



STUDENT

Return-To-Campus Plan for the San Jose Campus July - August 2021

Effective as of July 1, 2021

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Introduction

Guiding Principles

Pacific Oaks College's (POC) plan for returning to campus is rooted in safety for our faculty, staff, and students. POC's plan follows recommendations and guidelines local orders and ordinances of the City of San Jose, San Mateo County, as well as the State of California, the federal government, Centers for Disease Control and Prevention (CDC), Cal/OSHA, and Association of Independent California Colleges and Universities (AICCU).

This plan was developed by POC's local Return-to-Campus Task Force who are also members of the College's Safety and Risk Committee, and reviewed and supported by the system-wide TCS Return-to-Work Task Force, and POC's Executive Cabinet. The Return-to-Campus Task Force used the AICCU's "Recommendations for Spring Return to Independent Higher Education in California" checklists as a baseline for considerations and assessment of needs.

Because knowledge and understanding of the COVID-19 virus continue to evolve, POC's plan will be updated and redistributed as new information becomes available.

A Phased Approach

Pacific Oaks College has been utilizing a "phased approach" for returning to campus for operations. These timelines are based on California and San Mateo County guidelines and phases. To ensure the safety of all, we have and will continue to adjust the dates to reflect current required and recommended safety protocols.

- **PHASE I:** February 22 – 28, 2021
- **PHASE II:** March 1 – June 30, 2021
- **PHASE III:** July 1 – 31, 2021
- **PHASE IV:** August 1 – 29, 2021
- **PHASE V:** Fall Semester August 30, 2021 *and Beyond*

Campus Expectations and Guidelines

All students are expected comply with all policies, protocols, and guidelines outlined in this document, posted on campus, and posted in the building. Failure to do so may result in being asked to exit campus.

PHASE III (July 2021) Campus Operations

Campus Hours of Operation

Effective July 1, 2021 for Phase III, the campus will be open from Monday through Friday from 10am to 3:30pm. This will be for a maximum of 25 students at any given time. Students are required to follow all posted signs, including wearing an appropriate cloth face covering, at all times, while inside any Pacific Oaks buildings.

Physical distancing is still strongly encouraged.

No large meetings are allowed, and common spaces such as the kitchens are closed until Phase IV (August 1, 2021).

Students will be required to utilize the web-based campus-space reservation system Skedda. Please see section titled “Building Space Use” below for more information on Skedda.

PHASE IV (August 1-29, 2021) Campus Operations

Campus Hours of Operation

Effective August 1, 2021 for Phase IV, the campus will be open from Monday through Friday from 9am to 5pm. At this time, ***in-person services may be scheduled with the various student-facing departments.*** Appointments are strongly encouraged to ensure the staff will be available. ***Common spaces including the Classrooms, will be available for use as well.***

While masks will still be required, physical distancing will no longer be required.

Large group meetings are not allowed **without prior approval**. Please contact Campus Dean, Dr. Marcia Bankirer for assistance on this.

Students will be required to utilize the campus space reservation system Skedda if coming to campus to utilize space. If coming to campus for a meeting with a staff or faculty member, Skedda is not necessary but an appointment with the staff/faculty member is required.

PHASE V

(Fall Semester Starting August 30, 2021)

Campus Hours of Operation

Effective August 30, 2021 (for Phase V-Fall Semester Start), Pacific Oaks College will return to normal campus hours of operations. On-ground courses will meet in assigned classrooms and instruction will be in-person. The campus will be open from Sunday through Saturday, to accommodate evening and weekend course scheduling. At this time, in-person services may be scheduled with the various student-facing departments. Common spaces including the Library Commons, Student Success Center, outdoor patios, etc. will be available for use as well.

While masks will still be required, but physical distancing will no longer be required.

Proceed to make appointments with staff/faculty as usual.

The use of Skedda will **NO LONGER** be necessary.

Campus Management – PHASE III & IV

COVID-19 Campus Management

Campus Security will manage the modified day-to-day campus operational needs and respond to critical or emergent incidents. Campus Security will be present on campus and available to respond to incidents at all times during campus hours of operation.

Examples of when it may be necessary to reach out to Campus Security:

- Someone has been sick on campus
- There is a conflict concerning compliance with protective measures

Campus Security will take account of all students present, ensuring that any occupied space has been pre-reserved and approved.

The Facilities department will continue to open and close campus at the designated times.

If students have any other questions or concerns regarding Pacific Oaks College's COVID-19 response, guidelines, etc. please contact the Campus Dean, Dr. Marcia Bankirer at mbankirer@pacificoaks.edu or 669-999-4317.

Building Space Use – PHASE III & IV

- For Phase III of the RTC Plan, student services including academic and faculty advising will remain remote/virtual.
- All in-person face-to-face services for students will begin August 2, 2021 (marking the beginning of Phase IV of the RTC Plan).

