen.chou@norcocollege.edu). Sick students should follow the CDC Recommended steps.

Students should not return back to class until they have met the CDC criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

Symptom Checker

CDC Guidelines: Students who have symptoms when they arrive at work or become sick during the day should be immediately sent home.

Students with the following symptoms may have COVID-19:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell
- GI symptoms like nausea, vomiting, or gastrointestinal distress

12. If a student has symptoms and/or has been exposed, they will be expected to quarantine at home. Students will be welcomed back to in person instruction with a doctor's note that states they have been cleared. The note would need to be processed though the **health services department** and they will write a clearance note for the student to show to any faculty member that requests to see a note.

Training

The following trainings are available for students through YouTube [here](.).

- Coronavirus 101: What you need to know
- Coronavirus 102: Preparing your household
- Coronavirus 103: Managing Anxiety and Stress
- Coronavirus 104: Transitioning to a remote workforce
- Coronavirus 105: Cleaning and Disinfecting the Workplace
- Coronavirus 106: DIY Cloth Face Coverings
- Coronavirus 107: Reopening Your Organization
- Preparing for a Pandemic Flu Outbreak

How and When to Wear a Face Mask

CDPH Guidance-for-Face-Coverings

People working in California must wear face coverings when they are in the following high-risk situations:

- ✓ Inside of, or in line to enter, and indoor public space
- ✓ Engaged in work, whether at the workplace or performing work off-site, when:
  - Interacting in-person with any member of the public
  - Working in any space visited by members of the public
  - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities
  - In any room or enclosed area where other people are present when unable to physically distance.

Students are expected to wear a mask that completely covers nose and mouth while inside any RCCD building and when outside when social distancing is not possible.

Cloth face masks should:

- ✓ Fit snugly but comfortably against the side of the face
- ✓ Be secured with ties or ear loops
- ✓ Include multiple layers of fabric
- ✓ Allow for breathing without restriction
- ✓ Be able to be laundered and machine dried without damage or change to shape
- ✓ Be washed daily!
- ✓ Be removed carefully and hands washed after removal

Daily COVID-19 Self-Check

Review this COVID-19 Daily Self-Check **EACH DAY** before reporting to the college and answer the following questions. If you reply **YES** to any of the questions, **STAY HOME** and follow the steps at the bottom of the page. If you prefer to answer online, please follow this link – Symptom Self-Checker or you can access through the Rave Guardian App.

Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or placed on quarantine for possible contact with COVID-19?

- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or local public health official?

- Yes
- No

Do you have a fever (temperature over 100.3 F) without having taken away any fever reducing medications?

- Yes
- No

Do you have any of the following symptoms: cough, trouble breathing, shortness of breath, wheezing, muscle aches, chills, loss of taste and/or smell, sore throat, chills, or diarrhea?

- Yes
- No

If you answered YES to any of the items above or start feeling sick at any point during your shift, follow the steps below:

Step 1: Go home, or stay home (if you are still home)

Step 2: Contact your supervisor

Step 3: The supervisor should email HRER and Risk Management to report any COVID-19 symptoms

COVID-19 Reporting Procedures

In the event of a report of a COVID-19 case, or exposure, please follow the steps below.

4. If an employee or student reports to an onsite location:
   a. Ask them to move to an isolated area if they are having symptoms or if they state they have been exposed to the coronavirus or have traveled to areas where the exposure is high. [CDC traveler guidelines](#)
   b. Make sure that you are standing 6 feet (or more) away from the exposed individual and wearing a mask.
   c. Request the following information, if possible:
      i. Name, Contact information (phone number, email), Employee/student ID Number
      ii. **For Employees** - Department they work in, Supervisor Name, College/District location, and Building and Room Number. Last day they were at work on site, how they were exposed, and if they are showing any symptoms.
      iii. **For Students** – class schedule, last time they were on campus or in class. What other locations did they visit that day, bookstore, library etc., how they were exposed, and if they are showing any symptoms

5. Employees
   a. If the potential exposure occurred at work, report to Risk Management to start workers compensation process.
   b. Supervisors will direct exposed employees to call Medcor at 800-775-5866.
   e. If the potential exposure occurred outside of work (i.e. contact with family), report to designated Human Resources Liaison or Human Resources Director if Liaison is not available.
   f. Human Resources and Risk Management will work together to report all staff incidents to the Department of Public Health.
   g. Human Resources will work with the employee and employee's supervisor for applicable leave of absences.

