

# Chabot College

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:



**Medical Screening.** Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications. Avoid congregating or loitering in common areas. Utilize outdoor areas when feasible.



**Personal Hygiene.** Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times when moving through the building or using common areas.



**Environmental Cleaning.** High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



**Additional Practices.** Coordinate with representatives from the specific areas/operations you are visiting in the building regarding additional COVID-19 safe practices that may apply.

**Note:** These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



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All Chabot-Las Positas employees must follow the "General Practices for All Employees" COVID-19 safety guidance and all visitors/students must follow the "General Practices for All Visitors" COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



### MEDICAL SCREENING

1. As indicated in the general COVID-19 Safety Practices Guidance for Employees and Visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.
2. All persons present at the facility, including both staff and students, will be monitored throughout the day for any signs of possible illness. Any person who begins exhibiting symptoms will trigger implementation of the case response protocol. If a student exhibits symptoms, they will be isolated from other students and staff and will be required to leave the site.



### PHYSICAL DISTANCING

1. *Maintain Physical Distance.* Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better. Computer workstations should be maintained 6 feet apart or separated by physical barriers such as Plexiglass.
2. *Reduced Physical Interaction.* Follow guidance from your supervisor or site contact about working from home, staggering work schedules and break times, conducting business online, and other measures aimed at reducing the need for physical interaction.
3. *Groupings (Cohorting).* Keep student and staff groupings as static as possible. Limit mixing between groups.
4. *Activities.* Plan activities focusing on individual study or small groups that allow for physical distancing. Prioritize outdoor activities as much as possible. Activities that involve loud talking or heavy exertion should be curtailed or incorporate greater physical distancing due to greater risk of expelled respiratory droplets.
5. *Classroom Layout.* Be aware of and support changes in the classroom layout that support physical distancing (e.g., do not use seats/desks marked as out of use, do not rearrange configurations changed for distancing, follow traffic flow guidance). Keep seating/desks at least 6 feet apart. Ensure seating/desks face in the same direction (rather than facing each other), or have barriers in between if facing each other.
6. *Maximum Occupancies.* The following classroom occupancy limits have been determined to help promote proper physical distancing (includes 1 instructor):
  - a. Room 1402= 17 people maximum
  - b. Room 1406= 9 people maximum
  - c. Room 1414= 13 people maximum
  - d. Room 1418= 12 people maximum
  - e. Room 1602 = 16 people maximum
  - f. Room 1613 = 15 people maximum
  - g. Room 1616= 11 people maximum

- h. Room 1617= 24 people maximum
  - i. Room 1635= 9 people maximum
  - j. Room 1801= 13 people maximum
  - k. Room 1804= 15 people maximum
  - l. Room 1806= 13 people maximum
  - m. Room 2202= 10 people maximum
  - n. Room 2208= 2 people maximum
  - o. Room 2920= 21 people maximum
  - p. Room 3102= 14 people maximum
  - q. Room 3113= 17 people maximum
  - r. Room 3116= 12 people maximum
  - s. Room 3403= 7 people maximum
  - t. Room 3407= 12 people maximum
  - u. Room 3520= 3 people maximum
  - v. Room 3521= 12 people maximum
7. *Seating Assignments.* Have assigned seating for students when possible. This helps to support consistent physical distancing habits and minimizes the diversity of potential exposures.
  8. *Instructor Area.* Conduct instruction from the areas designated for the instructor whenever possible in order to help maximize the distance between the instructor and students.
  9. *Implementation of Safe Practices.* Staff are responsible for reinforcing safe practices in the classroom. Teach students the safe practices and enforce their implementation.



## PERSONAL HYGIENE

1. *Hand Hygiene.* Reinforce handwashing with soap and water for at least 20 seconds among students and staff. At a minimum, handwashing should occur before and after touching shared surfaces and after coughing/sneezing. Stagger handwashing to prevent congregating at sinks. When handwashing is not feasible, use provided hand sanitizer, which should be rubbed into hands until completely dry.
2. *Sneezing & Coughing.* Reinforce covering coughs and sneezes with a tissue or the inside of their elbow.
3. *Avoid Touching Face.* Reinforce not touching the face (eyes, nose, and mouth) with unwashed hands.
4. *Personal Belongings/Clothing.* Keep each student's belongings separated from others' and in individually labeled containers, shelves, or areas. Non-essential personal items should be kept at home.
5. *Shared Materials.* Avoid sharing materials when possible. Ensure adequate supplies to minimize sharing of high touch materials (e.g., art supplies, books, equipment etc.). Assign supplies and equipment to a single student or limit use to one group of students at a time and clean/disinfect between uses. Discourage sharing of items that are difficult to clean (e.g. porous items) or eliminate their use altogether.
6. *Supplies.* Maintain adequate supplies to support healthy hygiene behaviors, including soap, approved hand sanitizer for classrooms, paper towels, tissues, and no-touch trash cans.



## PROTECTIVE EQUIPMENT

1. *Masks.* As indicated in the general COVID-19 safety practices guidance for employees and visitors (including students), surgical, paper or cloth masks (a.k.a., face coverings) must be worn at all times unless both: a) you are alone in a substantially enclosed personal workspace (office, cubicle), room, or isolated area, and b) no other persons are anticipated to come within six (6) feet. Instructional staff may wear a face shield in lieu of a mask in limited situations when necessary for instruction, provided the instruction can be performed from a distance of at least six feet. Likewise, properly fitted and assigned respirators (e.g., N95) may also be used in lieu of face coverings, provided exhalation valves are covered with cloth. Face coverings are not to be worn by those who have trouble breathing or are unable to remove the covering without assistance. Additional precautions should be implemented in such situations as determined on a case by case basis.
2. *Face Shields.* Teachers may use face shields when use of a mask substantially inhibits instruction. Face shields must be cleaned/disinfected between users and at the end of a work shift. Students that are not able to maintain social distancing during certain tasks may wear a face shield in addition to face masks.
3. *Gloves.* Employees may wear disposable rubber gloves while using disinfectants or while handling high touch objects. Put the gloves on prior to beginning work and remove them (using proper hygienic technique) when done and before taking breaks or performing any other tasks. Wash hands immediately after removing gloves.
4. *Protective Clothing.* When close contact with students is required, staff can protect themselves by wearing an extra outer layer of clothing that can be easily removed and laundered if it becomes soiled.



## ENVIRONMENTAL CLEANING

1. *General Surfaces.* Frequently touched surfaces in the classroom are cleaned as specified in the cleaning/disinfection log form and in accordance with the "General Practices for All Employees" COVID-19 safety guidance. This includes desks, chairs, blackboards, doorknobs, light switches, telephones, keyboards, staplers, supply cubbies, and storage furniture. Coordinate with your supervisor or site contact about your specific responsibilities in supporting the cleaning plan.
2. *Outside Items.* Individuals bringing packages, mail, or other items into the area should either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.
3. *Cleaning/Disinfection Supplies.* Approved cleaning/disinfection products and materials will be provided. Per the "General Practices for All Employees" COVID-19 safety guidance, disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. *Visitors/Vendors.* When hosting a visitor/vendor in the classroom, confirm with them that they are free of COVID-19 symptoms, positive tests, or known exposures. Ensure they are familiar with the general guidance for visitors document, as well as additional classroom-specific practices. For vendors, find out if their work will require any additional safety practices people in the area will need to follow, and communicate to others as appropriate. Meet visitors at the door and ensure they wash/sanitize their hands and are wearing a face covering.

2. *Ventilation.* As often as feasible within the limitations of weather and instructional needs, teachers should open windows and doors to increase ventilation in the classroom.
3. *Personal fans.* Store all personal fans as they can contribute to the spread of respiratory droplets.
4. *Postings.* Ensure postings are present wherever students are expected to clean and disinfect equipment and at handwashing sinks.



The following general safe work practices should be followed during athletic activities by all Chabot Las Positas Community College District (CLPCCD) faculty, staff and students. This document should be used in conjunction with the Chabot Las Positas Community College District COVID-19 Safety Plan document, the California Community College Athletic Association (CCCCAA) "CCCCAA Resocialization Back to Sport Guidelines Best Practices" document, CDPH/CalOSHA "COVID-19 Industry Guidance: Institutions of Higher Education" and Alameda County Public Health Department requirements.

All faculty, staff and students should be familiar with these practices within their areas and should inquire regarding additional practices when visiting other areas. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925) 485-5277.

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.