Scheduling & Reserving Space on Campus

For Phase III and IV, the maximum building capacity has been set to 50%, and maybe less depending on local, state and federal guidelines. In order to ensure all health guidelines and requirements regarding social gatherings are adhered to ALL students must schedule their time on campus using the Campus’ appointment scheduling system called SKEDDA.

Students wishing to visit campus (for times outside of class attendance) must take the following steps:

1. Type [POSanJoseCampus.skedda.com](https://posanjosecampus.skedda.com) into your browser (or click this link). Do not put “www” in front of the address.
3. Look at the screen and identify the area you wish to visit.
4. Click time slot and drag down to cover the whole time you plan to be on-campus.
5. Click the green “Book” button at the top of the page.
6. Enter your Pacific Oaks College email, and continue to follow the remaining steps, and then confirm booking.

Meeting Spaces – For Phase III (July) & Phase IV (August 1st -29th)

For Phase III & Phase IV, rooms listed in the table below will be available for SMALL group meetings. The capacity of each room is provided. All meeting participants must wear a cloth face covering, and sanitization rules as described in this document and posted in the room must be adhered to. Failure to adhere to all rules may result in your being asked to leave the meeting or campus to ensure the safety of others.

The following table details which rooms may be reserved for learning/studying purposes. Reservations for small group meetings should be submitted by email, at least 36 hours in advance, to mbankirer@pacificoaks.edu Reserving rooms does not take the place of the student making a reservation to be on-campus using the [Skedda](#) reservation system.

Room Number	Former Capacity/Temporary Capacity
1 - Classroom	22/ 11 people max for meetings
2 - Classroom	15/ 8 people max for meetings

3 – Classroom	22/ 11 people max for meetings
4 – Classroom	15/ 8 people max for meetings
5 – Classroom	20/ 10 people max for meetings
6 – Classroom	22/ 11 people max for meetings
7 – Classroom	44/ 20 people max for meetings

Common Area Space for Students

For the Summer and Fall semester, starting July 1, 2021 students will be allowed on campus for facility use such as study areas, or classroom space. A Reservation for use of the space **MUST** be made **AHEAD** of time using [SKEDDA](#).

Library

The Library space will open for use beginning August 2, 2021.

Restrooms

Use of restrooms will be limited based on size. Some stalls are **CLOSED** to allow for distancing. After use, wash hands thoroughly to reduce the potential transmission of the virus.

Department Staffing and Services – PHASE III & IV

For Phase III of the RTC Plan, student services including academic and faculty advising will remain remote/virtual.

All in-person face-to-face services for students will begin August 2, 2021 (marking the beginning of Phase IV of the RTC Plan).

Student Support

Student support services will remain accessible via remote options through Summer semester. In-person services will resume Fall semester. These departments include Student Services and Academic Advising.

Academic Departments and Faculty Advising

Academic departments and faculty advisors will remain accessible via remote options through the Fall semester. This includes Program Managers, Faculty, Deans, and Student Workers. In-person meetings may be available after the start of the Fall semester, but must be requested in advance as Academic Staff will need to reserve space to ensure physical distancing requirements.

Admissions

Admissions staff will remain accessible via remote options through the Summer semester.

Facilities

The facilities department will be staffed as usual during campus hours of operation to address facilities needs and requests.

Preparing to Come to Campus – PHASE III & IV

Please see previous section titled “Scheduling & Reserving Space on Campus”.

Symptom Monitoring Requirement

Students who are will be on campus must conduct symptom monitoring before arrival. This process must be followed each time students will be on campus. Students must be free of ANY signs or symptoms beyond headache and fatigue that are potentially related to COVID-19 or submit proof of an evaluation and clearance by a medical professional that is reviewed and approved by Michael Lopez-Patton, Dean of Students. A list of known signs and symptoms at this time is provided below or can be reviewed [here](#). You may also review information on symptoms provided by the CDC [here](#) or utilize the Self-Checker tool provided by the CDC [here](#). Medical clearance documentation may be submitted to Dr. Marcia Bankirer, Campus Dean at mbankirer@pacificoaks.edu.

At this time, COVID-19 symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore Throat
- Fatigue
- New gastro intestinal symptoms
- New loss of taste or smell
- Diarrhea

- Known close contact with a person who has been diagnosed by a medical professional as having COVID-19 within the past 14 days.

If any symptoms are present beyond fatigue and/or headache, or if the student has been in close contact with a person who has been diagnosed by a medical professional as having COVID-19 within the past 14 days, the student must not come to campus until:

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- Improvement in respiratory symptoms (e.g. cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared.