6. Students:
   f. Report potential exposures to Health Services at the student's campus. Health services will report to Risk and HRER if the exposed student exposed any employees.
   g. Health Services will report all student exposures to the Department of Public Health.
   h. Human Resources/Risk Management will notify the Vice President of Business Services of the respective college to ensure any exposure room/areas are properly disinfected.
   i. All reporting parties must practice confidentiality guided by HIPPA regulations to keep these potential cases confidential.
   j. Any calls from the Media should be directed to Chris Clarke, Executive Director who manages the Public Information Officers.

Important RCCD Contacts

RCCD Int Director of Risk Management, Safety and Police
Monica Esqueda
monica.esqueda@rccd.edu
Cell# 951-212-2153

RCCD HRER Director of HRER
Diana Torres
diana.torres@rccd.edu
Cell#951-897-9205

Lorraine Jones
Compliance Officer
Lorraine.jones@rccd.edu
951-328-3874

Moreno Valley College Dir Health Svs
Susan Tarcon
Susan.Tarcon@mvc.edu
Cell# 909-557-4064

Norco College Dir Health Svs
Cathleen Chou
Cathleen.Chou@norcocollege.edu
Cell #909-510-1015

Riverside City College Dir Health Svs
Renee Martin-Thornton
Renee.Martin-Thornton@rcc.edu
Cell #951-476-5939

Martha Arellano
Riverside City College and CAADO
Martha.arellano@rccd.edu
951-222-8591

Susan Boling
Norco College
Susan.boling@rccd.edu
951-222-8356

Silvestre Julienne
Moreno Valley College
Silvester.Julienne@rccd.edu
951-222-8593

Director Public Health
Barbara Cole
Bcole@ruhealth.org
951-358-5107
Emergency line
951-782-2974 or 2-1-1

Medcor-Industrial Cases
800-775-5866
BJ Cain-Casualty Claims
Coordinator
Cell# 951-203-3297

Public Affairs/Media questions
Chris Clarke
Chris.clarke@rccd.edu
Cell#951-236-9767

TESTING SITES

Testing sites in Riverside County: https://www.rivcoph.org/coronavirus/testing (800) 945-6171
https://lhi.care/covidtesting or call (888) 634-1123.

Protocol for Exposure of Students/Employees

Per Riverside County Public Health, a person that is exposed to a COVID19 positive individual is considered exposed. This does not apply to someone that is exposed to someone else that was exposed.

The only exception is for a household member of a quarantined individual, they should also be quarantined.

Do not report to work or class if you are sick.

All the examples below should be reported to County Public Health.

Exposed – Asymptomatic

- 14 day quarantine. Recommendations to do at home:
    - Twice-daily temperature check.
    - Monitor for respiratory symptoms.
    - If source tests positive even if exposed tests negative, 14-day quarantine still required if tested prior to the end of the quarantine period
    - Recommend Testing

Exposed – Symptomatic

- Exclude from work,14 day quarantine. Instruct in home isolation. Recommendations to do at home:
    - Twice-daily temperature check
    - Monitor for respiratory symptoms.
- Recommend testing.
    - While test is pending continue home isolation.
    - If test is negative and no longer symptomatic:
        - May return to work when completely asymptomatic and quarantine is concluded.

