



Otero Junior College Recovery Operation Plans Abridged

July 2020

Introduction

The document represents the main themes of the OJC Recovery Operations Plan. This document covers protocol for all OJC employees. Departmental breakdowns can be found in the full document. This document, as well as the others are living documents and are subject to change as we receive new guidance and mandates.

We are grateful for the dedicated faculty, staff, and leadership team for their work on recovery plan. This plan was developed utilizing the following guiding principles:

- First, do no harm
 - The health and well-being of students/faculty/staff was made the top priority.
 - All plans satisfy health, CDHE and other accrediting body expectations.
- Diversity and Inclusion
 - The plan was designed to meet the needs of our most vulnerable students.
- Data Informed
 - This plan was created from data and feedback from all parties.
 - It also will include success metrics where appropriate.
- Innovation
 - Recovery plans were created by considering alternative ways to serve our students.

All Campus Employees, Students, and Visitors

- If feeling unwell, please stay home.
- All employees, students and visitors will be asked to wear a face covering when in College buildings, with the exception of those with medical conditions that prevent them from wearing one, children under ten (10), and those who are unable to remove one without assistance.
 - Employee's face coverings may be removed while in their own office space.
 - Face coverings will be made available at entryways if the individual does not have their own.
- Please ensure a six (6) foot distance from all others at all times.
- Please wash hands often and for at least twenty (20) seconds.
- To the extent possible, avoid touching high-touch surfaces in public places – door handles, handrails, handshaking with people, etc.
- When coming to campus all employees will do a health screening and temperature check. The logs will be maintained by department and will be submitted at the end of each week for data collection. Each building or department should have their own thermometer to record temperatures.
- Once the employee has passed the checks, they will be given a wristband specific for that day to continue on to their office.
 - Check with your supervisor for more information on locations of logs and thermometers.
- Employees will stagger work schedules by department and will continue working remotely as much as possible.
- Group gatherings, outside of classes, will be restricted as much as possible. This includes events/meetings in the Student Center. All events will need prior approval to make sure social

distancing protocols are met. At this time, gatherings are limited to 50% capacity of the room or 175 people, whichever is less. (The Rizzuto Banquet Hall can accommodate 136 with these stipulations.)

- Meetings should continue to be held through Webex, Zoom, etc. where possible.

If employees have questions regarding these protocols please get with your supervisor or Director of Human Resources 719-384-6824. For students and community members, please contact the Director of Institutional Research and Initiatives at 719-384-6976.

COVID-19 Information

The College will utilize guidance from the Otero County Health Department (OCHD), Colorado Community College System (CCCS) and others to determine the best procedures to handle situations where students, faculty or staff have documented symptoms of COVID-19. Below is information on how the virus spreads, directions from the OCHD and when AppArmor will be activated.

How COVID-19 spreads:

The disease most likely spreads the same way as similar respiratory illnesses.

1. Person-to-person contact:
 - a. To become sick, you have to be exposed to the virus. CDC defines exposure as being within 6 feet (2 meters) of someone with a confirmed infection for 15 minutes.
 - b. Exposure can occur through respiratory droplets -- when an infected person coughs or sneezes, similar to how flu and other respiratory viruses spread.
 - c. Additionally, there has been documented evidence of asymptomatic spread.
2. Infected surfaces or objects:
 - a. It may be possible to get COVID-19 by touching a surface or object that has the virus on it and then touching your mouth, nose, or possibly your eyes.
3. For these reasons, people at increased risk of infection are:
 - a. People who have been to areas where widespread community transmission is occurring.
 - b. People who had direct close contact with someone who has COVID-19.

Directives from the Otero County Health Department:

1. Read, understand, and comply with public health orders! Public health orders can be found here:
 - a. <https://covid19.colorado.gov/covid-19-in-colorado/public-health-executive-orders-resource>
2. Stay home if you are sick and, if needed, call your medical provider.
3. Wear an appropriate mask if you must go out for an essential activity.

4. If you are in a high-risk group, take extra precautions.
5. Cover your cough and/or sneeze.
6. Keep your fingers and hands away from your face.
7. Wash your hands a lot.
8. Clean items in your home/work space.
9. Stay informed by trusted and reliable sources. Be careful about believing what you read on social media sites.
10. Trusted sources/websites:
 - a. OCHD: <https://www.oterogov.com>
 - b. Centers for Disease Control: <https://www.cdc.gov>
 - c. CO State Health Department: <https://www.colorado.gov/cdphe>

What the College will do if we learn that a member of our college community has been exposed to or tested positive for COVID-19?