## I. Physical Distancing

- *Occupancy.* Reduce the number of staff and athletes allowed to return to campus. Limit occupancy in indoor workout areas to 10% (or as dictated by county public health department regulations). Equipment that will not be used due to room size should be removed or marked appropriately to deter use.
- *Outdoor spaces.* When possible, use outdoor spaces for practice and workout activities. Disinfect outdoor equipment regularly and before being used by a different group of athletes.
- *Staggered times.* Staggering of shifts/breaks/classes/workouts/practices: Staggering of shift start times, breaks/lunches, practices, classes and workout times will be implemented to reduce the number of employees and athletes unnecessarily congregating in areas. Consider the use of an online scheduling program to ensure the number of individuals in a given location meet physical distancing requirements.
- *Physical Barriers.* Installation of physical barriers (e.g., plexiglass) should be affixed to workout stations and work areas where physical distancing cannot be maintained.
- *Staff & Team Meetings.* Meetings will be held in small groups (<10) to allow for physical distancing (>6ft.). Meetings must be held in a location that will allow for this to occur (i.e., outdoors). Virtual meetings are required whenever possible and feasible.
- *Lunch/Breaks.* Staff and athletes will maintain social distancing during all lunch and break times. No congregation of individuals in common areas will be allowed.
- *Practicing/Conditioning.* Team practicing, and conditioning should be limited based on the size of the space in which work is being performed (includes staff & athletes). During activities, physical distancing must be maintained. Signage should be erected to provide the allotted number of individuals allowed in a space.
- *Traffic Flow.* Follow all direction flow placards and markers to enter and exit spaces to decrease possible physical distancing violations.
- *Time Duration on Campus.* Encourage athletes to leave the campus once practices, meetings, etc. are finished. No loitering allowed.
- *Locker rooms/Showers.* Locker rooms and showers will remain closed until further notice.

## II. Personal Hygiene

- Faculty, staff and athletes should clean their hands often and avoid touching their eyes, nose, and mouth with unwashed hands. Wash hands with soap and water for at least 20 seconds. Dry hands

with a disposable towel. If soap and water are not readily available, use a hand sanitizer with at least 60% alcohol and does not contain methanol. Cover all surfaces of your hands and rub them together until they feel dry. CDC guidance on hand washing is located at:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>.

- Ensure handwashing and/or sanitation stations are set in areas readily available for staff and athletes.
- Only necessary personal items (e.g., cellphones, wallets, water bottles) should be brought to campus as deemed necessary
- Staff and athletes should cover their mouth and nose when coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands. If no tissue is available, then cough and sneeze into the elbow. Be aware of COVID-19 symptoms and act appropriately (see Medical Screening section below).
- Handwashing prior to and after use of restrooms should be enforced for faculty, staff, athletes, visitors, and vendors. If bathrooms or handwashing stations are not available, follow the hand hygiene guidance for use of hand sanitizer. Conduct daily cleaning/disinfection of frequently touched surfaces (handles, dispensers, etc.) at portable restrooms and portable handwashing stations if present.
- *Water Stations.* The use of refillable water stations and/or water coolers will not be allowed until further notice.

### III. Protective Equipment

- Face coverings such as surgical, paper or cloth masks must be worn at all times by both staff and athletes if feasible, unless both of the following conditions are met: 1) you are present in the outdoor environment; and 2) no other persons are present or anticipated to be present within six feet. CDC guidance on selection, use and care of such masks is located at:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
- Health care professionals may consider wearing gloves, face shields (in addition to face masks) and/or N95 respirators while treating student athletes. Any staff voluntarily using an N95 respirator, or is assigned a respirator for use, must have received approval to do so in accordance with the respiratory protection program.
- Assignment of any other protective equipment (e.g., gloves, face shields, respirators) must be coordinated with your supervisor and used in accordance with work area/operation specific safety practices. Staff who handle commonly touched items may wear disposable gloves to supplement frequent hand hygiene. In addition, disposable gloves may be worn during any food preparation, handling of trash and use of disinfectant products.

### IV. Environmental Cleaning

- Supervisors should delegate cleaning assignments and responsibilities to staff.
- Frequently touched surfaces (i.e., those touched multiple times or by multiple people) should be cleaned/disinfected regularly. Examples include tables, chairs, handles, desks, phones, keyboards, faucets, and sinks. Staff should be encouraged to clean/disinfect any personal items prior to arriving and departing each day. Clean/disinfect outdoor equipment before and after use of different groups.

*Addendum I: Athletics Safety Plan (10/13/2020)*

- For frequently touched surfaces, cleaning/disinfection should be performed multiple times a day. Daily cleaning/disinfection should be viewed as a minimum. If equipment is shared between groups, it should be cleaned/disinfected before being used by a different group.
- Sanitation stations shall be installed at each workout station to facilitate disinfection of the equipment and surfaces, as well as hands prior to and after the use of the equipment.
- Environmental cleaning involves first cleaning a surface to remove dirt and debris, and then using an approved disinfectant to inactivate the virus. Disinfectants must be used per the product label, which typically includes a minimum contact time (up to 10 minutes) to ensure proper disinfection and precautions for using the product safely. Use appropriate PPE as required by the product label.

A list of EPA-approved disinfectants effective against SARS-CoV-2 can be found at:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

Additional guidance on cleaning/disinfection from the CDC can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>.

## **V. Medical Screening**

- *Daily Temperature Checks and Health Screening.* Temperature checks and a health questionnaire will be conducted prior to entering the facility for faculty, staff and athletes. The health questionnaire should include asking about a cough, fever, or trouble breathing in the last 24 hours. Physical distance should be maintained while conducting the health screening with optional barriers and additional PPE including face shields and disposable gowns.
- *Symptoms.* Faculty, staff and athletes must notify the **designated COVID-19 Safety Coordinator** and stay home if they experience symptoms of COVID-19. Symptoms include, but are not limited to, cough, fever, chills, muscle pain, shortness of breath, difficulty breathing, sore throat, and new loss of taste or smell.

CDC guidance on symptoms and “Self-Check Tool” is located at:

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

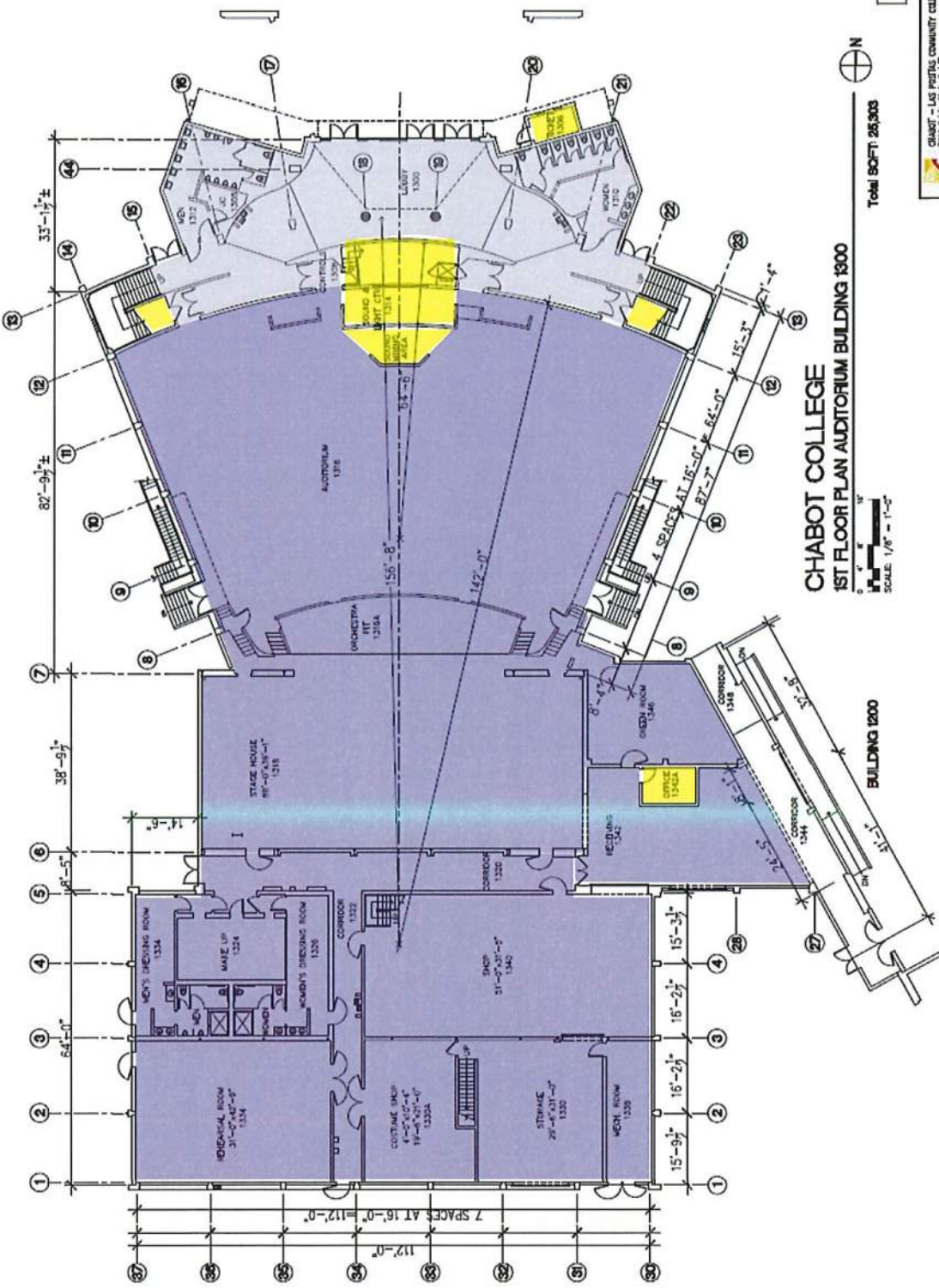
- *Exposure.* Faculty, staff and athletes must notify the **designated COVID-19 Safety Coordinator** and stay home if they have been in close contact or otherwise exposed to a known or suspected case of COVID-19. Refer to the Incident Response section of the *Chabot Las Positas COVID-19 Safety Program* for additional guidance.
- *At Risk Persons.* If a faculty, staff member or athlete is at higher risk of serious complications from COVID-19 or cohabitating in a household with an at-risk person, they should inform the **designated COVID-19 Safety Coordinator**. At risk people include older adults and people of any age who have serious underlying medical conditions. More information is available at:  
<https://www.cdc.gov/media/releases/2020/p0625-update-expands-covid-19.html>
- *At Risk Households.* Households in which one or more member is employed as a first-responder or front-line worker in a health care setting may present a higher risk for exposure to and transmission of the SARS-CoV-2 virus. Staff should consider additional medical screening to identify these individuals.
- *Periodic Testing.* Periodic testing of faculty, staff and athletes may be conducted, dependent on the level of COVID-19 spread in the community and the availability of testing and analysis. An example testing schedule is provided below, based on current guidance from the NCAA.