Positive COVID-19 Test

Symptomatic Workers with suspected or confirmed COVID-19: To remain on home isolation until:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the user fever-reducing medication **and** improvement in respiratory symptoms. (e.g., cough, shortness of breath); **and,**
- At least 14 days have passed *since last positive test*

Workers with laboratory-confirmed COVID-19 who have not had any symptoms: To remain on home isolation until:

- 14 days have passed since the date of their first positive COVID 19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
- If they develop symptoms, then the *protocol for symptomatic individuals* should be followed.

IT CAN TAKE UP TO 14 DAYS FROM TIME OF EXPOSURE FOR YOU TO TEST POSITIVE FOR COVID-19

14 DAY COVID-19 INCUBATION PERIOD

IF YOU THINK YOU'VE BEEN EXPOSED TO COVID-19, SELF QUARANTINE FOR 14 DAYS AND MONITOR FOR SYMPTOMS

For more information, visit: publichealth.lacounty.gov/coronavirus

Rev. 6/24/2020

Frequently Asked Questions

1. **Do I need an appointment to be tested at a County site? At a State site? How do I make the appointment?**

Yes, appointments are needed at all sites. Appointments can be made for any of the County of Riverside testing sites by calling (800) 945-6171. Appointments for the State of California testing sites can be made online at https://lhi.care/covidtesting or by calling (888) 634-1123.

2. **Can I get same day testing at County and/or State sites?**

Yes, same day testing is available. However, all people wanting to be tested must have an appointment prior to arriving at a testing site.

3. **How long does it take to get my test results? Is it different if it is a County site or a State site?**

Those tested at a County of Riverside testing site currently get their results back within 3 to 4 business days. Those tested at a State of California testing site also currently get their results back within 3 to 4 business days.

4. **Can I be tested more than once?**

Yes. The PCR (swab) test is a point in time test. You can be tested more than once if you feel that you may have been exposed. Keep in mind that it may take several days after exposure to have a positive result. If you are testing because you had a previous positive test result, you may wish to follow-up with the Department of Public Health (951-358-5107) to see if there is another way for you to be cleared.

5. **Is testing free at County or State sites?**

There are no out-of-pocket costs for you to get tested at either County or State sites. However, we are asking for insurance information so that we can bill them directly. You will not be charged a co-pay or share of cost for the test. If you do not have insurance or do not want to provide it, you will still get tested.

6. **Can I be tested by my primary care provider or another provider in the community? In addition, would those tests count in Riverside County's numbers?**

Yes, testing may be available through providers in the community. Contact your provider to determine if they are available. Regardless of where you are tested, laboratories and medical providers are required to report test results to the Riverside County Department of Public Health.

7. **If I test positive, where does that information go? In addition, what is contact tracing?**
Test results are reported to the Riverside County Department of Public Health. This is required under the California Health and Safety Code and allows Public Health to promptly investigate cases and disrupt the spread of disease. During the investigation, the person with the positive test result will be asked about any other people that they may have been in close proximity to when they were contagious – these are called contacts. These contacts are called to determine if they sick or not and to determine the need for testing and/or quarantine. All information is confidential and Public Health does not identify the name of the person with positive results as part of the contact tracing activities.

We do not disclose what we have learned to your family, friends, employer or law enforcement, & we do not tell individuals who are contacted whom they may have been exposed to.

8. What is known about antibody testing and should I have it done?

You or your healthcare provider may be interested in checking whether your body has made specific antibodies against the virus that causes COVID-19. It is important to note that antibody tests do not detect the virus itself, and thus are not meant to diagnose active infection. Antibody testing may help determine if a person has been exposed to COVID-19, the frequency of infection in persons without symptoms and how widespread the disease is within communities.

9. How will safety protocols be enforced?

Keeping a safe environment will depend on everyone's cooperation. We are hoping that by educating all of our stakeholders on COVID symptoms, how COVID spreads, what to do if you get COVID, and how to get tested, everyone will not only want to comply but encourage others around them to comply.

We will also do our best to educate our stakeholders of the expectations and safety rules before they return to ensure that everyone understands the new rules being put in place for their safety.

