

COVID-19 Safety Assessment Report

Campus:

SCC

Assessment Date:

07/02/20

Building No.

15 & 16 (Admissions & Registration Department)

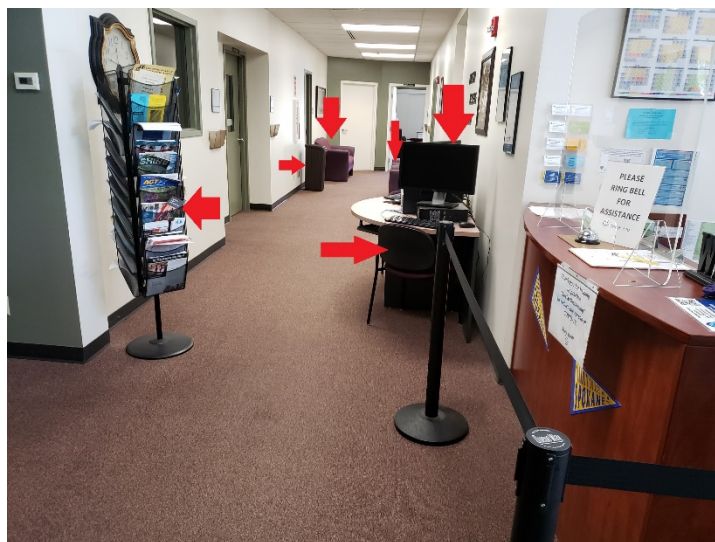
Assessment completed by:

Sayed Hussaini (District Safety Officer)

Building 15, Admission and Registration

Site 120

- Most of the offices in this area do not have adequate space to support more than one person in order to maintain 6ft apart. I would suggest using the conference room (room 120F) in case your staff has a visitor.
- Encourage your staff to provide services by **appointment only** to control the flow of visitors. In this regard, you may post a signage to point it out and display it on the entrance door.
- In the chock point areas such as restrooms, and walkways/hallways, create a protocol for maintaining social distancing.
- In the restroom area, keep the main doors (in the hallway) open. It allows users to avoid skin contact.
- Remove the extra seats and furniture from the hallway (hallway 120) to make adequate space in the area. Please refer to Picture 1.



Picture 1- Hallway 120

Room 120F (Conference room)

- Based on the size of the conference room, it supports 6 people and a presenter while maintaining of 6ft social distancing.
- The tables and chairs should be cleaned and disinfected after each use.
- Consider closing off the extra seats/chairs with tape or signs to promote physical distancing.

Front Desk

- **If possible**, install another plexiglass on the left side of the desk as well. Due to the shape of the desk, if it is not possible to install the plexiglass on that side, please consider floor marking on the right side of the desk to point where the visitor should stay to maintain 6ft physical distance with others. You may also use stanchion barrier in that area, but make sure it does not cause a safety hazard such as tripping, and it does not block the walkway.

Site 111

- Most of the offices in this area, do not have adequate space to support more than one person in order to maintain 6ft apart.
- You may use classroom 112B as a meeting room in case your staff has a visitor.
- Encourage your staff to provide services by **appointment only** to control the flow of visitors. In this regard, you may post a signage to point it out and display it on the entrance door.
- Tape the floor using one-way arrows in the main hallway. Creating one-way flow helps to minimize the congregation. Consequently, it reduces the risk of transmission.
- Consider closing off the extra seats/chairs (in front of the reception desk) with tape or signs to promote physical distancing
- Based on the size of the cubicle area, as we discussed they support two employees at maximum for the whole cubicle area.
- As a best safety practice, use the main door as the “**entry**” into this site and the door in the backside of the cubicle area as the “**exit**”. This minimizes the number of interactions between staff and students/visitors in site 111.
- **Hallway 112C** where you have the refrigerator and microwave, is considered a chock point or high-risk area. The best practice would be limiting the access and use of shared devices like coffee machines, microwave ovens, refrigerators, etc. If this is not practical, please create a staggered schedule to reduce the number of employees using the area at the same time.
- Post a signage to point out cleaning and disinfecting the microwave and refrigerator after each use.