- Before the beginning of the Preseason, regular periodic COVID-19 testing of athletes and staff should be conducted if face coverings and physical distancing measures cannot be maintained. Consider testing at least 25% of the team and staff population every week.
- During Preseason, all athletes and faculty/staff in close contact with athletes should be tested on a weekly basis.
- During the Regular-Season and Postseason, all athletes and faculty/staff in close contact with athletes should be tested every 3 days (nonconsecutive). The first round of testing should begin one week before the first competition.

## VI. Additional Practices

- o *Case Incident Response.* If a known or suspected case of COVID-19 is found to have been present in the facility, or exposed to faculty, staff or athletes, notify the **designated COVID-19 Safety Coordinator** immediately. A case incident response assessment will be performed to evaluate who was potentially exposed and what surfaces were potentially contaminated. Notification to affected parties will be provided as appropriate and a cleaning/disinfection plan will be implemented.
- o *Ventilation.* To the extent feasible, effort should be made to increase outdoor air ventilation and filtration of air within indoor spaces. This may be achieved by modifying the HVAC system, opening doors/windows, using portable HEPA filter equipped air cleaners and/or using fans to exhaust air from the space. Appropriate approaches will be dependent on the nature of the building and outdoor air quality considerations. Ventilation systems should be run 24 hours a day, 7 days a week, if possible, but not less than 2 hours before and after occupancy of the space.
- o *Restrooms.* Turn on exhaust fans in restrooms (if present) upon entering and allow them to run continuously, if possible. If feasible, restrict or replace hand air dryers with disposable paper towel dispensers.
- o *Travel.* These safe work practices, including face coverings, physical distancing, and hand hygiene, should be followed when traveling related to athletic activities. Overnight stays should be avoided if possible.
- o *Electronic Whistles.* Staff should consider the use of using electronic whistles to prevent expelling respiratory droplets into the air.
- o *Outside Activities.* Staff and athletes are encouraged to apply COVID-19 precautions similar to these safe work practices to their personal activities. Such diligence in and out of athletic activities will serve to protect families and communities during this pandemic.



19

**CHABOT COLLEGE**  
**1ST FLOOR PLAN AUDITORIUM BUILDING 1300**

Total BOFT: 26,303

SCALE: 1/8" = 1'-0"

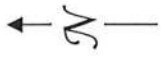
**LEGEND**

- Green = staff personal spaces
- Yellow = staff common areas
- Orange = staff specialized areas
- Light Purple = common areas
- Dark Purple = public specialized areas

**Safe Work Practice Zones**

Chabot College – Building 1300  
 25555 Hesperian Blvd. Hayward, CA  
 FACS #PJ48098  
 September 16, 2020





22

CHABOT COLLEGE  
 FLOOR PLAN TECH/ ENGINEERING BUILDING 1400  
 Total SQFT 24,081  
 SCALE 1/8" = 1'-0"  
 DATE 10/17/2019  
 DRAWN BY J. PETERSON  
 CHECKED BY J. PETERSON  
 PROJECT NO. 1400-01

**LEGEND**

- Green = staff personal spaces
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- Light Purple = common areas
- Dark Purple = public specialized areas

**Safe Work Practice Zones**

Chabot College – Building 1400  
 25555 Hesperian Blvd., Hayward, CA  
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 September 16, 2020





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### MEDICAL SCREENING

1. As indicated in the general COVID-19 Safety Practices Guidance for Employees and Visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.
2. Any person who begins exhibiting symptoms during the day will trigger implementation of the case response protocol. If a student exhibits symptoms, they will be isolated from other students and staff and will be required to leave the site. The Safety Coordinator will then be informed for further assessment and follow-up as appropriate.



### PHYSICAL DISTANCING

1. *Maintain Physical Distance.* When feasible, maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better.
2. *Reduced Physical Interaction.* Follow guidance from your supervisor or site contact about working from home, staggering work schedules and break times, conducting business online, and other measures aimed at reducing the need for physical interaction.
3. *Work Area Layout.* Be aware of and support changes in the work area layout that support physical distancing (e.g., do not use seats/desks marked as out of use, do not rearrange configurations changed for distancing, follow traffic flow guidance). Inform your supervisor or site contact immediately if any workstations are not configured to support 6 feet of distancing when in use.
4. *Instructor Area.* Conduct instruction from the areas designated for the instructor whenever possible in order to help maximize the distance between the instructor and students.
5. *Implementation of Safe Practices.* Staff are responsible for reinforcing safe practices in the classroom. Teach students the safe practices and enforce their implementation.



### PERSONAL HYGIENE

1. *Hand Hygiene.* Reinforce handwashing with soap and water for at least 20 seconds among students and staff. At a minimum, handwashing should occur before and after touching shared surfaces and after coughing/sneezing. Stagger handwashing to prevent congregating at sinks. When handwashing is not feasible, use provided hand sanitizer, which should be rubbed into hands until completely dry.
2. *Sneezing & Coughing.* Reinforce covering coughs and sneezes with a tissue or the inside of their elbow.

3. *Avoid Touching Face.* Reinforce not touching the face (eyes, nose, and mouth) with unwashed hands.
4. *Personal Belongings/Clothing.* Keep each student's belongings separated from others' and in individually labeled containers, shelves, or areas. Non-essential personal items should be kept at home.
5. *Shared Materials.* Avoid sharing materials when possible. Ensure adequate supplies to minimize sharing of high touch materials (e.g., tools, equipment etc.). Assign supplies and equipment to a single student or limit use to one group of students at a time and clean/disinfect between uses. Discourage sharing of items that are difficult to clean (e.g. porous items) or eliminate their use altogether.
6. *Supplies.* Maintain adequate supplies to support healthy hygiene behaviors, including soap, approved hand sanitizer for classrooms, paper towels, tissues, and no-touch trash cans.



## PROTECTIVE EQUIPMENT

1. *Masks.* As indicated in the general COVID-19 safety practices guidance for employees and visitors (including students), surgical, paper or cloth masks (a.k.a., face coverings) must be worn at all times unless both: a) you are alone in a substantially enclosed personal workspace (office, cubicle), room, or isolated area, and b) no other persons are anticipated to come within six (6) feet. Instructional staff may wear a face shield in lieu of a mask in limited situations when necessary for instruction, provided the instruction can be performed from a distance of at least six feet. Likewise, properly fitted and assigned respirators (e.g., N95) may also be used in lieu of face coverings, provided exhalation valves are covered with cloth. Face coverings are not to be worn by those who have trouble breathing or are unable to remove the covering without assistance. Additional precautions should be implemented in such situations as determined on a case by case basis.
2. *Gloves.* Employees and students who handle commonly touched items may wear disposable gloves to supplement frequent hand hygiene. In addition, disposable gloves may be worn during use of disinfectant products. Conduct hand hygiene after removing gloves.
3. *Face Shields.* Face shields should be worn in addition to face masks/covering when students are working within six feet of each other.



## ENVIRONMENTAL CLEANING

1. *General Surfaces.* Frequently touched surfaces in the common/shared areas are cleaned as specified on the Cleaning/Disinfection Log Form and in accordance with general COVID-19 safety practices guidance for employees and visitors. This includes touchscreens, keyboards, mice etc. and shared work supplies and office equipment, such as printers, copiers, phones, keyboards, workstations, etc. Clean and disinfect between uses if they cannot be removed and stored for sign-out. Disinfection should be conducted between uses. Disinfected surfaces should be allowed to air dry.
2. *Personal Work Area.* Clean/disinfect frequently touched surfaces in your personal area at least once per day (e.g., phone, keyboard/mouse, chair arms, handles, work surfaces). In addition, clean/disinfect surfaces touched by visitors to your work area following their departure.
3. *Nightly Cleaning and Disinfection.* Nightly cleaning and disinfections conducted by custodial staff.
4. *Outside Items.* Individuals bringing packages, mail, or other items into the area should either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling

of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.