1. First, we will contact the local health officials (OCHD) for guidance and follow relevant government agency guidance.
 - a. This will be done by a member of the IDRT Committee after the student, faculty or staff member have not met standard checkoffs when being admitted onto campus, i.e. fever or other symptoms.
 - b. The OCHD will first isolate the positive case then do contact tracing to see who had sufficient exposure to them and will put those people into quarantine.
2. Second, the College will consider the circumstances, including health official guidance and institutional culture, to determine whether the use of an Emergency Notification or Timely Warning—under the Clery Act and/or through a more general institutional communication is necessary.

Several Issues for Consideration:

1. If the College been closed for weeks or the person at issue has not been in the community, a notice may not be necessary and may serve only to exacerbate anxiety.
2. The College will maintain confidentiality. While certain health and safety

exceptions may apply—for example, in communication with government officials or true health emergencies—all community notifications will be made without identifying individuals who have been exposed to or contracted the virus.

3. The College will ensure factual accuracy throughout any community communication.
4. The College will stay up-to-date on constantly shifting official and best practice guidance.

Health and Medical Annex of the OJC Emergency Operation Plan (Relevant sections)

The College collaborates and participates in various infectious disease prevention, protection, mitigation, preparedness, and response and recovery efforts with local and state health officials, hospitals, community, and regional support systems, by means of the following methods:

1. Committees
2. Training and exercise opportunities
3. Strategic planning sessions
4. Awareness and intervention marketing and media campaigns
5. Health risk continuing education

Information located in this section is designed to give an overall picture of incident management relating to health, foodborne and intentional exposures. It is the responsibility of the College to protect life and property from the effects of disasters, within its own jurisdiction. The College has the primary responsibility for initial emergency management activities onsite, as enumerated in the College's Emergency Operations Plan (EOP). This section primarily clarifies the purpose, and explains the College's overall approach to a health and medical services incident (i.e., what should happen, when, and at whose direction) to include the division of local, state, federal, and any intermediate inter-jurisdictional entities.

Top priorities for incident management relating to health, foodborne, and intentional exposures are to:

1. Save lives and protect health and safety of students, faculty, staff, visitors, responders, and recovery workers.
2. Collaborate and coordinate with local, state, and federal stakeholders regarding a potential health or medical threat.
3. Protect and restore critical infrastructure and key resources.
4. Protect property and mitigate damages and impacts to individuals, the community, and the environment.
5. Facilitate recovery of individuals.
6. Recover operations.

7. Reduce exposure to liability.

This Annex also employs key areas of emergency planning and incident management that include mitigation, preparedness, response and recovery, with more detailed references and instruction found in the College's EOP. Key examples of medical actions pertaining to infectious disease, foodborne illness, or intentional exposures are noted as follows:

1. **Mitigation:** Examples of activities that support mitigation include:

- a. Infectious Disease Clinics offer vaccine.
- b. Preparedness Materials: Distribution of printed materials, such as "Wash Your Hands" and "Cover Your Cough" posters.
- c. Website references and suggested videos.
- d. Distribution of hand sanitizers.
- e. Literature distributed by CCCS on communicable diseases.
- f. Collaboration and coordination between law enforcement, public health, and environmental officials.
- g. Investigation and surveillance.
- h. Information sharing and early notification to (and collaboration with) appropriate agencies.

2. **Preparedness:** Examples of activities that support the preparedness include:

- a. Ongoing review of the College's EOP.
- b. Trainings for College faculty, staff, and students.
- c. Multi-jurisdictional exercises designed, executed, and analyzed on an ongoing basis.

3. **Response:** Examples of activities that support response include:

- a. Activation of the IDRT.
- b. Early notification to, and collaboration with, appropriate local, regional, private sector, volunteer, and state agencies.
- c. Campus communications to include mass email, ConnectEd, listservs, etc.,

to students, faculty, staff and parents.

- d. Activate portions of the College's EOP, if applicable.

4. **Recovery:** Some examples of activities that support recovery are:

- a. Medical reporting and continuing epidemiological surveillance and investigation.
- b. Analyze data collected during the response.
- c. Hold debriefing session with response staff in preparation for the development of an After Action Report (AAR) and Improvement Plan (IP). The Otero County Health Department will help with this.
- d. Activate additional portions of the College's EOP, if applicable, to support staff, faculty, student, and family needs during and after an outbreak.

The notification protocol for infectious diseases will, by necessity, vary from the emergency response notification process as described in the College's EOP. The IDRT will be a key point of contact, working with other senior College administrators and the System office, to determine internal and external communication and coordination for the College. In conjunction with the College and System Presidents, early notification to local, state, and federal stakeholders during a potential health threat is desirable to expedite the recovery process.

Organization

Upon implementation of this Annex, various College departments will provide designated personnel and response teams that may be activated. Team members may be relieved of all other duties, with the assigned emergency response duty becoming their primary responsibility during the incident. The IDRT has the primary role for coordinating the College's response for all infectious disease incidents occurring on campus property. The response may require the assistance of outside agencies or other emergency response organizations.