- Make sure disinfectant wipes are available in the area.

Classroom 112B,

- Remove the extra seats or close them by using tape or sign.
- For the small tables in this room consider only one chair/person per table, and for the longer tables consider two chairs/persons per table while maintaining the 6ft of physical distance.

Room 101B (Mailing Room)

- Based on the size of the mailing area (the right side of the room), it supports only one person at a time.
- The left side of the room where there is a camera for taking photo, the space only allows two persons at a time (the photographer and the person who is going to be photographed) while maintaining the 6ft of physical distance.

Room 102 (Lobby Area)

- The walkway in the entrance area and in front of the reception desk is too narrow (less than 6ft), and only supports one person at a time. Please post a signage to point out this issue.
- You mentioned currently no one is working in the reception desk in Room 102, but if you are going to hire someone to work in that area, I would suggest installing plexiglass to cover the reception area entirely.

Room 109 (Lunchroom)

- Consider closing off the extra seats/chairs with tape or signs to maintain 6ft of physical distance between them.
- As a best practice, use one of the doors as “entry” into the lunchroom and the other door as “exit”. This minimizes the number of interactions between people in that room. You may also display a signage on each door to indicate this message.
- Please consider only one person/chair per table during lunch time.
- The best practice would be limiting the access and use of shared devices like coffee machines, water fountains, microwave ovens, refrigerators, etc. If this is not practical, please stagger break time/lunch time to reduce the number of employees in the lunchroom at the same time.

- Clean and disinfect tables, microwaves, and other commonly handled items after each use.
- Keep the main doors open to allow users to avoid skin contact.
- Reorganize the chairs and tables and stagger seating arrangement to maintain physical distancing, or have employee take lunch and coffee breaks in their offices or outside.

Hallway 101A (Bigfoot Central)

- One person at a time should use the copier machine. You may post a signage to indicate this message.
- Use one of the doors as “entry” into the Bigfoot central and the other door as “exit”. You may post a signage on each door to indicate this message.
- Clean and disinfect the copier machine after each use.
- Place floor marking shapes, tape, or strips to determine six feet apart in front of the Bigfoot area where students/visitors should stay in line. Please refer to Picture 2.
- Based on the size of the reception desk and in order to maintain 6ft of physical distance, the area supports two employees at the same time. As we discussed during the walkthrough safety assessment, the employees may switch using the desk areas (e.g. using the front desk for the admission, and the workstation next to the front desk in the registration/financial aid part, and vice-versa.) based on their customers’ needs. Please refer to the Picture 3 for virtual reference.



Picture 2- Bigfoot Central Floor Marking



Picture 3- Bigfoot Central Reception Desk

Student kiosk

- Please consider reducing the number of student kiosks in order to be able to maintain 6ft physical distance. You may keep only one student kiosk on each side. You can also keep the ADA kiosk, but make sure it is at least 6ft apart from the other one.
- Use crowd control retractable stanchion barrier around the kiosks as needed.

Main Hallway,

- Consider removing or closing off the extra seats/chairs with tape or signs to maintain 6ft of physical distance between them. Please refer to Picture 4.



Picture 4- Hallway 101 (Main Hallway)

Building 15, The Main Entrance

- Use one of the doors in the main entrance as “**entry**” into the building and the other door as “**exit**”. This minimizes the amount of interactions between people when they enter and exit the building. You may post a signage on each door to indicate this message.