5. *Cleaning/Disinfection Supplies.* Cleaning/disinfection products and materials will be provided. Per the general COVID-19 safety practices guidance for employees and visitors, disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. *Visitors/Vendors.* Visitors to the area should be avoided when practicable and generally limited to those needed for essential meetings, tasks, or services. When hosting a visitor/vendor, confirm with them that they are free of COVID-19 symptoms and ensure they are familiar with the general guidance for visitors documents, as well as additional area-specific practices. For vendors, find out if their work will require any additional safety practices people in the area will need to follow, and communicate to others as appropriate. Meet visitors at the door and ensure they wash/sanitize their hands and are wearing a face covering. Escort visitors (at a distance of six feet), directly to the appropriate meeting room or office.
2. *Ventilation.* If weather permits and if feasible, allow outdoor air to enter the classroom by opening windows and/or exterior doors/roll-up doors
3. *Personal fans.* Store all personal fans as they can contribute to the spread of respiratory droplets.
4. *Postings.* Ensure postings are present wherever students are expected to clean and disinfect equipment and at handwashing sinks.



# Building 1400

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:



**Medical Screening.** Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications. Avoid congregating or loitering in common areas. Utilize outdoor areas when feasible.



**Personal Hygiene.** Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times when moving through the building or using common areas.



**Environmental Cleaning.** High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



**Additional Practices.** Coordinate with representatives from the specific areas/operations you are visiting in the building regarding additional COVID-19 safe practices that may apply.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands before entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**





# Auto Shop

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:



**Medical Screening.** Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** When feasible, maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications.



**Personal Hygiene.** Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times. Face shields should be worn in addition to face masks/covering when students are working within six feet of each other.



**Environmental Cleaning.** Clean and disinfect High touch surfaces, equipment, and tools before and after use.



**Additional Practices.** Coordinate with representatives from the specific areas/operations regarding additional COVID-19 safe practices that may apply.

**Note:** These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands upon entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All Chabot-Las Positas employees must follow the "General Practices for All Employees" COVID-19 safety guidance and all visitors/students must follow the "General Practices for All Visitors" COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



## MEDICAL SCREENING

1. As indicated in the general COVID-19 safety practices guidance for employees and visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.



## PHYSICAL DISTANCING

1. *Maintain Physical Distance.* Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better.
2. *Reduced Physical Interaction.* Follow your supervisor's guidance about working from home, staggering work schedules and break times, conducting business online, and other measures aimed at reducing the need for physical interaction.
3. *Work Area Layout.* Be aware of and support changes in the work area layout that support physical distancing (e.g., do not use seats/desks marked as out of use, do not rearrange configurations changed for distancing, follow traffic flow guidance). Inform your supervisor immediately if any workstations are not configured to support 6 feet of distancing when in use.



## PERSONAL HYGIENE

1. Use proper practices per the "General Practices for All Employees" COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items).
2. Clean hands immediately whenever entering common areas. Ensure visitors do likewise.
3. Avoid sharing phones, work supplies, office equipment, and communal amenities, when possible. Do not bring communal food items into the office, unless it is individually packaged and approved by your supervisor in advance.



## PROTECTIVE EQUIPMENT

1. *Masks.* As indicated in the "General Practices for All Employees" COVID-19 safety guidance, surgical, paper or cloth masks (a.k.a., face coverings) must be worn at all times unless both: a) you are alone in a substantially enclosed personal workspace (office, cubicle), room, or isolated area, and b) no other persons are anticipated to come within six (6) feet.



## ENVIRONMENTAL CLEANING

1. *General Surfaces.* Frequently touched surfaces in the common/shared areas are cleaned as specified on the Cleaning/Disinfection Log Form and in accordance with the "General Practices for All Employees" COVID-19 safety guidance. This includes copiers, fax machines, printers, telephones, keyboards, staplers, reception areas, kitchen/break room items, and shared workstations. Coordinate with your supervisor about your specific responsibilities in supporting the office cleaning plan.
2. *Personal Work Area.* Clean/disinfect frequently touched surfaces in your personal area at least once per day (e.g., phone, keyboard/mouse, chair arms, desk surfaces, drawer handles). In addition, clean/disinfect surfaces touched by visitors to your work area following their departure.
3. *Outside Items.* Individuals bringing packages, mail, or other items into the office should either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.
4. *Cleaning/Disinfection Supplies.* Approved cleaning/disinfection products and materials will be provided. Per the "General Practices for All Employees" COVID-19 safety guidance, disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. *Visitors/Vendors.* Visitors to the office should be avoided when practicable and generally limited to those needed for essential meetings, tasks, or services. When hosting a visitor/vendor, confirm with them that they are free of COVID-19 symptoms and ensure they are familiar with the general guidance for visitor's documents, as well as additional office-specific practices. For vendors, find out if their work will require any additional safety practices people in the area will need to follow, and communicate to others as appropriate. Meet visitors at the door and ensure they wash/sanitize their hands and are wearing a face covering. Escort visitors (at a distance of six feet), directly to the appropriate meeting room or office.
2. *Personal fans.* Store all personal fans as they can contribute to the spread of respiratory droplets.



## Classroom 1402

MAXIMUM OCCUPANCY

# 17

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 1406

MAXIMUM OCCUPANCY

# 9

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 1414

MAXIMUM OCCUPANCY

# 13

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 1418

MAXIMUM OCCUPANCY

# 12

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



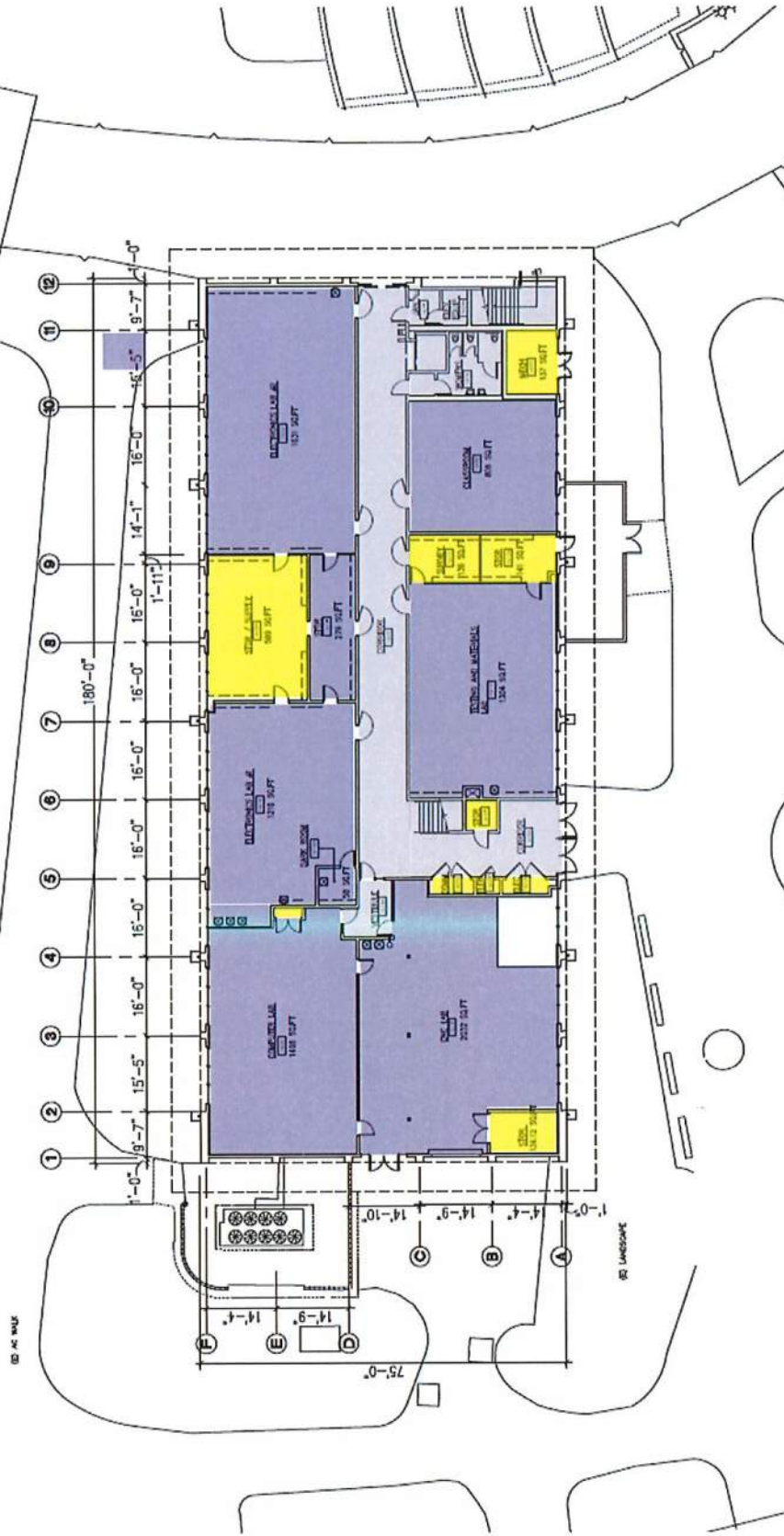
**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



