

**COVID 19 Fall Planning Steering Committee - Technology/Operations/Logistics Steering Committee**

College Submitted from: Combined/Consolidated College Priorities

Priority (1-5) 1- Critical 2- Important 3- Somewhat Important 4- Less Important 5- Nice to Need	ITEM	DESCRIPTION	USE GROUP 1 - Academics 2 - Student Life 3- Technology 4 - Operations 5 - Other	Completed By Campus Staff Yes or No	Dependency	Deployment Time Frame List Time Frame or NA	Projected Cost Yes or No
1	Social Distancing	Determine maximum capacity of occupants for each room and post outside of space. Remove and store or deactivate 60%-70% of seating capacity in utilized classrooms, including computers to maintain 6' social distance.	1,2,4,5	Y	CDC Guidelines	4 weeks	Y
1	Cleaning agents	Necessary Purrell, wipes, and disinfectant to clean campus	1,2,4,5	Y	CDC and Precautionary Measures	Ongoing	Y
1	Labels for floor and wall	Floor and wall labels to depict direct of traffic flow	1,2,4,5	Y	Precautionary Measures	Ongoing	Y
1	Training	Provide training to employees prior to return	1,2,4,5	Possibly	CDC Guidelines	Until necessary	TBD
1	Ventilation Systems	Inspect ventilation systems & verify they are operating properly. Replace filters to MERV 13 - MERV 18 where possible. Quarterly filter changes or more frequent. Provide nightly building air purge of 2 air exchanges.	4	No	CDC Guidelines & Precautionary	2 weeks	Y
1	Facilities Prep - Water Systems	Replace filters on all water systems, (water fountains, sinks in bathrooms, offices, labs, etc.) to ensure that they are safe for use after a prolonged facility shutdown to minimize the risk of Legionnaires and other water related diseases. Bag fountains that do not meet the 6 foot social distancing requirements.	4	Possibly	CDC Guidelines & Precautionary	2 weeks	Y
1	Facilities Prep - Social Distancing - Restrooms, Elevators, Escalators, and hallways	Remove all furniture outside of escalator and elevators; restrooms; and all areas where faculty/staff/students queue up. Barrier off toilet fixture without barrier between fixtures and do not conform with 6 foot distancing rule. Determine maximum capacity of elevators - consider restricting elevator for handicap and emergency use only.	4	Yes	CDC Guidelines	4 weeks	Y
1	Facilities Prep - Social Distancing - Installing Plexiglas	Install Plexiglas sneeze guards on all counter tops with queueing activity, (i.e. Security, HR, Admissions, Fin Aid, Registrar's Office, Workforce Dev, Finance Office, IT, Dean's Offices, etc.) and in offices where work spaces cannot be moved 6 feet apart	4	No	CDC Guidelines/Supply Chain	8 weeks	Y
1	Procure Cleaning Products	Procure sufficient supply of cleaning products, hand wipes etc. to deal with the vastly increased cleaning frequency	4	Yes/NO	Supply Chain	Ongoing	Y
1	Minimize people on campus at one time	Consider the advantages/disadvantages of reducing or extending hours of operation with a goal of minimizing the number of individuals on campus at any given time.	1 & 4	Yes	Precautionary Measures	Ongoing	TBD
1	Develop Ongoing Cleaning and Disinfecting Schedule	Determine cleaning and hire as needed. Provide training to all custodial staff in both Spanish and English on cleaning protocols in conformance with CDC guidelines.	4	Yes	CDC Guidelines	Ongoing	TBD
1	Develop plan to shut down if necessary	Develop plan to shut down campus orderly, notification, sanitizing procedure & reopen plan.	4	Yes	Precautionary Measures	Ongoing	Y
1	Public water fountains	Shut off and bag all public water fountains (not bottle fillers)	4	Yes	State or CDC Guidelines	2 weeks	NA
1	Cleaning Service	Determine frequency at which classrooms, bathrooms & public areas need to be cleaned. Comply with CDC guidelines	4	N	CDC Guidelines	Ongoing	Y
1	Building sentries	Limit building entrances	4	N	CDC Guidelines	Ongoing	NA
1	Plexiglas shields	Put Plexiglas shields in all student facing/servicing areas - front line staff, library, Academic Success Center	All	Y	CDC Guidelines/Precautionary Measures/Supply Chain	8 weeks	Y
1	Contact Tracer Training	Emergency Medical Response Team oversight with system and community buy in Provide training	5	Y	Precautionary Measures	Ongoing	NA
1	Isolation Room and/or create a segregated waiting area in existing space	Identify several areas on campus for students who may not be feeling well physically or mentally, allowing them time to recover, be picked up by others, etc.	2,4	Y	Precautionary Measures	Ongoing	NA
1	Sanitizing Plan	In the event a person on campus contracts COVID-19, have a protocol in place to shut down campus orderly, notification, sanitizing procedure & reopen plan.	4	Y	Precautionary Measures	Ongoing	TBD
