



# Campus Reopening Highlights

## *Fall 2021*

### Basic Requirements for All Employees and Students (In-Person)

- Masks covering nose and mouth must be worn at all times indoors and outdoors while on campus
  - Face shields alone do NOT count as masks as per [Los Angeles County Department of Public Health \(LACDPH\)](#) and Centers for Disease Control (CDC) guidelines
- Maintain 3 feet of physical distancing in classrooms
- Maintain 6 feet of physical distancing everywhere outside the classrooms
  - Recommend holding office hours outside or in a space where six feet of distance is possible
- No congregating in hallways, lobbies, or other indoor spaces (when class ends, leave the building or proceed to your next class)  
No congregating in groups larger than five people (still maintaining physical distance) outdoors

### Suggested Syllabus Statement\*

As a matter of public health and safety due to the COVID-19 pandemic, Río Hondo College (RHC) has implemented reasonable health and safety precautions, considering recommendations by local, state, and national public health authorities, in response to the COVID-19 pandemic.

- Face masks covering nose and mouth are required AT ALL TIMES indoors and outdoors
- Student must physically distance 3 feet within the classroom
- Student must physically distance 6 feet outside of the classroom
- No congregating in groups indoors
- No congregating in groups greater than 5 people outdoors (while maintaining physical distancing and wearing face masks that cover the nose and mouth).

All students are required to engage in safe behaviors to avoid the spread of COVID-19 in the RHC community. Regardless of vaccination status, all students must wear face masks. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Affairs and subject to disciplinary processes.

*\*This statement was reviewed and agreed upon by Academic Senate and RHCFA leadership, the VPSS and VPAA*

## Hygiene/Cleaning

The Facilities Department has provided or installed the following:

- MERV 13 filters in all buildings on campus for more effective air filtration
- Ionization equipment in all major buildings
- Hand sanitizer stations in every classroom and throughout campus
- Cleaning supplies in classrooms in case faculty wish to have students clean their desks (spray bottles and paper towels have been made available)
- Face masks in each classroom in case a student arrives not wearing one (also available in division offices)
- A plexiglass barrier in every classroom at the instructor workstation for optional use by faculty (**NOTE: USE OF BARRIER DOES NOT MEAN YOU MAY REMOVE YOUR MASK**)
- At the end of every day, electrostatic sprayers will be used to clean classrooms
- Touch-free soap and paper towel dispensers in every restroom

## COVID-19 Reporting

*If a student reports a positive COVID-19 test/diagnosis or symptoms, follow the guidelines in the [Río Hondo COVID-19 Prevention Program](#).*

During the COVID-19 public health emergency, students and employees have a collective responsibility to ensure the protection of all people in face-to-face classes, at campus events, and when visiting campus for other services, as well as a responsibility to comply with District policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting campus.

### **Student Responsibilities**

Students enrolled in face-to-face classes have the following affirmative responsibilities:

1. Students must self-screen for COVID-19 symptoms prior to entering the facilities and should stay home and seek medical treatment if they have experienced any of the following symptoms in the past 48 hours:
  - fever or chills
  - cough
  - shortness of breath or difficulty breathing
  - fatigue
  - muscle or body aches
  - headache
  - new loss of taste or smell
  - sore throat
  - congestion or runny nose
  - nausea or vomiting
  - diarrhea
2. Students taking face-to-face classes must immediately report any symptoms of COVID-19 that they experience (whether the symptoms developed while on campus or elsewhere) to their face-to-face instructors. Students must also promptly disclose positive COVID-19 tests.

3. A student must stay home if they are sick with COVID-related symptoms (as described above), follow public health agency guidelines, and contact their face-to-face class instructors or Dean of Student Affairs, Yolanda Emerson ([yemerson@riohondo.edu](mailto:yemerson@riohondo.edu)) for further instructions.
4. Students who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, must consult with their physician before physically returning to campus.
5. Students must cooperate with any investigation related to the onset of illness, date of symptoms, names of those with whom the employee had close contact, and coronavirus testing, among other topics. The investigation will help the District to identify students/employees who may have been exposed and quarantine them so there is no further campus exposure.
6. Students who test positive for the COVID-19 virus must not return to face-to-face classes until the following occurs:

*When Symptomatic*

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- COVID-19 symptoms have improved; and
- At least 10 days have passed since COVID-19 symptoms first appeared.