Level 1

(E)  
BLDG  
1700



CHABOT COLLEGE

1ST FLOOR PLAN ENGINEERING BUILDING 1600



Total SQFT: 13,600



24

CHABOT - LAS VEGAS COMMUNITY COLLEGE DISTRICT  
2000 JUDAH BLVD., 3RD FLOOR  
LAS VEGAS, NV 89102  
CHABOT COLLEGE  
EXAMINER REVIEW DATE: 10/29/2019

Safe Work Practice Zones

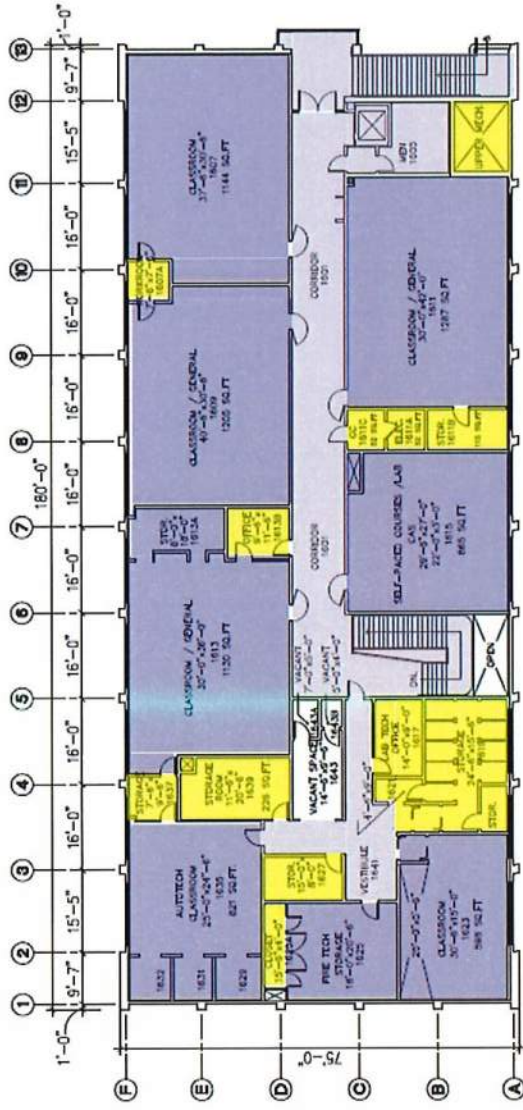
Chabot College – Building 1600  
25555 Hesperian Blvd., Hayward, CA  
FACS #PJ48098  
September 16, 2020

LEGEND

- Green = staff personal spaces
- Yellow = staff common areas
- Orange = staff specialized areas
- Light Purple = common areas
- Dark Purple = public specialized areas



Level 2



CHABOT COLLEGE  
2ND FLOOR PLAN ENGINEERING BUILDING 1600

Scale: 1/8" = 1'-0"  
Total sqft: 13,900

CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT  
FACILITIES MODERNIZATION DEPARTMENT  
25555 HESPERIAN BLVD., HAYWARD, CA 94541  
REVISED DATE: 10/05/2019

Safe Work Practice Zones

Chabot College – Building 1600  
25555 Hesperian Blvd., Hayward, CA  
FACS #PJ48098  
September 16, 2020

LEGEND

- Green = staff personal spaces
- Yellow = staff common areas
- Orange = staff specialized areas
- Light Purple = common areas
- Dark Purple = public specialized areas





# Building 1600

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:



**Medical Screening.** Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications. Avoid congregating or loitering in common areas. Utilize outdoor areas when feasible.



**Personal Hygiene.** Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times when moving through the building or using common areas.



**Environmental Cleaning.** High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



**Additional Practices.** Coordinate with representatives from the specific areas/operations you are visiting in the building regarding additional COVID-19 safe practices that may apply.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands before entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All Chabot-Las Positas employees must follow the "General Practices for All Employees" COVID-19 safety guidance and all visitors/students must follow the "General Practices for All Visitors" COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



## MEDICAL SCREENING

1. As indicated in the general COVID-19 safety practices guidance for employees and visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.



## PHYSICAL DISTANCING

1. *Maintain Physical Distance.* Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better.
2. *Reduced Physical Interaction.* Follow your supervisor's guidance about working from home, staggering work schedules and break times, conducting business online, and other measures aimed at reducing the need for physical interaction.
3. *Work Area Layout.* Be aware of and support changes in the work area layout that support physical distancing (e.g., do not use seats/desks marked as out of use, do not rearrange configurations changed for distancing, follow traffic flow guidance). Inform your supervisor immediately if any workstations are not configured to support 6 feet of distancing when in use.



## PERSONAL HYGIENE

1. Use proper practices per the "General Practices for All Employees" COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items).
2. Clean hands immediately whenever entering common areas. Ensure visitors do likewise.
3. Avoid sharing phones, work supplies, office equipment, and communal amenities, when possible. Do not bring communal food items into the office, unless it is individually packaged and approved by your supervisor in advance.



## PROTECTIVE EQUIPMENT

1. *Masks.* As indicated in the "General Practices for All Employees" COVID-19 safety guidance, surgical, paper or cloth masks (a.k.a., face coverings) must be worn at all times unless both: a) you are alone in a substantially enclosed personal workspace (office, cubicle), room, or isolated area, and b) no other persons are anticipated to come within six (6) feet.



## ENVIRONMENTAL CLEANING

1. *General Surfaces.* Frequently touched surfaces in the common/shared areas are cleaned as specified on the Cleaning/Disinfection Log Form and in accordance with the "General Practices for All Employees" COVID-19 safety guidance. This includes copiers, fax machines, printers, telephones, keyboards, staplers, reception areas, kitchen/break room items, and shared workstations. Coordinate with your supervisor about your specific responsibilities in supporting the office cleaning plan.
2. *Personal Work Area.* Clean/disinfect frequently touched surfaces in your personal area at least once per day (e.g., phone, keyboard/mouse, chair arms, desk surfaces, drawer handles). In addition, clean/disinfect surfaces touched by visitors to your work area following their departure.
3. *Outside Items.* Individuals bringing packages, mail, or other items into the office should either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.
4. *Cleaning/Disinfection Supplies.* Approved cleaning/disinfection products and materials will be provided. Per the "General Practices for All Employees" COVID-19 safety guidance, disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. *Visitors/Vendors.* Visitors to the office should be avoided when practicable and generally limited to those needed for essential meetings, tasks, or services. When hosting a visitor/vendor, confirm with them that they are free of COVID-19 symptoms and ensure they are familiar with the general guidance for visitor's documents, as well as additional office-specific practices. For vendors, find out if their work will require any additional safety practices people in the area will need to follow, and communicate to others as appropriate. Meet visitors at the door and ensure they wash/sanitize their hands and are wearing a face covering. Escort visitors (at a distance of six feet), directly to the appropriate meeting room or office.
2. *Personal fans.* Store all personal fans as they can contribute to the spread of respiratory droplets.



# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands upon entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 1602

MAXIMUM OCCUPANCY

# 16

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**





## Classroom 1613

MAXIMUM OCCUPANCY

# 15

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 1616

MAXIMUM OCCUPANCY

# 11

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 1617

MAXIMUM OCCUPANCY

# 24

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 1635

MAXIMUM OCCUPANCY

# 9

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.

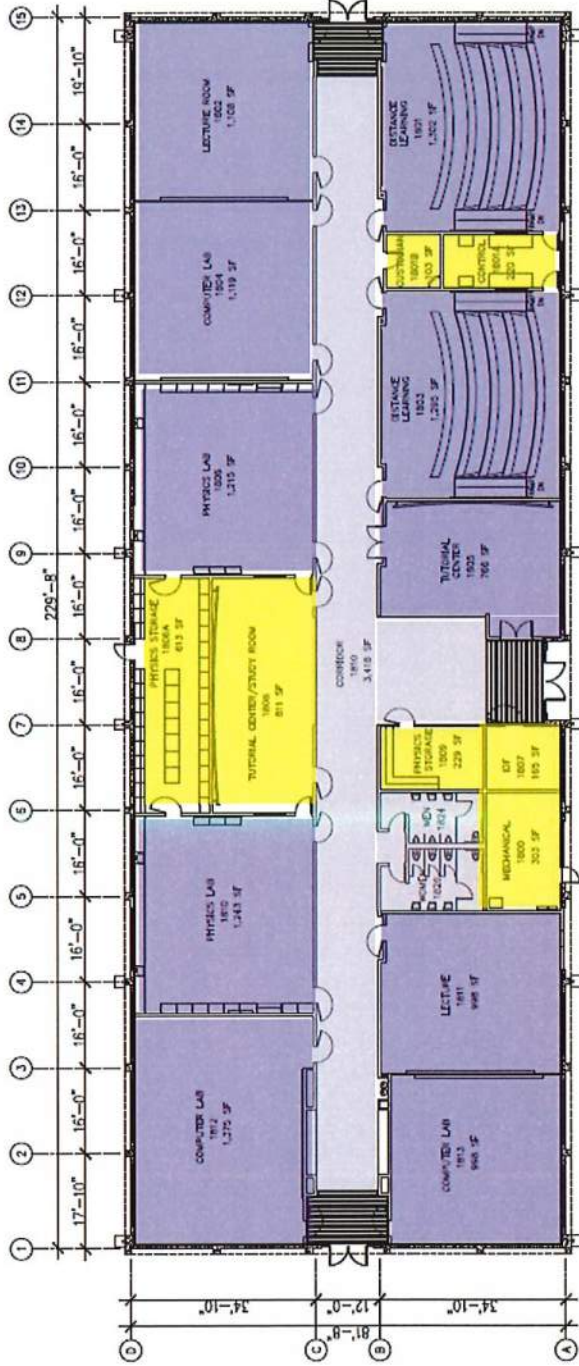
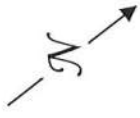


**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



**CHABOT COLLEGE**  
**FLOOR PLAN CLASSROOM BUILDING 1800**

Total SQFT: 20,306



SCALE: 1/8" = 1'-0"

CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT  
 7000 Mark Blvd., 3rd Floor  
 Dublin, CA 94568  
 UNIVERSITY REVIEW DATES: 10/27/2019

**Safe Work Practice Zones**

Chabot College – Building 1800  
 25555 Hesperian Blvd., Hayward, CA  
 FACS #PJ48098  
 September 16, 2020

**LEGEND**

- Green = staff personal spaces
- Yellow = staff common areas
- Orange = staff specialized areas
- Light Purple = common areas
- Dark Purple = public specialized areas





# Building 1800

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:



**Medical Screening.** Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications. Avoid congregating or loitering in common areas. Utilize outdoor areas when feasible.