Picture 5- Building 15 Main Entrance Door

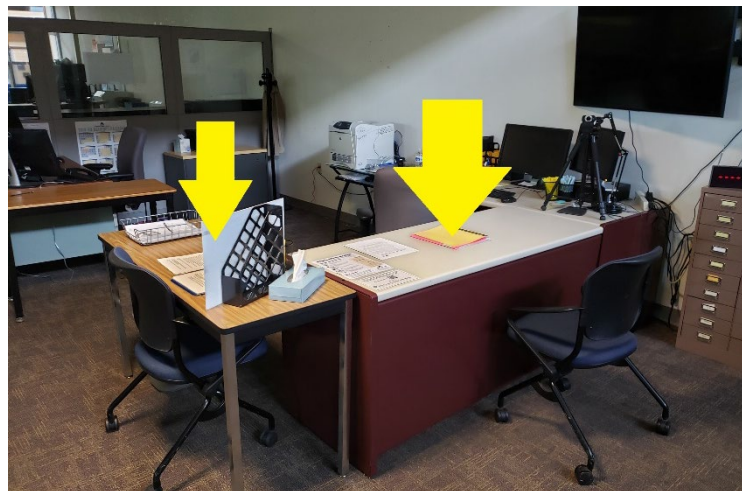
Building. 16, Testing Center

The Main Reception Desk

- Place floor marking shapes, tape, or strips to determine six feet apart in front of the reception desk. The area supports at most two visitors at a time.
- Please coordinate with Facilities to provide a hand sanitizer station with **touchless** hand sanitizer containers in the reception desk area.
- The lockers area is considered a chock point location. Please create a protocol or schedule to reduce the number of students/visitors using the lockers at the same time.
- Consider removing the extra chairs in front of the main reception desk or closing off them with tape or signs to maintain 6ft of physical distance.

Pearson Test Center Reception Desk

- Plexiglass should be installed in the reception desk area. Please refer to picture 6.



Picture 6- Pearson Testing Reception Desk

- As far as photography and using the camera, the best practice would be adjusting the camera (zoom in or zoom out) instead of moving the chair or the person. Please make sure it meets the Pearson's testing requirement.

Room 132B (Paper Permit Room)

- If you are planning to use this room, please rearrange it as the tables and chairs should be at least 6ft apart.

Room 132 A (GED and Pearson Testing)

- Please rearrange this room as the tables and chairs should be at least 6ft apart. Make sure rearrangement of the room meets Pearson's testing requirements.

Room 132D (Study Room)

- Based on the size of the room, it supports two students at the same time at maximum (one student may work on paper testing and other one on computer).

Room 131

- In order to be at least 6ft apart, this room has the capacity of two persons at the same time (the employee and one student/visitor).

Room 127, Computer Testing Area

- As there is not enough space between the rows when students come in or leave the area, the best practice would be one person per each row. This helps to maintain the students at least 6ft apart from each other. Please see Picture 7.

Room 127, Paper Testing Area

Based on the size of the area, I would suggest using one chair/person per each table. Consider closing off the extra chairs with tape or signs to maintain 6ft of physical distance between them. Please refer to Picture 8.



Picture 7- Computer Testing Area



Picture 8- Paper Testing Area

Room 127, Certification Testing Room (the cubical area)

Based on the size of the room, it supports 4 students at maximum at the same time.

Copier machine

- One person at a time should use the copier machine. You may post a signage to indicate this message.
- Clean and disinfect the machine after each use.
- Make sure adequate disinfectant wipes are available for cleaning and disinfecting purposes.

Other safety measures that should be implemented.

- Please make sure the COVID-19 Exposure Control Plan is available at each location/site.
- Post COVID-19 related safety posters on each location/site.
- Provide employees who are going to return to a work with an orientation and explain your current plan.
- Complete the COVID-19 self-assessment and attendance log for visitors, students, and employees.
- Clean and disinfect high touched objects and surfaces after each use.
- All staff/faculty, students, and visitors are required to wear face coverings unless they are working alone in their office.
- Regarding face coverings in the **cubicle areas** in site 111, and room 102 in Building 15, based on [L&I](#) recommendations **they do not need to wear face covering as far as** they are working alone inside of the cubicle with 4 walls (one with an opening for an entryway). The L&I website states "if the cubicle has 4 walls and a door opening, and the worker can maintain social distancing, they are considered to be "working alone." So, they do not need to wear face covering while in their cubicle.