Position Roles and Expected Actions

Upon learning of an incident involving College facilities, students, faculty, staff, or events, senior administrators will utilize the following position roles and expected actions as guidelines to implement:

1. Infectious Disease Response Team (IDRT)

- a. In the event of a suspected infectious disease incident or a national/international level threat, the IDRT should be activated. Examine current College and System policies, plans, procedures, and guidelines as they relate to the incident in question.
- b. Provide guidance, as needed, to assist the College and System Presidents in tailoring a coordinated response.
- c. Support the collaborative efforts and communication flow between the College, the System office, the Otero County Health Department and the Colorado Department of Public Health and Environment or the Centers for Disease Control, as the situation warrants.
- d. Ensure that information regarding a potential infectious disease case will flow through pre-existing lines of communication.
- e. A collective communication and coordinated effort will most likely occur to address the need to inform, not only the College population, but also the public of important information or protective actions. Therefore, it is likely that a Joint Information System (JIS) or Joint Information Center (JIC) would be established to include input from the Colorado Department of Public Health and Environment and other appropriate agencies or System departments.

2. Safety and Security

- a. Support the activities of the IDRT.
- b. Support the efforts of any multi-agency health and medical planning group that may be formed.
- c. If the College's EOP is activated, other emergency responders may report to the primary location, and assume their roles as established in the EOP.
- d. Investigate any incident that could involve criminal acts.
- e. Support the efforts of the Centers for Disease Control, the Colorado Department of Public Health and Environment, county health departments or IDRT as appropriate.

3. Marketing and Communications

- a. Activate the communication plan and collaborate with members of the IDRT, the

College, System Presidents, and System office.

- b. Support the efforts of the Centers for Disease Control, the Colorado Department of Public Health and Environment, county health departments or IDRT, as appropriate.

4. Facilities Services

- a. Facilitate decontamination efforts, as directed in accordance with any health departments or CDC guidance.
- b. Support the efforts of the health departments or IDRT, as appropriate.

5. Human Resources/Employee Services

- a. Provide guidance for absenteeism and leave policies.
- b. Data collection of absenteeism information.
- c. Support the efforts of the health departments or IDRT, as appropriate.

6. Information Technology

- a. Support telecommunicating
- b. Support the efforts of the health departments or IDRT, as appropriate.

7. Dining Services

- a. Support efforts for feeding of isolated / quarantined on-campus students.
- b. Support the efforts of the health departments or IDRT, as appropriate.

8. Student Affairs

- a. Advise on planning to include student activities and events.
- b. Support the efforts of the health departments or IDRT, as appropriate.

Emergency Public Information

Timely warnings of outbreak or exposure conditions are essential to preserve the health, safety, and security of the College community, and critical for an effective response and recovery. Additional information about emergency public information is contained in the College's EOP.

Local, regional, federal or state public health agencies most often have the professionals and expertise to conduct an appropriate investigation. The College will support the health and medical community's operational priorities that include:

1. Maintain the health and well-being of the campus community, while communicating with health authorities.
2. Protect the campus from outbreaks of disease that occur in the community
3. Allocate appropriate College resources to support the surveillance, investigation, and intervention necessary to control an outbreak.
4. Maintain business continuity of College operations.

General actions are detailed in the appropriate sections of these guidelines; however, it is acknowledged that infectious disease or foodborne incidents are unique occurrences, which require specific actions dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.

This Annex utilizes existing program expertise and personnel to provide prevention, protection, mitigation, preparedness, response, and recovery efforts of post incident consequences.

Senior College administrators and leadership shall oversee or coordinate the review and maintenance of this Annex.

OVERVIEW – Academic and Student Affairs

Our top priority is to provide a safe and healthy work environment for faculty, staff, and students. These guidelines are intended to inform our community of our actions as we begin, over the summer, the slow and deliberate process of returning to campus.

We are planning a gradual, phased return to on-campus work, informed by public health requirements and guidance. We are working closely with local and state authorities to ensure alignment with their requirements.

After the Colorado stay-at-home order is lifted, we will not immediately return to standard operations; rather, we will initially return to the conditions that were in place across campus when on-campus buildings were closed and employees who could work remotely were instructed to do so.

We intend to have as small a faculty and staff presence on campus as is feasible. During the summer, all academic and administrative departments will need to remain functional to support remote education. Student services including admissions and academic advising will be available to students.

As you know, this is a rapidly changing situation; the guidance provided here is based on current conditions. Our directives will likely change considerably during the coming months as we move into the Fall semester with the anticipated return of some students to campus as soon as possible—as we learn more about the virus and as we gain access in diagnostic testing. Guidance is evolving and we will provide frequent updates as the situation warrants.