**Personal Hygiene.** Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times when moving through the building or using common areas.



**Environmental Cleaning.** High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



**Additional Practices.** Coordinate with representatives from the specific areas/operations you are visiting in the building regarding additional COVID-19 safe practices that may apply.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands before entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 1801

MAXIMUM OCCUPANCY

# 13

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**





## Classroom 1804

MAXIMUM OCCUPANCY

# 15

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 1806

MAXIMUM OCCUPANCY

# 13

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



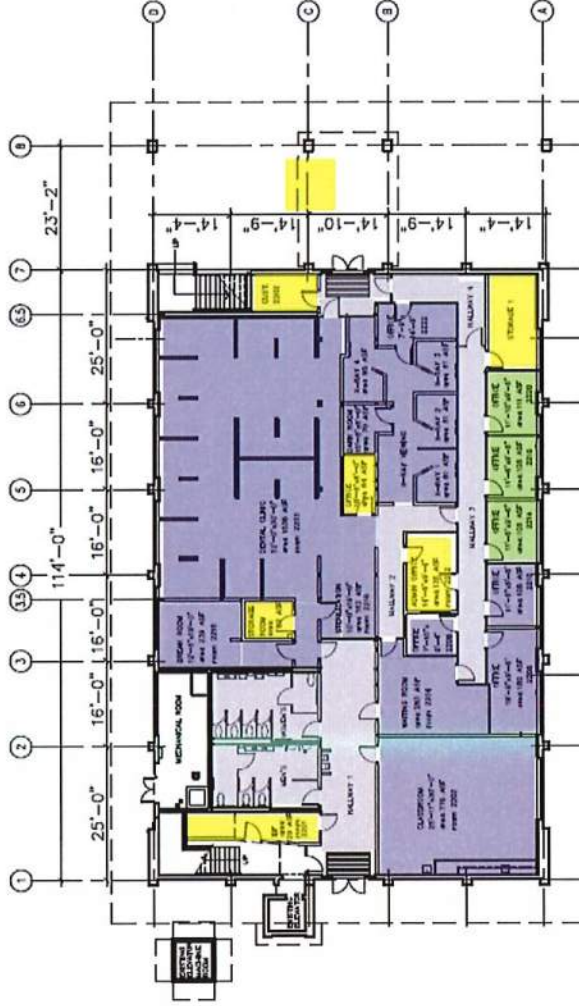
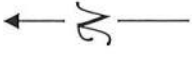
**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

Level I



CHABOT COLLEGE  
 1ST FLOOR PLAN HEALTH SCIENCES BUILDING 2200  
 Total SCFT: 6,579  
 SCALE: 1/8" = 1'-0"  
 N

CHABOT - LAS PIENAS COMMUNITY COLLEGE DISTRICT  
 1500 LAS PIENAS AVENUE, 3RD FLOOR  
 OAKLAND, CA 94612  
 PREPARED BY: 10/27/2019

**Safe Work Practice Zones**  
 Chabot College - Building 2200  
 25555 Hesperian Blvd., Hayward, CA  
 FACS #PJ48098  
 September 16, 2020

**LEGEND**  
 Green = staff personal spaces  
 Yellow = staff common areas  
 Orange = staff specialized areas

Light Purple = common areas  
 Dark Purple = public specialized areas





# Building 2200

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:



**Medical Screening.** Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications. Avoid congregating or loitering in common areas. Utilize outdoor areas when feasible.



**Personal Hygiene.** Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times when moving through the building or using common areas.



**Environmental Cleaning.** High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



**Additional Practices.** Coordinate with representatives from the specific areas/operations you are visiting in the building regarding additional COVID-19 safe practices that may apply.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands before entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All Chabot-Las Positas employees must follow the "General Practices for All Employees" COVID-19 safety guidance and all visitors/students must follow the "General Practices for All Visitors" COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



## MEDICAL SCREENING

1. As indicated in the general COVID-19 safety practices guidance for employees and visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.



## PHYSICAL DISTANCING

1. *Maintain Physical Distance.* Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better.
2. *Reduced Physical Interaction.* Follow your supervisor's guidance about working from home, staggering work schedules and break times, conducting business online, and other measures aimed at reducing the need for physical interaction.
3. *Work Area Layout.* Be aware of and support changes in the work area layout that support physical distancing (e.g., do not use seats/desks marked as out of use, do not rearrange configurations changed for distancing, follow traffic flow guidance). Inform your supervisor immediately if any workstations are not configured to support 6 feet of distancing when in use.
4. *Maximum Occupancies.* The following occupancy limits have been determined to help promote proper physical distancing:
  - a. Reception work area = 2 people maximum



## PERSONAL HYGIENE

1. Use proper practices per the "General Practices for All Employees" COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items).
2. Clean hands immediately whenever entering common areas. Ensure visitors do likewise.
3. Avoid sharing phones, work supplies, office equipment, and communal amenities, when possible. Do not bring communal food items into the office, unless it is individually packaged and approved by your supervisor in advance.



## PROTECTIVE EQUIPMENT

1. *Masks.* As indicated in the "General Practices for All Employees" COVID-19 safety guidance, surgical, paper or cloth masks (a.k.a., face coverings) must be worn at all times unless both: a) you are alone in a substantially enclosed personal workspace (office, cubicle), room, or isolated area, and b) no other persons are anticipated to come within six (6) feet.



## ENVIRONMENTAL CLEANING

1. *General Surfaces.* Frequently touched surfaces in the common/shared areas are cleaned as specified on the Cleaning/Disinfection Log Form and in accordance with the "General Practices for All Employees" COVID-19 safety guidance. This includes copiers, fax machines, printers, telephones, keyboards, staplers, reception areas, kitchen/break room items, and shared workstations. Coordinate with your supervisor about your specific responsibilities in supporting the office cleaning plan.
2. *Personal Work Area.* Clean/disinfect frequently touched surfaces in your personal area at least once per day (e.g., phone, keyboard/mouse, chair arms, desk surfaces, drawer handles). In addition, clean/disinfect surfaces touched by visitors to your work area following their departure.
3. *Outside Items.* Individuals bringing packages, mail, or other items into the office should either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.
4. *Cleaning/Disinfection Supplies.* Approved cleaning/disinfection products and materials will be provided. Per the "General Practices for All Employees" COVID-19 safety guidance, disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. *Visitors/Vendors.* Visitors to the office should be avoided when practicable and generally limited to those needed for essential meetings, tasks, or services. When hosting a visitor/vendor, confirm with them that they are free of COVID-19 symptoms and ensure they are familiar with the general guidance for visitor's documents, as well as additional office-specific practices. For vendors, find out if their work will require any additional safety practices people in the area will need to follow, and communicate to others as appropriate. Meet visitors at the door and ensure they wash/sanitize their hands and are wearing a face covering. Escort visitors (at a distance of six feet), directly to the appropriate meeting room or office.
2. *Personal fans.* Store all personal fans as they can contribute to the spread of respiratory droplets.



**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All Chabot-Las Positas employees must follow the "General Practices for All Employees" COVID-19 safety guidance and all visitors/students must follow the "General Practices for All Visitors" COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



## MEDICAL SCREENING

1. As indicated in the general COVID-19 safety practices guidance for employees and visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.



## PHYSICAL DISTANCING

1. Other individuals should not come into your personal work area without your acknowledgement. Exceptions include staff members entering briefly for routine tasks while you are not present (e.g., custodial cleaning, drop-off packages). If someone must enter your personal work area while you are present, maintain physical distancing to the maximum extent feasible, but not less than six feet.



## PERSONAL HYGIENE

1. Use proper practices per the "General Practices for All Employees" COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items).
2. Clean hands immediately whenever entering your personal area. Ensure visitors do likewise.
3. Accumulation of personal items should be limited to allow for easier surface cleaning and disinfection.