This information will be distributed via email list serves such as RCCD-all, MVC-all, RIV-all, Norco-all, and emails from the leaders of the bargaining units. We will also distribute information via social media, RAVE mass notification, newsletters and signage. Along with providing COVID training through Canvas and Target Solutions.

In the event that the stakeholder refuses to comply with the safety protocols they will be coached, offered re-training and if the situation is not corrected it will be handled in accordance to the bargaining agreements or student code of conduct.

- For students – Dean of Student Life at each campus
- For Staff – Direct Supervisors
- For Faculty – Dean of Department
- For Community Members – They will be asked to leave campus. If they refuse or become disruptive, District Police will be called.

10. What happens if we start having cases on campus or within the District?

According to the California Public Health-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 the event of a closure work and instruction would be remote. Only essential personnel would be permitted onsite such as police, facilities and staff needed to facilitate online instruction. Link- CDPH Higher Ed Guidance

11. What if I am unable to wear a mask/face covering?

If you are unable to wear a mask due to health issues, work in an area in which a mask is not conducive, or prefer not to wear a mask, face shields are an acceptable alternative.

Note from your Microbiology Instructor During the COVID-19 Pandemic

In order to adequately prepare you for working in the medical field, this course requires you to complete a minimum of 24 hours of in person laboratory (54 hours is preferred, but due to the pandemic, we have made a provision). We care about your academic preparation and we care about the health and safety of all our students. In order for face to face instruction to successfully function for the Fall 2020 semester, we need everyone to follow the CDC guidelines and safety protocols implemented by the district safety task force to prevent the spread of COVID-19.

This includes:

Taking a safety health quiz before every lab

Taking your temperature every time prior to you entering the microbiology lab (if CDC /public safety guidelines require it)

Properly wearing a mask and gloves at all times when in the laboratory

Sanitizing all equipment, supplies, and working surfaces every time you come into the lab and when you leave

Staying home from the lab, if you feel sick or anyone in your household is sick (we will supplement your missed lab with videos, images)

Practicing CDC safety guidelines and social distancing not only in the instructional lab setting, but in your personal life and your work environment. You not complying with these guidelines puts everyone around you at risk for COVID infection!

Notifying your instructor immediately if you test positive for COVID, especially if you have been in the lab and were in contact with your classmates.

Understanding that even if you are asymptomatic, you can spread the COVID-19 virus and pass it on to others in the lab course who may themselves have underlying medical conditions or live in a multi-generational family with members who are more susceptible to serious infection.

Understanding that if anyone tests positive for COVID-19, we will be forced to shut down the in person microbiology lab instruction which can result in full course cancellation if the minimum number of lab hours are not met. This means that students will not get credit for this course and will be required to enroll again in another semester.

If we follow both CDC guidelines and the district safety task force protocols while practicing distancing with proper personal protective equipment (PPE), we can successfully complete this course.

We need everyone to follow the above and understand the consequences if we all don't work together and adhere to the CDC guidelines and district safety protocols to keep us all COVID negative!

Your actions during this pandemic can jeopardize the health, safety and the future status of this course.

Thank you for your cooperation and adherence to the above.

 I have read and understand the above information.

_____

Signature   Date

_____

Printed Name

The most important consideration for me besides the COVID safety is how to handle student absences and make-up work. Faculty must have a clear procedure for students. Beware of students "abusing" the COVID excuse, "I couldn't make it in because I had one symptom like sore throat". Ask for a negative COVID test before they return. Will you offer them a make-up assignment or exam? Give them an incomplete if they finish the rest of the course except for the one practical/exam etc? It is not as simple as having students come on another day to make-up the exam in person. Students and faculty are only allowed on campus on the days they are in class. You would need special permission to be on campus on another day. Where would they take the make-up? Who will disinfect the area? Are you going to sit with them while they take the test? Oral exams via zoom are difficult.