Each of us has an important role to play in keeping the OJC community safe and healthy. Adherence to these guidelines is vitally important. Please check the College's COVID-19 Information website regularly for updates.

This Academic and Student Affairs Recovery Plan has taken student feedback from Spring 2020 into consideration. For the Summer and Fall semesters, we are planning for our CTE programs will be back on campus in a limited, in-person format, and our other departments are planning to increase their synchronous and asynchronous presence through WebEx and telepresence software.

A COVID-19 Student Survey was emailed to all students enrolled in the Spring of 2020 semester. The majority of respondents stated that OJC's response to COVID-19 has been adequate, and students shared that what they liked most about remote learning was the flexibility and pace, the ability to be home with family, more time to focus on other classes, less travel time and money spent on gas, and the assistance they received from instructors. Career and Technical Education (CTE) students also stated that it was difficult

to learn from home because they're in a hands-on program. Students also shared that they would have liked more Zoom or WebEx meetings with their classes and instructors. Students shared concerns about losing face-to-face contact with instructors, the lack of social interaction with peers, challenges with Wi-Fi and technology, and increased distractions at home because everyone was there.

We appreciate your understanding and cooperation as we begin the gradual transition back to campus. Thank you again for your unceasing dedication to Otero Junior College. Our continued best wishes to you and your loved ones during this unprecedented time.

Otero Junior College pandemic recovery plans abide by the standards set by the State of Colorado for educational institutions. The plan describes the protocols outlined by the CDC, World Health Organization (WHO), Colorado Department of Public Health and Environment (CDPHE), and Otero County Health Department.

OJC CAMPUS PROTOCOL

Access to Campus Facilities

Limiting the density of our on-campus population reduces the chances of incidental contact that spreads illness. To further reduce the chances of exposure, we are developing protocols to limit public access to campus buildings. We strongly encourage departments to continue to engage with visitors remotely whenever possible. The College will determine the best way to monitor access to buildings, considering the volume and frequency of occupants and hours of operation.

Academic Affairs:

1. Academic Affairs – Macdonald Hall entrance West doors.
2. Business Office – Macdonald Hall entrance West doors.
3. Welcome Center – Macdonald Hall Northeast doors.
4. Art and Humanities -- Humanities Center South doors.
5. Nursing and CNA Department – Wheeler Hall North doors.
6. Learning Commons Department – Learning Commons South doors.
7. Library Checkout Curbside - Patio near Learning Commons.
8. ADA office – Learning Commons South doors.
9. Law Enforcement Academy – McBride Hall West door.
10. Life Science Labs – Life Science Hall Southwest door.
11. Medical Laboratory Technician (MLT) – Life Science Hall Southwest door.
12. Welding – McDivitt Hall South doors.
13. Cosmetology – McDivitt Hall East doors.
14. AG and PLP – McDivitt Hall South doors.

Student Affairs:

1. TRiO Main Office – McBride Hall South door.
2. TRiO Student Lab – Learning Commons South doors.
3. Student Services – McBride Hall South door.
4. Student Athletes and Coaching Staff – McDivitt Gym Fitness Center East doors.

Staffing Options

Supervisors should continue to encourage their staff to work remotely if that has proven productive and effective. Flexible individual and team schedules, such as staggered work arrival and departure times, should be implemented as we return to campus.

Learning Spaces

OJC intends to meet COVID-19 mitigation requirements contained in CDPHE including the following:

1. Ensure **6-foot distance with a mask** and **12 feet without a mask** between all students, faculty, and staff wherever possible.
2. Limit, wherever possible, the sharing of equipment and other resources.
3. Ensure classes allow for appropriate physical distancing.
4. Restrict group gatherings outside of classes, social or otherwise, unless pre-approved.
5. Conduct increased cleaning of campus spaces in accordance with CDPHE guidance (Additional Guidance) in addition to EPA approved cleaners and contact time.
6. Ensure ventilation of classroom and office spaces meets OSHA guidance.
7. Post signage for staff and students on hygiene and safety measures.
8. Develop heightened procedures to maintain cleanliness of any on-campus housing and to stagger access to shared areas (consider leveraging existing RA programs).
9. Increase capacity of campus health facilities and personal protective equipment.
10. Develop protocols for how to treat symptomatic students including guidance on how to self-isolate and self-quarantine, whether to leave campus to return home, depending on travel requirements, etc.
11. Campus recreational services including gyms remain closed until directions from the State of Colorado, Otero Health Department or the OJC administration.
12. Ancillary student services including bookstores, other retail and food,

maintenance, etc. to follow relevant industry guidelines.