*When Asymptomatic*

- Students who test positive but never developed COVID-19 symptoms shall not return to face-to-face classes until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
7. Students who wish to return to face-to-face classes following an illness must receive permission to return to class from the Dean of Student Affairs, Yolanda Emerson ([yemerson@riohondo.edu](mailto:yemerson@riohondo.edu)) and must immediately report to Dean Emerson if symptoms recur after they have returned to in-person instruction.
  8. Students shall practice physical distancing and remain at least six feet apart and wear face coverings. Three feet of physical distancing is the norm inside the classrooms. No congregating in interior spaces is allowed and no more than five people can congregate outdoors.
  9. Students should wash their hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.

10. Students shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
11. Students must avoid sharing personal items with others (e.g., dishes, cups, utensils, towels, etc.).

### **Employee Responsibilities**

Employees have the following affirmative responsibilities:

#### ***Employee responsibilities if they become aware of student COVID-19 symptoms/positive test***

1. If a student contacts an instructor/employee and indicates that they are experiencing COVID-19 symptoms as described above and below, the instructor/employee should:
  - Immediately inform the student not to come to campus and have them follow the Student Responsibilities Guidelines above.
  - Contact the division dean and Dean of Student Affairs, Yolanda Emerson ([yemerson@riohondo.edu](mailto:yemerson@riohondo.edu)) to begin the process of COVID-19 reporting and contact tracing. Be prepared to provide the student's name, ID, contact information, time/day/location of last attendance in class, and any further information as requested by Dean Emerson.
  - We strongly encourage faculty to work with the student during any time that they may need to quarantine so that they can do remote work (if asymptomatic but COVID-positive) or to allow them to make up work if experiencing symptoms that prevent them from immediately continuing classwork online while quarantined/or for the duration of their illness.

#### ***Employee responsibilities for self***

1. Employees must self-screen for COVID-19 symptoms prior to coming on campus and should stay home and seek medical treatment if they have experienced any of the following symptoms in the past 48 hours:
  - fever or chills
  - cough
  - shortness of breath or difficulty breathing
  - fatigue
  - muscle or body aches
  - headache
  - new loss of taste or smell
  - sore throat
  - congestion or runny nose
  - nausea or vomiting
  - diarrhea

2. Employees must immediately report any symptoms of COVID-19 that they experience (whether the symptoms developed while at work or elsewhere) to the Vice President of Human Resources, or Human Resources Coordinator (Cynthia Nuñez - [cnunez@riohondo.edu](mailto:cnunez@riohondo.edu)) and Employee Benefits Specialist (Charlene Nakama – [cnakama@riohondo.edu](mailto:cnakama@riohondo.edu)) in absence of the Vice President of Human Resources. Employees must also promptly disclose positive COVID-19 tests.
3. An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions.
4. Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, must consult with their physician, Human Resources, and their manager before physically returning to work.
5. Employees must cooperate with any investigation related to the onset of illness, date of symptoms, names of those with whom the employee had close contact, and coronavirus testing, among other topics. The investigation will help the District to identify employees who may have been exposed and quarantine them so there is no further workplace exposure.
6. Employees who test positive for the COVID-19 virus must not return to work until the following occurs:
  - When Symptomatic*
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
    - COVID-19 symptoms have improved; and
    - At least 10 days have passed since COVID-19 symptoms first appeared
  - When Asymptomatic*
    - Employees who test positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test
7. Employees who return to work following an illness must promptly report any recurrence of symptoms to the Vice President of Human Resources, or Human Resources Coordinator (Cynthia Nuñez – [cnunez@riohondo.edu](mailto:cnunez@riohondo.edu)) and Employee Benefits Specialist (Charlene Nakama – [cnakama@riohondo.edu](mailto:cnakama@riohondo.edu)) in absence of the Vice President of Human Resources, and to their immediate supervisor.

8. Employees shall practice physical distancing and remain at least 6 feet apart when practicable and wear face coverings. When it is not practicable, employees must still wear face coverings. Ways to maintain physical distance include working from home when feasible (and as approved) and by using video or telephone meetings as much as possible.
9. Employees should alternate the use of shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared areas and work items before and after use.
10. Employees should wash their hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
11. Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
12. Employees must avoid sharing personal items with co-workers (e.g., dishes, cups, utensils, towels, etc.).
13. Employees shall notify their manager if any washing facilities do not have an adequate supply of suitable cleaning agents, water, or single-use towels.
14. No employees shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the District's Facilities department.

Please refer to the [Río Hondo Coronavirus \(COVID-19\) Communications page](#) for additional info. and to access the [COVID-19 Prevention Program](#) and [COVID-19 Workplace Guide](#):

<https://www.riohondo.edu/student-health-services/coronavirus>