Lab is not optional; students are expected to attend every lab session during the semester. Additional online videos and images will be available to students through Canvas.

CHANGES TO SYLLABUS AND SCHEDULE

This syllabus and schedule are subject to change; changes can be made by the instructor and posted or distributed during any class session.

Attendance: Attendance is mandatory and you should be present and ON TIME for all lab sessions. If you miss more than 2 consecutive lab sessions, please be aware that on the third absence, you may be dropped from the class; however, this is not a guarantee that you will be dropped. **Students who choose not to continue the course are responsible for dropping the course through the admissions office. Please do not assume that I have automatically dropped you.** Failure to officially drop the course may result in an "**F**". If you miss assignments/tests after the deadline to drop and have an acceptable reason (like hospitalization), an "Incomplete" would be more appropriate. Students who stop attending class after the "W" deadline, may receive an "FW" grade, which could impact a student's financial aid award.

NEW REVISED POLICY FOR MAKE-UPS
As we are entering the 9th week, any student missing any exam/quiz or lab practical from this date moving forward, will have the choice of taking a zero for the missed assessment or taking an incomplete and coming back in the winter 2021 semester and taking the assessment after making arrangements with me, as long as the student completes all other work for the course.

Making up the final project or lab practical, would require you to come back into the lab, which may be delayed due to the limited capacity allowed in the micro lab. This could mean that that a student would need to come back in the summer 2021 or Fall 2021.

Due to the college closure, it has become challenging to re-schedule all the oral make-up exams/quizzes I have had to give. Each one takes a minimum of 1.5-2 hrs via zoom. I cannot give a make-up lab practical, final project or final exam via zoom missing these will result in an incomplete for the course.

Please keep yourself healthy as we enter the last 8 weeks of the course, receiving an incomplete can impact your plans for applying to an allied health program.

Since the lab portion of the course is based on "hands on" experience it is essential that you attend every lab session. **There are no make-up lab sessions. There are no make-up lab practical exams or quizzes**.

NORCO COLLEGE SPRING 2021 FACE TO FACE SECTIONS VERSION: 11-16-2020

NORCO COLLEGE			SPRING 2021 FACE TO FACE SECTIONS							VERSION: 11-16-2020	
SECTION	**COURSE TITLE**	**INSTRUCTOR**	**ROOM**	**ROOM CAP**	**COMB & CLASS CAP**	**M**	**T**	**W**	**TH**	**F**	**SEATS**
BIO-50B 32849 32851	Anatomy & Physio II	Drainville, Jacob	HUM 111	90	60 30	8:00-11:10 1:00-4:10					60
BIO-50B 32850 32852	Anatomy & Physio II	Reyes, Jesus	HUM 111	90	60 30			8:00-11:10 1:00-4:10			60
BIO-50B-32853	Anatomy & Physio II	McGuire, Iryna	HUM 111	90	32		8:00-11:10				32
BIO-50B-33100	Anatomy & Physio II	Keller, Justin	HUM 111	90	32		1:00-4:10				32
BIO-50B-32854	Anatomy & Physio II	Johansen, Greg	HUM 111	90	32				8:00-11:10		32
BIO-50B-33101	Anatomy & Physio II	Tocts, Ashley	HUM 111	90	32				1:00-4:10		32
BIO-50B-32855	Anatomy & Physio II	Whalen, William	HUM 111	90	32		6:00-9:10				32
BIO-50B-33099	Anatomy & Physio II	Tronti, Sharese	HUM 111	90	32				6:00-9:10		32
BIO-55 32856 32857 32858 32859	Microbiology	Gutierrez, Monica M	ST-203	49	48 12	9:00-12:10 2:00-5:10		9:00-12:10 2:00-5:10			48
BIO-55 33103 33104 33105 33106	Microbiology	Moore, Barbara K	ST-203	49	48 12		12:00-3:10 5:30-8:40		12:00-3:10 5:30-8:40		48
BIO-60-32862	Intro Molec & Cell Biology	Moore, Barbara K	IT 128	49	18			10:00-1:10			18
CHE-1B 32871 33190	General Chemistry II	Tyler, Jody	HUM 208	32	32 16	9:00-12:10 6:00-9:10		9:00-12:10 6:00-9:10			32
CHE-1B 32872 33191	General Chemistry II	Lugo, Christopher	HUM 208	32	32 16	1:10-4:20	5:00-8:10	1:10-4:20	5:00-8:10		32
BIO-61-32863	Into Orgismal Popl Biol	Drainville, Jacob	HUM 111	90	32			6:00-9:10			32
MAN 71	Residential Electrical Wiring				30						
ELC/ELE/MAN-73 33255 32305 32538	Electric Motors & Transform	Vela, Jesus	IT-124	35	33 16	7:35-9:00P		7:35-9:00P			33
ELC/ELE-76 33258 32307	Low Voltage Wiring/Alt Ener	Vela, Jesus	ATEC 119	35	28 14	7:45-9:10P		7:45-9:10P			28
ELE-91-33260	Electrical Theory	Vela, Jesus	ATEC 119	35	28 14			12:30-3:40			28
MAN-60-33262	Hydraulic and Pneumatic Systems	Childers, Thomas	IT-124	35	24 12					2:00 - 5:00	24