If the student is not symptomatic, but has been in close contact with a person who has been lab confirmed to have COVID-19, the student is not permitted to be on campus until the end of a 14-day self-quarantine period which starts from the last date of exposure.

Public Transportation

If a student must take public transportation, the student should wear a face-covering or mask before entering the bus or train, and avoid touching surfaces with their hands. Upon disembarking, the student should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their mask.

Entry and Exit of the Building – PHASE III & IV

Lobby Guidelines and Expectations

Guidance and expectations will be posted and can be reviewed when arriving to campus. All students are expected to adhere to posted guidance and expectations, as well as any instructions provided by faculty, or front desk staff. Face coverings will be provided to anyone upon their entry to campus, if they do not have them already. Entry to the SJ Campus is through the Main Entry to Suite 108, on the North Side of the building.

While in the lobby or throughout the building in ‘common areas,’ wearing a face-covering or mask is required. When feasible, limit touching surfaces with exposed hands/fingers. Students should wash their hands or use hand sanitizer with at least 60% alcohol upon departing the lobby.

Campus Policies, Procedures, and Rules – PHASE III & IV

Gatherings

Large gatherings of any kind outside of the campus' meeting rooms are prohibited. This also includes gathering in hallways or other open campus spaces. Personal safety hygiene practices should be used at all times when navigating campus facilities.

Physical/Social Distancing

Physical distancing, also called "social distancing," means keeping space between oneself and other people. When on campus, students are required to:

- Not gather in groups
- Stay out of crowded places and avoid gatherings
- A face covering is required outside of closed office areas

Keeping space between oneself and others is one of the best tools to avoid being exposed to the virus and slowing its spread. Limit close contact with others. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if the student and other person(s) have no symptoms.

Use and Care of Face Coverings

Face-coverings or masks must be worn by all students while in the campus facility. Appropriate use of face-coverings or masks is critical to minimizing risks to others. A mask or face-covering is not a substitute for physical distancing.

When putting on masks or face-coverings, the following steps should be followed:

- Thoroughly wash hands or use hand sanitizer prior to handling the face-covering/mask.
- Ensure the face-covering /mask fits over the nose and under the chin.
- Situate the face-covering/mask properly with nose wire snug against the nose.
- Tie straps behind the head and neck, or loop around the ears.
- Throughout the process, avoid touching the front of the face-covering/mask.

When taking the face-covering/mask off, the following steps should be followed:

- Do not touch one's eyes, nose, or mouth.
- Loop one's finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately for a minimum of 20 seconds after removing the mask.

When caring for, storing, or laundering the face-covering mask, the following steps should be followed:

- Keep face-coverings/masks stored in a paper bag when not in use.

- Cloth face-coverings may not be used more than one day at a time and must be washed after use. Cloth face-coverings should be properly laundered with regular clothing detergent before first use, and after each subsequent use.
- Cloth face-coverings/masks should be replaced immediately if soiled, damaged, or visibly contaminated.
- Disposable masks must not be used more than one day and should be placed in the trash after use or if soiled, damaged, or visibly contaminated.

Hand Washing

Thoroughly wash hands often with soap and water for at least 20 seconds especially after being in a common space, using tissue, coughing, sneezing, or touching one’s face.

If soap and water is not available, use hand sanitizer that contains at least 70% alcohol. Cover all surfaces of both hands and rub them together until they feel dry.

Coughing/Sneezing Hygiene

If in a private setting and not wearing a face-covering/mask, students should always cover their mouth and nose with a tissue when coughing or sneezing. If they do not have tissue, they should use the inside of their elbow. If they use a tissue, they should throw it away in the trash immediately following use, and then wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, then they should clean their hands with sanitizer that contains at least 70% alcohol.

Accessing Help

Questions Regarding This Plan	If you have questions regarding Pacific Oaks College’s Return to Campus Plan, please contact Dr. Marcia Bankirer, San Jose Campus Dean at 669-999-4317 or mbankirer@pacificoaks.edu .
If Symptoms Arise on Campus	Contract Tracing Protocol: If a student or student starts to experience any signs or symptoms of COVID-19 while on campus and are not in medical distress as defined below, then they should safely leave campus minimizing any contact with other individuals. Student should then seek proper medical attention. After medical consultation/visit, the student can email the Campus Dean, Dr. Marcia Bankirer at mbankirer@pacificoaks.edu and report the symptoms for which they left campus. The Dean will gather necessary information and follow up as needed per campus procedure.
Facilities	If a student has facilities related questions or needs, they can contact the Campus Dean by email at mbankirer@pacificoaks.edu or phone at 669-999-4317.

IT	If a student has IT related questions or needs, they may contact the IT department by email at [helpdesk@pacificoaks.edu] or phone at 800-747-8367
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