

SAN DIEGO MESA COLLEGE

COVID-19 Return to Campus Safety Protocols FAQs

Updated September 1, 2021

Face Coverings:

Question: Do I have to wear a face covering while I am teaching a lecture class?

Answer: Yes. Face coverings are required while in any building on the campus.

Question: What type of face covering am I allowed to wear?

Answer: Face coverings means a surgical mask, a medical procedure mask, a respirator worn voluntarily (N95 mask), or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth.

Please note: A face covering **does not** include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

Question: Are there any times when I can remove my face covering?

Answer: Yes. Face coverings may be removed while individuals are outdoors and physically distanced (six feet apart), when alone in a workspace, when in a vehicle alone, while eating or drinking and physically distanced, while performing duties that cannot be done safely while wearing a face covering, or for specific meetings or events attended only by fully vaccinated individuals as approved by the Plan Administrator.

Personal Protective Equipment (PPE)

Question: Will PPE be provided?

Answer: Yes, Mesa will provide face coverings to employees, students, and other visitors as needed, including N-95 masks upon request. Hand Sanitizer and Cleaning/Disinfecting supplies may also be available.

Question: How do I request PPE?

Answer: PPE has been delivered to each work area including n95 masks. We will replenish supplies as needed.

Covid-19 Exposures and Return to Work

Question: What if I am exposed to COVID-19 by a close contact situation and develop NO symptoms?

Answer:

- If you are fully vaccinated and have NO symptoms you do NOT have to quarantine from work.
- If you are Unvaccinated or not fully vaccinated you MUST notify your immediate supervisor and quarantine for 10 days since the last known close contact, before returning to work.

Question: What if I test positive for COVID-19 or I am exposed to COVID-19 by a close contact situation and develop symptoms?

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Answer: If you test positive for COVID-19 or had a close contact AND developed any COVID-19 symptom you must notify your immediate supervisor and quarantine. All of the following requirements listed below must be met before returning to work:

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

Exception: unless all of the following are true:

1. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
2. At least 10 days have passed since the last known close contact; and
3. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

Question: If I have been vaccinated and I travel by air, will I need to quarantine upon return before returning to the office?

Answer: No, there are no travel restrictions at this time. However if you develop COVID-19 symptoms and/or do not pass the daily self-screening you should not come to work and notify your supervisor.

Question: What steps should be taken if an employee becomes ill with fever, cough or other concerning symptoms?

Answer: Managers and supervisors should recommend that staff who are sick stay home and utilize sick leave until symptoms resolve, and that they seek medical assistance, as appropriate.

Testing:

Question: What type of COVID test will be offered at Mesa's Testing site?

Answer: Biocept, our testing entity, will administer nasal and tonsil swabs for testing. It is also important to note employees and students can be tested offsite via any instrument, saliva or swab, and upload those results. Directions for uploading test results should come from Vice Chancellor Smith when he contacts individuals who are required to be tested.

Question: When is testing available on campus, and where is it located?

Answer: Testing will be available at English Village 1 (EV-1), just west of the Fine Arts building in Parking Lot 1. Testing will be available on Mondays from 7:00 am – 3:00 pm, Tuesday from 10:00 am – 6:00 pm, and Friday from 8:00 am – 12:00 pm.

To register for testing, visit: <https://www.c4wrk.com/4FoCfU8hB9P2HofN7>

Or scan this QR code:



Question: If I am not vaccinated and working 100% remote during the fall semester, am I required to be tested for COVID-19?

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Answer: Yes, all employees who have not provided documentation showing they are vaccinated must be tested for COVID-19 weekly.

Question: Why are employees who are not working onsite required to be tested?

Answer: All employees are required to be ready to report to work onsite and complete work assignments which require in-person interactions with others when directed. To help prevent the spread of COVID-19 in our communities, all District employees must be vaccinated against COVID-19 or be tested for COVID-19 weekly.

Question: Why are vaccinated employees and students exempt from the testing requirement?

Answer: Current public health guidance and data on COVID-19 infections shows unvaccinated individuals are a considerably higher risk of infection and transmission of COVID-19 than fully vaccinated individuals, including the Delta variant. While testing supplies are much more widely available than at previous times during the COVID-19 pandemic, there are finite test kits available and using those resources strategically provides the most effective protection for our communities.