1	Cleaning Plan	Determine frequency at which bathrooms & public areas need to be cleaned. Determine staffing and hire as needed. Contracted janitorial services to be enhanced	4	Y	CDC Guidelines/Precautionary Measures	Ongoing	Y
1	Access	Require student/staff ID (or proof of appointment) to enter buildings.	4	Y	Precautionary Measures	Ongoing	NA
1	Unions	ORR HR will work with unions to adapt to new working styles.	1,2,4,5	Y	Precautionary Measures	Ongoing	NA
1	Disinfection	Hand disinfection stock	1,2,4,5	Y	Supply Chain	TBD	Y
1	Disinfection	Disinfection stations	1,2,4,5	Y	Supply Chain	TBD	Y
1	Disinfection	Wipes for classrooms, offices, common areas	1,2,4,5	Y	Supply Chain	2 months	Y
1	PPE gloves		1,2,4,5	Y	Supply Chain	2 months	Y
1	PPE masks		1,2,4,5	Y	Supply Chain	3 months	Y
1	PPE gowns - only if needed for clinical assignments		1,4	Y	Supply Chain	4 months	Y
1	PPE fluid shields		1,4	Y	Supply Chain	5 months	Y
1	PPE face shields		1,4	Y	Supply Chain	6 months	Y
1	PPE safety glasses/goggles		1,4	Y	Supply Chain	7 months	Y
1	Social distancing	Queueing protocol outside of classrooms	4	Y	Precautionary Measures	2 months	NA
1	Operations	Create plan to identify which entrances can be safely used and lock those that won't be used.	4	Y	Precautionary Measures	Prior to opening for classes	NA
1	Custodial	Determine frequency at which bathrooms & public areas need to be cleaned. Determine staffing and hire as needed. May need to limit availability to comply with recommendations.	4	Y	CDC Guidelines	Prior to opening for staff and students	TBD
1	College Hours	Manage course schedule, employee schedules, and college operating hours to arrive at optimal campus occupancy under current guidelines/standards.	1,2,4	Y	Precautionary Measures	Ongoing	NA
1	Operations	Develop protocol for isolating those who come to campus not feeling well or fall ill while on campus.	2,4	Y	CDC Guidelines	Prior to opening to staff and students	NA
1	Food Service	Vendor will explore online orders, phone orders, delivery across campus to minimize wait time, handling of cash. Limited menu. Consider closing serving area or limiting to two students at a time.	4	Y	Precautionary Measures	Ongoing	NA
2	Contract	Supplemental cleaning services	4	N	CDC and Precautionary Measures	Ongoing	TBD
2	Signage	Identifiers on classroom doors to signify and document if cleaning was done	1	Y	CDC and Precautionary Measures	Ongoing	Y
2	Art supplies	Additional Art supplies purchase so can be cleaned between courses	1	Y	CDC and Precautionary Measures	Ongoing	Y
2	Mail & packages	Develop protocol for inter-office mail delivery & packages to minimize transmission via mail & packages.	4	Yes	CDC Guidelines	Ongoing	N
2	Deliveries	Develop protocol to accept deliveries (computers, furniture, food, other campus supplies) and assure they are safe.	5	Yes	Precautionary Measures	Ongoing	N
2	Social Distancing - marking	Put tape/markers in areas to indicate pedestrian work flow, appropriate spacing criteria	All	Y	CDC Guidelines	Ongoing	Y
2	Returned Items	Develop protocol for returned items	4	Y	Precautionary Measures	Ongoing	N
2	Medical Emergencies	The college has an Emergency/Medical Response Team. Develop protocols for current unaddressed COVID-19 response requirements.	4	Y	Precautionary Measures	Ongoing	TBD
2	College Hours	Manage course schedule, employee schedules, and college operating hours to arrive at optimal campus occupancy under current guidelines/standards.	1,2,4,5	Y	Precautionary Measures	Ongoing	TBD
2	Food Service	Modify food service menu, point of sale and dining	4	Y	CDC Guidelines	Ongoing	N
2	Academic Affairs	For courses that use shared materials (e.g., science and art) purchase additional supplies to eliminate need for sharing			dependent on whether these classes are running on the ground Precautionary Measures	Ongoing	Y
2	Operations	Create plan to control crowding in hallways should courses be held with back-to-back scheduling	1,4	Y	Precautionary Measures	6 weeks	N
2	Foggers	Custodial foggers for classroom disinfection between uses	4	N	Precautionary Measures	8 weeks	Y

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2	Restrooms	Increase air flow volume Consider either reduced hours or extended hours to minimize the number of individuals on campus.	4	Y	Precautionary Measures	3 weeks	Y
2 3	College Hours Provide PPE - Lysol Wipes and Gloves	Provide all offices and classrooms with a supply of Lysol Wipes and Gloves	4 1 & 4	Y Yes	Precautionary Measures Supply Chain	Ongoing Ongoing	TBD Y
3 3	HR Social distancing	Identify which employees are high risk & will be operating remotely indefinitely. Do we backfill in order to maintain necessary functions on campus? Their physical area may be repurposed. They may have to be reassigned. Stanchions for line forming	4 4	Y Y	CDC Guidelines Precautionary Measures	Ongoing 1 month	NA Y