Physical Distancing and Cleaning Guidelines in Shared Spaces

Our campus will provide guidance to offices and departments regarding changes to workspaces and shared facilities to comply with physical distancing protocols. We will be identifying workspaces, interior building signage, and visual cues so that proper physical distancing can be observed. This will require a coordinated approach across the College and will involve adjustments in staffing offices and locations.

OJC intends to meet COVID-19 mitigation requirements contained in CDPHE including the following:

CDPHE Guidance

1. **Maintain 6-foot social distancing requirements with a mask or 12 feet distancing without a mask.**
2. Classrooms and equipment will undergo regular deep cleaning.
3. Classrooms will have signage on hygiene and safety measures.
4. Ensure ventilation of classroom and office spaces meets OSHA guidance.
5. Limit, wherever possible, the sharing of equipment and other resources.
6. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.
7. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces following best practices and most current guidance.
8. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
9. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#) or by going to the epa.gov website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
10. Additional information on cleaning and disinfection of community facilities such as schools can be found on CDC's website.

Conducting Meetings

As we resume our on-campus work, please continue to use remote-meeting technology tools whenever possible. If it is necessary to conduct a meeting in person, the number of attendees should be limited so that those present can sit a minimum of six feet apart with all participants wearing facial coverings. Others can join the meeting remotely, if necessary.

HEALTH SCREENING FOR SYMPTOMS

It's crucial that we work together to ensure each other's safety. Every day before coming to class, students must screen themselves for symptoms and check your temperature.

If you have any of the symptoms listed in the link below, do not report to class. Instead, contact your primary care provider, notify your instructor, and your instructor will contact the OJC Academic and Student Affairs COVID-19 Coordinator.

- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

The information in the following sections on COVID-19 symptoms, risks, and precautions is based upon guidance provided on the Centers for Disease Control & Prevention website. We recommend that you seek further guidance from the resources posted on the OJC COVID-19 Information website. Additionally, you should observe the specific safety measures developed by the OJC departments.

Facility Health Screening for Students

OJC will complete facility health screening to all students and visitors who need access to any of the OJC facilities. All Otero Junior College students will be required temperature and symptom checks and may be monitored throughout the day while on campus. Best practice is to implement a temperature check station at the entrance. However, OJC individual buildings on campus can implement these steps.

Source: <https://covid19.colorado.gov/symptom-screening>

Equipment

1. 4-6 infrared thermometers.
2. Alcohol swabs (to clean thermometer heads).
3. Bleach wipes (to clean thermometer bodies) and work surfaces.
4. Tyvek wristbands (multiple colors to have different color each day).
5. Hand sanitizer.
6. Disposable medical gloves.

7. CR 2032 batteries (several).
8. Computer with network and Health Screening form access.
9. Paper form - Health Screening form (as backup).
10. Room near the entrance with:
 - a. Adequate space to establish a line with people spaced 6-feet apart.
 - b. Two 5-6 foot tables for supplies and data entry.

Personnel

1. Line manager (Identified by building).
2. 1-2 temperature takers.
3. 1-2 people to enter data and apply wristbands.

Set-up

1. Set up equipment on the tables so that the temperature takers screen first. The data entry personnel will be at the opposite end of the tables. Clean all surfaces and equipment with bleach wipes or disinfectant wipes.

Line Management

1. Remind all people in line to stay 6 feet apart.

Temperature Screening

1. Temperature takers ensure that they put medical gloves on.
2. Using an infrared thermometer, take the person's temperature.
3. Ask the person to remember their temperature for the data entry person.
4. A fever is defined as a temperature of 100.4 or above. Ask people who have a fever to return home and notify their supervisor.
5. If no fever is present, have the person proceed to data entry.

Data Entry Screening

1. Data entry personnel will use the Health Screening Form to capture information electronically. If the computer is not accessible, use the manual paper form and complete data entry at a later time. Utilize Appendix A at the end of this document for the paper form of documentation.
2. Enter name, record temperature, and ask about symptoms.
3. If the person answers yes to any of the following, ask the person to return home and notify their supervisor.

- a. Cough
 - b. Shortness of breath or difficulty breathing
 - c. Chills
 - d. Fever – 100.4 or higher
 - e. Headache
 - f. Congestion/Runny Nose
 - g. Nausea and/or Vomiting
 - h. Diarrhea
 - i. Muscle aches
 - j. Sore throat
 - k. New loss of taste or smell
4. Complete data entry.
 5. Place the “color of the day” wristband on person’s wrist, and allow the person to proceed.

Important:

1. Clean thermometers after each use.
2. Maintain a clean workspace.
3. Clean and disinfect all surface areas at the end of the day.
4. Clean your hands frequently.