Question: Will vaccinated employees and students be required to be tested in the future?

Answer: As the rate of COVID-19 infections in our County and guidance from public health agencies evolves, the District's protocols may change to ensure we can continue to provide safe instructional and work environments.

Question: Will employees and students be required to be tested for COVID-19 in the spring?

Answer: Decisions on the District's operating protocols for the spring semester will be made during the fall semester and communicated with as much advanced notice as possible.

Question: Can I get a medical accommodation to exempt me from the COVID-19 testing requirement?

Answer: If you have a medical condition which impacts your ability to be tested for COVID-19, please contact the Risk Management Department to engage in an interactive process to determine the appropriate accommodations for your specific medical needs. Email: sdccdriskmanagement@sdccd.edu; telephone: 619-388-6953

Question: Can I get a religious accommodation to exempt me from the COVID-19 testing requirement?

Answer: In most cases an exemption from the COVID-19 testing requirement will not be approved based on a religious belief. A reasonable accommodation cannot result in a risk to the health and safety of others. Due to the potential for asymptomatic COVID-19 cases and spread from a person who does not know they have COVID-19, an exemption from testing based on a religious belief is unlikely to be a reasonable accommodation. However, any employee may request a religious accommodation and the District will engage in an interactive process to determine whether an accommodation can be provided based on the individual circumstances of the employee.

Question: Am I required to be tested while I am on leave?

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Answer: You are not required to be tested while on leave, but you must be tested prior to returning to work.

Question: If I get tested a District site, how long will it take to get the results?

Answer: Results will be available within 48 hours. You will receive email and text notifications when your test results are available.

Question: Which District test sites can I use for testing?

Answer: All employees can get tested at any District site.

Question: Do I get paid for the time I use getting tested?

Answer: Yes, the testing requirement is a work direction from the District and must occur during an employee's paid time.

Question: If I get tested at a different facility than a District site, how do I provide my test results?

Answer: Register for the Cleared4 site using the links and process provided above and submit your test result through the site.

Question: If I get tested at a different facility and haven't received my results within the required timeframe, am I cleared to work?

Answer: No, if you test at an alternative location, you are not in compliance with this requirement until you upload your test results. Anyone choosing to test off site should do so at least three days before the due date to ensure they are in compliance.

Question: How will I know if I have complied and I am cleared to work?

Answer: Human Resources will notify any employee who is not cleared to work for failing to comply with this requirement.

Question: I am an Adjunct Faculty member and I only get paid for my teaching hours. Do I have to get tested during time I would normally be teaching?

Answer: No, adjunct teaching faculty may schedule testing time outside their teaching assignment to get tested and complete a timecard for their testing time.

Question: I am a NANC employee, do I get paid for the time I spend getting tested?

Answer: Yes, NANC employees must get tested during their paid work time.

Question: Can I choose to get tested on my off day if it is more convenient for me.

Answer: If you are paid for your work hours (Classified Professional, Adjunct Faculty, NANCE) you must get tested during your regular work hours. If you are a salaried employee (Contract Faculty, Exempt Professional, Supervisor, Manager) you may choose when you get tested as part of your regular job assignment.

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Question: What happens if I have a positive test?

Answer: You will be notified by Biocept immediately. The Risk Management Department and County Public Health Department will also be notified. The Risk Management Department will contact you directly with additional instructions regarding quarantine requirements. If you are asymptomatic and able to work remotely, you may continue to work remotely. If you are symptomatic and cannot work or your job duties cannot be performed remotely, you will be on leave until the requirements are met for you to return to work.

Question: What happens if someone who works in the same area as me has a positive test?

Answer: The District will conduct contact tracing in coordination with the County Health Department to determine who has been exposed to a positive COVID-19 case and provide appropriate notifications and direction regarding quarantine and testing.

Question: What happens if I do not comply with the testing requirement?

Answer: You will be placed on unpaid leave and may not perform any work until you provide a test result.

Question: Who has access to my test results?