## PROTECTIVE EQUIPMENT

1. *Masks.* Per the "General Practices for All Employees" COVID-19 safety guidance, wear a surgical, paper or cloth mask (a.k.a., face coverings) whenever you leave your personal work area. In addition, masks must be worn when others are present in your office within six feet. If in a shared office with personal workstations, masks must be worn even if physical barriers are present.



## ENVIRONMENTAL CLEANING

1. Clean/disinfect frequently touched surfaces in your personal area at least once per day (e.g., phone, keyboard/mouse, chair arms, desk surfaces, drawer handles). In addition, clean/disinfect surfaces touched by visitors to your work area following their departure.
2. When bringing packages, mail, or other outside items into your personal work area, either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.





# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands upon entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 2202

MAXIMUM OCCUPANCY

# 10

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.

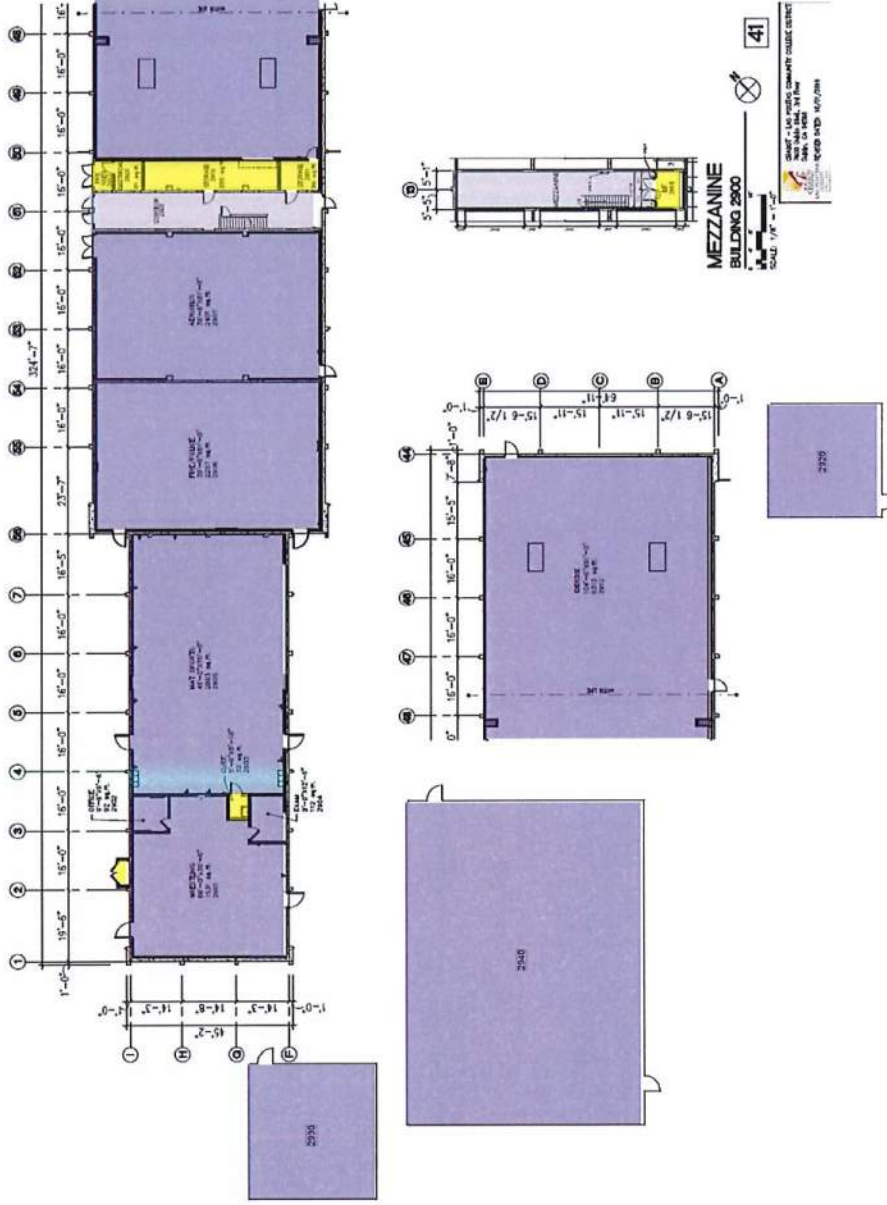


**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



**Safe Work Practice Zones**

Chabot College – Buildings 2900  
 25555 Hesperian Blvd., Hayward, CA  
 FACS #PJ48098  
 September 16, 2020

**LEGEND**

- Green = staff personal spaces
- Yellow = staff common areas
- Orange = staff specialized areas

- Light Purple = common areas
- Dark Purple = public specialized areas





# Building 2900

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:



**Medical Screening.** Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications. Avoid congregating or loitering in common areas. Utilize outdoor areas when feasible.



**Personal Hygiene.** Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times when moving through the building or using common areas.



**Environmental Cleaning.** High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



**Additional Practices.** Coordinate with representatives from the specific areas/operations you are visiting in the building regarding additional COVID-19 safe practices that may apply.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 2920

MAXIMUM OCCUPANCY

# 21

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.

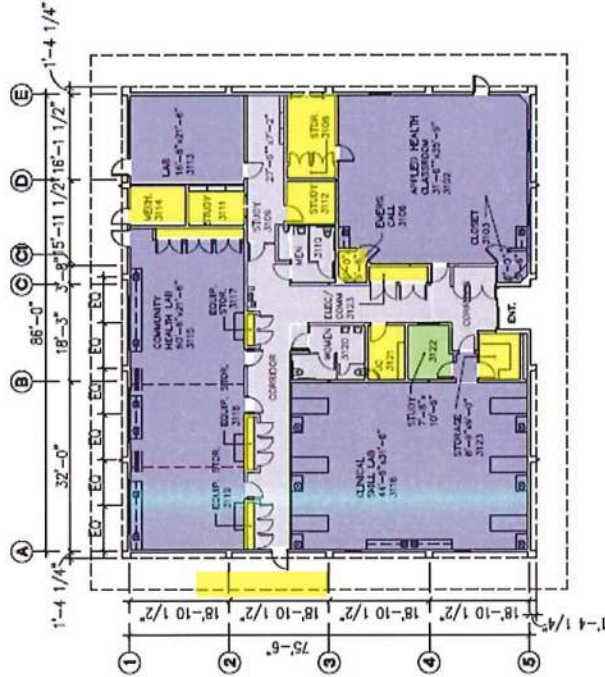


**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



CHABOT COLLEGE  
 FLOOR PLAN EMERGENCY MEDICAL SERVICE BUILDING 3100  
 Total BCF11 7,621  
 SCALE: 1/8" = 1'-0"  
 N

CHABOT - LAS VEGAS COMMUNITY COLLEGE DISTRICT  
 3000 Oakleaf Blvd., 3rd Floor  
 OAKLAND, CA 94608  
 ARCHITECTURE - REVISED DATED: 10/24/2017



**LEGEND**

Green	= staff personal spaces
Yellow	= staff common areas
Orange	= staff specialized areas
Light Purple	= common areas
Dark Purple	= public specialized areas

**Safe Work Practice Zones**  
 Chabot College – Building 3100  
 25555 Hesperian Blvd., Hayward, CA  
 FACS #PJ48098  
 September 16, 2020



# Building 3100

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:



**Medical Screening.** Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications. Avoid congregating or loitering in common areas. Utilize outdoor areas when feasible.



**Personal Hygiene.** Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times when moving through the building or using common areas.



**Environmental Cleaning.** High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



**Additional Practices.** Coordinate with representatives from the specific areas/operations you are visiting in the building regarding additional COVID-19 safe practices that may apply.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands before entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**





**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All Chabot-Las Positas employees must follow the "General Practices for All Employees" COVID-19 safety guidance and all visitors/students must follow the "General Practices for All Visitors" COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



## MEDICAL SCREENING

1. As indicated in the general COVID-19 safety practices guidance for employees and visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.



## PHYSICAL DISTANCING

1. *Maintain Physical Distance.* Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better.
2. *Reduced Physical Interaction.* Follow your supervisor's guidance about working from home, staggering work schedules and break times, conducting business online, and other measures aimed at reducing the need for physical interaction.
3. *Work Area Layout.* Be aware of and support changes in the work area layout that support physical distancing (e.g., do not use seats/desks marked as out of use, do not rearrange configurations changed for distancing, follow traffic flow guidance). Inform your supervisor immediately if any workstations are not configured to support 6 feet of distancing when in use.



## PERSONAL HYGIENE

1. Use proper practices per the "General Practices for All Employees" COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items).
2. Clean hands immediately whenever entering common areas. Ensure visitors do likewise.
3. Avoid sharing phones, work supplies, office equipment, and communal amenities, when possible. Do not bring communal food items into the office, unless it is individually packaged and approved by your supervisor in advance.



## PROTECTIVE EQUIPMENT

1. *Masks.* As indicated in the "General Practices for All Employees" COVID-19 safety guidance, surgical, paper or cloth masks (a.k.a., face coverings) must be worn at all times unless both: a) you are alone in a substantially enclosed personal workspace (office, cubicle), room, or isolated area, and b) no other persons are anticipated to come within six (6) feet.