STUDENTS AND VISITORS REQUIREMENTS

OJC intends to meet COVID-19 mitigation requirements contained in CDPHE including the following:

1. Implement symptom-monitoring protocols with health screening stations.
2. Implement protocols for symptomatic students, faculty or staff.
3. Require use of face coverings whenever possible; extended separation to 12 feet or more does not require a face covering.
4. Require frequent handwashing upon arrival, departure and throughout the day,

and have hand sanitizer available in public areas.

5. Limit class sizes to no more than 25 individuals inclusive of students and instructor(s) at any given time.
6. Restrict group gatherings outside of classes, social or otherwise, unless pre-approved.

Limiting the Spread of Germs

Help our community stay safe and decrease the spread of COVID-19. Make these behaviors part of your routine:

1. Stay home if you are sick or experiencing any COVID-19 symptoms.
2. Wear a cloth face covering in shared spaces at all times while on campus with the exception of those with medical conditions that prevent them from wearing one, children under two (2), and those who are unable to remove one without assistance.
3. Keep six (6) feet away from others when you must go into a shared space (physical distancing).
4. Wash hands frequently, or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
5. Avoid touching your eyes, nose, and mouth.
6. Clean and disinfect frequently touched objects and surfaces including your keyboard, phone, and other items.
7. Cover your coughs and sneezes with a tissue or your inner elbow.
8. Throw out used tissues immediately and wash your hands.

Proper Hand Washing:

Wash your hands with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom.

Use an alcohol-based hand sanitizer with greater than 60% ethanol, or 70% isopropanol, or when soap and water are not available.

Use of Personal Protective Gear

Face Coverings

As we return to on-campus work, all Academic and Student Affairs staff will be

required to wear facial coverings, depending on the type of work they perform. The College will provide masks in specified settings, when required by health and safety officials or regulatory agencies. When you are sitting in your office or an enclosed private workspace alone, you do not need to wear a face covering. If you are more than 12 feet away from students from other employees you are not required to wear one either. Avoid touching your eyes, nose, or mouth when removing your face covering, and wash your hands immediately before and after removal. Some programs will require N95 masks, they will need to be fit tested if they are using this type of mask.

How to Wear a Cloth Face Covering

Cloth face coverings should meet the following criteria:

1. Fit snugly but comfortably against the sides of the face and cover the nose, mouth, and chin.
2. Fasten securely with ties or ear loops.
3. Include multiple layers of fabric.
4. Allow for breathing without restriction.
5. Be able to be laundered without damage or change to shape.

Gloves and Goggles

Most individuals will not need to wear gloves in the course of their everyday duties. They do not replace the need to wash your hands often and avoid touching your face. If you are required to wear protective goggles in the workplace, your supervisor will notify you and your department and will provide you with this equipment. Gloves and other protection may be necessary for healthcare workers and other individuals working in high-risk situations.

Disinfecting Your Learning Area Workspace

Our Facilities team works hard to routinely clean and disinfect all OJC campus in accordance with CDC guidelines. However, we all need to do our part and wipe down personal work surfaces and commonly touched areas to stop the spread and protect ourselves and others.

Regular cleaning with disinfectant decreases the amount of the virus that causes COVID-19 on surfaces and objects, which reduces the risk of exposure. You are encouraged to wipe down your workspace at the start and end of every work shift. Frequent cleaning of surfaces and objects touched by multiple people (e.g., tables, doorknobs, light switches, countertops, handles, touch screens, printer/copiers, and coffee makers) is important. Risk of virus exposure occurs outside of the workspace as well. When at home or away from campus, we encourage you to continue practices such as thorough cleaning, hand washing, and physical

distancing that will limit the chance of exposure.

OVERVIEW – Administrative Services

BUSINESS OFFICE

The Otero Junior College Business Office staff is made up of a Vice President, Controller, and two full-time staff members plus a work-study or two depending on student qualifications and current needs. The Human Resources staff consisting of a Director and one staff member plus a work-study student depending on current needs occupy the same area as the Business Office on the second floor of Macdonald Hall. The Otero Junior College Child Development Services Division has a business staff that works exclusively for this department and is supervised by CDS management staff at the South Site in conjunction with the Otero Junior College Vice President of Administrative Services and Controller.

The Business Office staff is based in Macdonald Hall. This location consists of separate offices for three staff members as well as a large room that is occupied by a Business Office Staff member and the Human Resources staff member. The Human Resources Director is located across the hall from the Business Office area in a separate office. Access to the Business Office is restricted to Business Office and Human Resources Staff, janitorial services, and certain management staff of the College. Please see the separate Recovery Plan for Human Resources.