Answer: A small group of employees in Human Resources will monitor compliance with the testing requirement and the results, as part of their job duties. Test results are confidential personal health information and are maintained in a secure, HIPAA-compliant electronic system. Test results will only be shared with agencies with a legal right to the information, such as the County Health Department. No other employees of the District will have access to the records and they will not be part of any employee's personnel file.

Question: I am fully vaccinated and would like to get tested, can I use a District site?

Answer: Yes, please complete the registration process as described above and schedule an appointment at your convenience.

Misc.

Question: Will I need to get tested if I'm not vaccinated?

Answer: Yes, if you are not vaccinated and even if you have an exemption, you will be required to be tested for COVID-19 weekly. This requirement applies to all employees, regardless of the reason they are unvaccinated and their work location.

Question: Do I have to do a COVID self-screen before coming to campus?

Answer: Yes, all employees and students are required to do a self-screening process prior to coming to campus. The CDC Self-Screen site: <https://www.cdc.gov/screening/index.html>

If you pass the daily screening you can continue to work or class. If you do not pass, **do not come to campus**. Stay home and notify your supervisor (or instructor if you are a student).

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Question: Do I have to complete COVID-19 training before returning to campus from a remote work assignment?

Answer: Yes, all employees must complete the training below prior to returning to work on campus. The requirement is to read the information on each of the linked pages and then send an email to your supervisor stating that they have read and understand the information contained on the pages. The supervisor is then required to retain all the confirmation emails from their employees as documentation for completed training.

1. Signs and symptoms of COVID-19 (how it spreads):
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
2. Social distancing measures:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
3. How employees can protect themselves:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
4. Proper handwashing practices and the use of hand sanitizer stations:
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
5. Cough and sneeze etiquette:
https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
6. Routine infection control precautions, such as the proper use, care and disposal of masks or face coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
7. District Specific policies and procedures to protect employees from COVID-19 hazards:
<https://www.sdccd.edu/about/departments-and-offices/human-resources/risk-management/covid-employees.aspx>
8. Information regarding COVID-19 related benefits to which employees may be entitled under applicable federal, state, or local laws:
<https://www.sdccd.edu/docs/District/employee/COVID.FMLExpansion.pdf>

Question: Where can I report a COVID-19 related safety concern?

Answer: All safety concerns, including for COVID-19, can be reported here:
<https://www.sdmesa.edu/college-services/safety/safety-form.shtml>

Question: Is the Mesa College Campus Bookstore open?

Answer: The Mesa College Campus Bookstore continues to operate online, visit their website at:
<https://www.bookstore.sdccd.edu/mesa/>

Question: What are the parking guidelines for the fall semester?

Answer:

- Student permits are NOT required for Fall 2021.
- Vehicles without a parking permit must park in a regular student parking space.
- Faculty/staff parking permits ARE required. Parking permits and replacement permits are available at your Campus College Police office.
- Red zones, disabled parking and all other violations will be enforced.
- Wi-Fi lots are still available with the same rules for use. Wi-Fi lots are in staff parking areas, therefore vehicles parked without a valid permit MUST BE OCCUPIED and the occupant prepared to show proof of enrollment upon request.
- New faculty/staff and NANCE employees with a permit application can obtain a parking permit

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there. Contract permits are valid until January 2022. Lost permits can be replaced, free of charge, in your campus police office. One year permits that expire August 31, 2021 will be honored until September 30, 2021. You can apply for your replacement permit now.

Question: Will there be food available for purchase on campus?

Answer: Yes, as of August 23, 2021 the following dining options will be available:

- The Mesa Café, located in Mesa Commons, will be open Monday thru Thursday for breakfast from 7:30 am – 10:00 am, and for lunch from 11:00 am -1:30 pm.
- The Terrace Café, located on the 4th floor of I400/Student Services Building, will be open Monday thru Thursday, 9:00 am - 3:00 pm.
- The SmartMart, located in the LRC/Library will be stocked and accessible when the LRC is open; Monday thru Thursday, 9:30 am – 5:00 pm.

For more information on student service resources, please visit this [LINK](#)

If you have any additional COVID-19 related questions not included here, please see the [District COVID-19 Resources for Employees webpage](#) or contact Matt Fay at MFay@sdccd.edu.