NORCO COLLEGE   SPRING 2021 FACE TO FACE SECTIONS   VERSION: 11-16-2020

SECTION	COURSE TITLE	INSTRUCTOR	ROOM	ROOM CAP	COMB & CLASS CAP	M	T	W	TH	F	SEATS
MIS 1A/B/C 32624 32626 32628	Beginning/Intermediate/Advanced Performance for Recording	Kerr, Brady	THR 203 THR 204	50	24 8			1:00-3:00 3:15-5:00		1:00-3:00 3:15-5:00	24
MIS 11A/B 32621 32622	Studio Arts Ensemble I/Studio Arts Ensemble II	Kerr, Brady	THR 204	50	20		2:00-3:25		2:00-3:25		20
MIS 12 33049	Live Sound	Eastwood, Aaron	THR 101	50	20 10		9:30-12:40		9:30-12:40		20
MIS 13 32623	Recording Studio Workshop I	Kerr, Brady	IT 106/ THR203	50	20 4		9:30-12:40		9:30-12:40		20
MIS 3 32631	Digital Audio Production I	Kerr, Brady	IT 106	32	26 13	3:00-4:25		3:00-4:25			26
MIS 4 33058	Digital Audio Production II	Kerr, Brady	IT 106	32	26 13	6:30-7:55		6:30-7:55			26
MIS 7 32633	Intro to Music Technology	Orozco, Stephen	IT 106	32	26 13		6:30-7:55		6:30-7:55		26
MUS 41/81 32659 32666	Chamber Singers	Kamerin, Kim	CSS 217 Amphitheat	115	24	11:15-12:35		11:15-12:35		11:15-12:35	24
MUS 32A/B/C/D 32648 32649 32651 32653	Class Piano I/II/III/IV	Pirozzi, Nancy	Art Gallery	50	24	3:00-4:25		3:00-4:25			24
MUS 37/70/P70 32655 32662 32670	Class Guitar/Ensemble/Ensemble	Palispis, Ben	CSS 217	115	24	5:00-6:25		5:00-6:25			24
MUS 38 32656	Beginning Applied Music I	Kamerin, Kim	THR 101	20	24 5	TBA					24
MUS 78 32664	Beg Applied Music II	Kamerin, Kim	Art Gallery	50	24 5	TBA					24
MUS 39 32657	Applied Music I	Kamerin, Kim	THR 204	50	24 5	TBA					24
MUS 79 32655	Applied Music II	Kamerin, Kim	THR 204	50	24 5	TBA					24
MUS 4/6 32658 32661	Music Theory I/III	Kamerin, Kim	Art Gallery	50	27			8:00-11:10			27