The Business Office has technology that allows staff members to remotely access substantially all information necessary to effectively and efficiently perform all aspects of business office functions. The majority of questions, problems, clarifications, etc. can be solved/corrected by Business Office staff without any face to face contact. Communication via e-mail, texting, telephone, Jabber, WebEx, Zoom, etc. will allow Business Office staff to get the vast majority of questions answered or provide sufficient information to resolve issues and allow accurate and timely completion of all work. Most all work can be accomplished in office or remotely from home or other locations via an adequate internet connection. There are very few occasions where Business Office staff need to be in close proximity requiring face to face meetings. In these instances, Business Office staff will be required to wear masks and maintain social distancing policies so as to eliminate all close contact as long as COVID-19 remains an adverse condition in the College's three County service area. OJC Staff being assisted by the Business Office will also be required to wear masks and practice the same social distancing policies. If the College staff that are requesting assistance from Business Office personnel refuse to wear masks and adhere to social distancing guidelines, service by Business Office personnel will be refused.

On occasion, Business Office Staff will be asked to assist students and Campus visitors with various issues and, if so, these same guidelines will apply in these instances.

NO MASK, NO DISTANCE, NO BUSINESS ASSISTANCE.

COMPUTER CENTER

The Otero Junior College Computer Center staff is made up of a Director and two full-time staff members plus a work-study or two depending on student qualifications and current needs. In addition, Computer Center staff work with the Otero Junior College Webmaster, however, this staff person is under the supervision of the Enrollment Management Department in Macdonald Hall. The Otero Junior College Child Development Services Division has a computer technician that works almost exclusively for this department and is supervised by CDS management staff at the South Site in conjunction with the Otero Junior College Computer Center Director.

The Computer Center staff is based in McBride Hall. This location consists of separate offices for the three staff members as well as various rooms that house the College servers and other technology equipment and systems. Access to the Computer Center is restricted to Computer Center Staff, janitorial services, and certain management staff of the College.

The Computer Center has technology that allows staff members to remotely access staff computers to assist with issues that arise. The Computer Center Staff can actually take control of a staff computer and make adjustments without ever leaving the Computer Center. The majority of user questions, problems, installations, etc. can be solved/corrected by Computer Center staff without any face to face contact. Communication via e-mail, texting, Spice-Works, telephone, Jabber, WebEx, Zoom, etc. will allow Computer Center staff to get the vast majority of questions answered or provide sufficient information to resolve issues and allow accurate and timely completion of all work. There are occasions where Computer Center staff need to be in close proximity with other staff such as instructional new product seminars. In these instances, Computer Center staff will be required to wear masks and maintain social distancing policies so as to eliminate all close contact as long as COVID-19 remains an adverse condition in the College's three County service area. Staff being assisted by the Computer Center will also be required to wear masks and practice the same social distancing policies. College staff requesting assistance from the Computer Center that refuse to wear masks and adhere to social distancing guidelines will be refused service by Computer Center personnel.

On occasion, Computer Center Staff will be asked to assist students and Campus visitors with computer issues and, if so, these same guidelines will apply in these instances.

NO MASK, NO DISTANCE, NO COMPUTER ASSISTANCE.

PHYSICAL PLANT

The Otero Junior College Physical Plant Staff is made up of a Director, Office Manager and crews consisting of Custodial, Grounds, Trades and Security plus several work-study students depending on student qualifications and current needs. The Otero Junior College Child Development Services Division has a separate physical plant staff that works almost exclusively for this department and is supervised by CDS management staff at the South Site in conjunction with the Otero Junior College Vice President of Administrative Services.

The Physical Plant Staff is based in a separate facility on Campus that includes office areas, supplies warehouse, equipment repair bays and a carpentry shop. Each of the four general areas recovery operation plan will be addressed separately and integrated to formulate an overall Physical Plant recovery operation plan.

CUSTODIAL

The Custodial Division has cleaning and disinfecting responsibilities throughout the Otero Junior College Campus. This cleaning process involves all Campus facilities including but not limited to classrooms, offices, laboratories, meeting rooms, gymnasium, student center, fitness center, theatre, and residence halls. The Custodial Staff is often involved in face to face communication with staff and students to resolve daily concerns regarding sanitation, relocation of equipment/furniture, supply needs, as well as meeting/classroom set-ups. Communication via e-mail, texting, Spice-Works, telephone, and radios allow Custodial staff to get the vast majority of requests addressed and provide sufficient information to resolve issues and allow accurate and timely completion of all work with minimal face to face meetings. The preference is to minimize face to face encounters however, there are occasions where Custodial Staff need to be in close proximity with other staff and students such as during class change movement around Campus. In these instances, Custodial staff will be required to wear masks, sanitary gloves, and maintain social distancing policies so as to mitigate effects from close contact as long as COVID-19 remains an adverse condition in the College's three County service area. Staff and students being assisted or in close proximity to Custodial Staff will also be required to wear masks and practice the same social distancing policies. College staff and students that do not wear masks and adhere to social distancing guidelines during communication with Custodial Staff will be refused assistance until adequate personal protective equipment is in use. Due to the Custodial Staff's likely close contact with students, the Staff will be subject to body temperature screening at the beginning and end of each employee's shift. On occasion, Custodial Staff will be asked to

assist students and Campus visitors with various issues and, if so, these same guidelines will apply in these instances.

NO MASK, NO DISTANCE, NO CUSTODIAL ASSISTANCE.

GROUNDS

The Grounds Staff primarily perform their required job assignments outdoors on the Campus grounds. Mowing, weeding, fertilizing, irrigation, planting, snow removal, and general grounds maintenance can effectively be accomplished and meet the social distancing requirements. Masks will be necessary if grounds work is conducted in areas where students and/or College staff are present. The alternative would be to discontinue the current task and return at a later time to complete when there are no other people in the area. Masks can impede vision that may create an unforeseen negative event during machinery or equipment operation such as mowing and weed-eater operation. Ceasing these types of operations and returning later to finish is the prudent choice. Grounds personnel will be required to utilize personal protective equipment including, but not limited to, masks, face shields, sanitary or protective gloves, and practice social distancing unless the work area has no human presence and the nature of the work does not require some sort of protective equipment/clothing. For example, chemical and fertilizer application may require specialized protective equipment.

TRADES

Trades Staff include physical plant mechanical repair/maintenance including electrical, heating, ventilation conditioning, and plumbing. The majority of the required tasks can be completed at times when there are no other people in the area. Some instances such as restroom or laboratory facilities with plumbing issues will require Trades Staff to utilize personal protective equipment including masks, and social distancing by asking students and staff to vacate the premises until repairs are complete. Adequate signage and direction are necessary to direct people away from the area when repair to often occupied areas have immediate repair needs.

SECURITY

Security personnel associate with College Staff and Students on a daily basis and are therefore required to wear masks, sanitary gloves, and practice social distancing while patrolling the Campus facilities. Security staff are continually checking doors and open/close hardware as part of their normal duties that involves coming into contact with people who have entered and left facilities every day. Personal protective equipment is necessary as well as personal hygiene such as hand washing in order to deter the spread of the Coronavirus. Due to the Security Staff's close contact with students and College Staff, they will be subject to body temperature screening at the beginning and end of each employee's shift.

HUMAN RESOURCES

Plans will include:

- Using the direction provided by CDHE
- Follow local and state guidelines in decision making
- Employee willingness to volunteer to be the first to return and prioritize those with the greatest ability/desire to return while paying attention to individual risk factors. No more than 30% of workforce at a time, staggering begin dates until more are allowed to return and/or a full return to campus.
- Allow those who can work effectively from home to be the last to return or delay return.
- Process for screening of temperature, symptoms, etc.
- When returning, reduce face-to-face interactions when possible
- Symptom screening, masks and social distancing
- Limit events and gatherings
- Meetings still held by Zoom even when in the same buildings/areas
- All faculty, students and staff participate in COVID training
- Cleaning supplies available to use between customers/visitors to clean individual workspace
- Person responsible for responding to COVID concerns. Make this contact available and accessible.
- Designated areas in each building to access face coverings.
- Remove extra furniture in offices so ensure physical distancing
- Plexiglass barriers for receptions/customer service areas
- Post occupancy in rooms
- Communication should be frequent, on-going and include all



TM/SM

HEALTH DEPARTMENT

Serving Crowley & Otero Counties

Executive Director
Richard Ritter

Program Directors
Aaron Olivieri, Training
Susan Workman, Nursing
Jo Jancar, WIC
John Miller, Business
Dr. Janell Maier, Epidemiology
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Thursday, July 09, 2020

Dr. Timothy Alvarez, President
Otero Junior College
1802 Colorado Ave
La Junta, CO 81050

Dear Dr. Alvarez:

It was a pleasure digitally meeting with you and members of your staff today regarding Otero Junior College's (OJC) Academic and Student Affairs Pandemic Recovery Protocol (Plan). I was very impressed with OJC's commitment to COVID-19 suppression, as is clearly evidenced by your comprehensive and thoughtful Plan.

Prior to our digital meeting today, my staff and I reviewed OJC's Plan. Based upon this review, and the review today and accompanying recommendations given to OJC staff, we find no inconsistencies with OJC's Plan and current Colorado Public Health Orders (PHO).

Please be aware that, based upon COVID-19 activity, PHOs can and do change, and these necessary PHO changes may render components of your current plan invalid. As we discussed, please stay well-informed of the most current PHOs and guidelines from your respective professional associations.

Thank you for your obvious, sincere interest in keeping your students, staff, faculty, and community healthy during these unprecedented, difficult times.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Richard Ritter, Executive Director
Otero County Health Department