## ENVIRONMENTAL CLEANING

1. *General Surfaces.* Frequently touched surfaces in the common/shared areas are cleaned as specified on the Cleaning/Disinfection Log Form and in accordance with the "General Practices for All Employees" COVID-19 safety guidance. This includes copiers, fax machines, printers, telephones, keyboards, staplers, reception areas, kitchen/break room items, and shared workstations. Coordinate with your supervisor about your specific responsibilities in supporting the office cleaning plan.
2. *Personal Work Area.* Clean/disinfect frequently touched surfaces in your personal area at least once per day (e.g., phone, keyboard/mouse, chair arms, desk surfaces, drawer handles). In addition, clean/disinfect surfaces touched by visitors to your work area following their departure.
3. *Outside Items.* Individuals bringing packages, mail, or other items into the office should either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.
4. *Cleaning/Disinfection Supplies.* Approved cleaning/disinfection products and materials will be provided. Per the "General Practices for All Employees" COVID-19 safety guidance, disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. *Visitors/Vendors.* Visitors to the office should be avoided when practicable and generally limited to those needed for essential meetings, tasks, or services. When hosting a visitor/vendor, confirm with them that they are free of COVID-19 symptoms and ensure they are familiar with the general guidance for visitor's documents, as well as additional office-specific practices. For vendors, find out if their work will require any additional safety practices people in the area will need to follow, and communicate to others as appropriate. Meet visitors at the door and ensure they wash/sanitize their hands and are wearing a face covering. Escort visitors (at a distance of six feet), directly to the appropriate meeting room or office.
2. *Personal fans.* Store all personal fans as they can contribute to the spread of respiratory droplets.



**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All Chabot-Las Positas employees must follow the "General Practices for All Employees" COVID-19 safety guidance and all visitors/students must follow the "General Practices for All Visitors" COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



## MEDICAL SCREENING

1. As indicated in the general COVID-19 safety practices guidance for employees and visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.



## PHYSICAL DISTANCING

1. Other individuals should not come into your personal work area without your acknowledgement. Exceptions include staff members entering briefly for routine tasks while you are not present (e.g., custodial cleaning, drop-off packages). If someone must enter your personal work area while you are present, maintain physical distancing to the maximum extent feasible, but not less than six feet.



## PERSONAL HYGIENE

1. Use proper practices per the "General Practices for All Employees" COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items).
2. Clean hands immediately whenever entering your personal area. Ensure visitors do likewise.
3. Accumulation of personal items should be limited to allow for easier surface cleaning and disinfection.



## PROTECTIVE EQUIPMENT

1. **Masks.** Per the "General Practices for All Employees" COVID-19 safety guidance, wear a surgical, paper or cloth mask (a.k.a., face coverings) whenever you leave your personal work area. In addition, masks must be worn when others are present in your office within six feet. If in a shared office with personal workstations, masks must be worn even if physical barriers are present.



## ENVIRONMENTAL CLEANING

1. Clean/disinfect frequently touched surfaces in your personal area at least once per day (e.g., phone, keyboard/mouse, chair arms, desk surfaces, drawer handles). In addition, clean/disinfect surfaces touched by visitors to your work area following their departure.
2. When bringing packages, mail, or other outside items into your personal work area, either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.



## Classroom 3102

MAXIMUM OCCUPANCY

# 14

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 3113

MAXIMUM OCCUPANCY

# 17

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 31136

MAXIMUM OCCUPANCY

# 12

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.

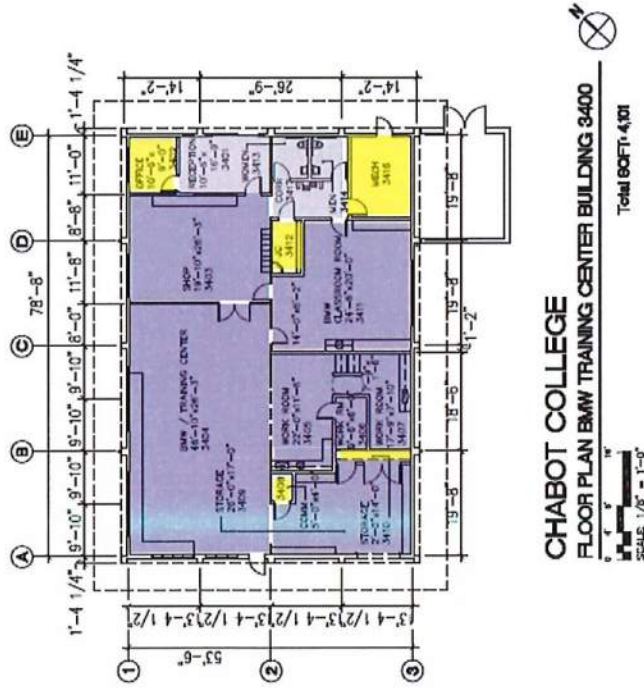
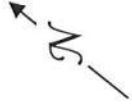


**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



46

CHABOT - LAS VEGAS COMMUNITY COLLEGE DISTRICT  
 7000 Judd Blvd., 3rd Floor  
 Las Vegas, NV 89118  
 CHABOT COLLEGE  
 DISTRICT OFFICE  
 REVISION DATED: 10/29/2017

**Safe Work Practice Zones**  
 Chabot College – Building 3400  
 25555 Hesperian Blvd., Hayward, CA  
 FACS #PJ48098  
 September 16, 2020

**LEGEND**

- Green = staff personal spaces
- Yellow = staff common areas
- Orange = staff specialized areas
- Light Purple = common areas
- Dark Purple = public specialized areas





# Building 3400

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:



**Medical Screening.** Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications. Avoid congregating or loitering in common areas. Utilize outdoor areas when feasible.



**Personal Hygiene.** Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times when moving through the building or using common areas.



**Environmental Cleaning.** High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



**Additional Practices.** Coordinate with representatives from the specific areas/operations you are visiting in the building regarding additional COVID-19 safe practices that may apply.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**





# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands before entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 3403

MAXIMUM OCCUPANCY

7

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 3407

MAXIMUM OCCUPANCY

# 12

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.

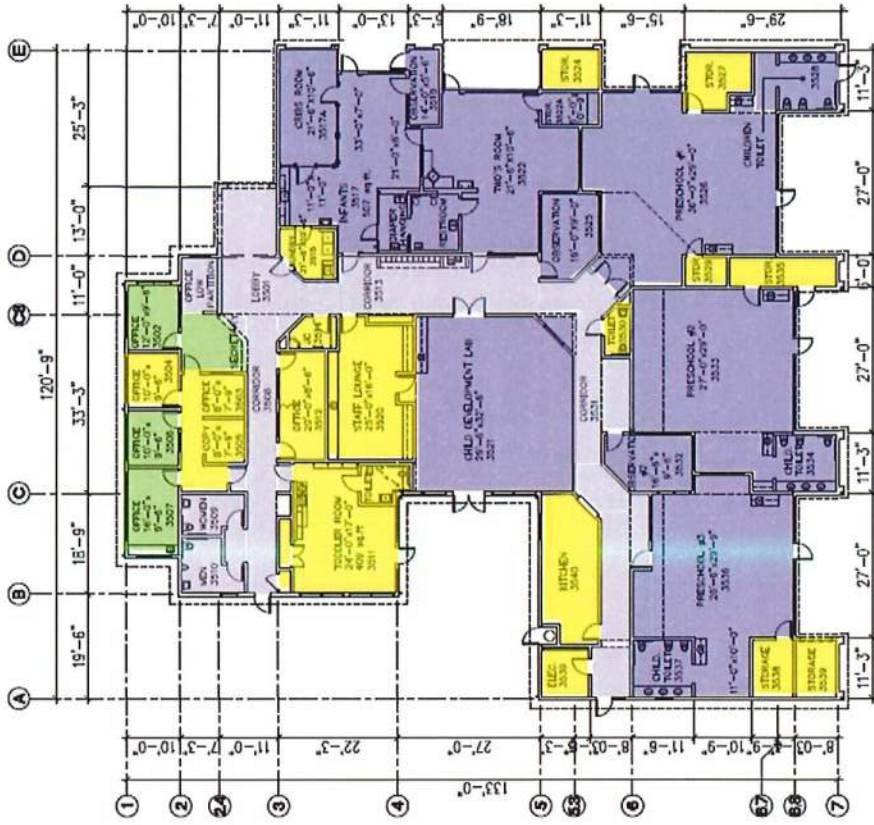
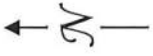


**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note:** These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



**CHABOT COLLEGE**  
**FLOOR PLAN EARLY CHILDHOOD DEVELOPMENT CENTER BUILDING 3500**

47

CHABOT - LAS PIENAS COMMUNITY COLLEGE DISTRICT  
 FACILITIES MODERNIZATION DEPARTMENT  
 2020 3000A BLDG. 3RD FLOOR  
 10/16/2020 10:00 AM  
 10/16/2020 10:00 AM  
 10/16/2020 10:00 AM



Total SCF: 12,068

SCALE: 1/8" = 1'-0"

**LEGEND**

- Green = staff personal spaces
- Yellow = staff common areas
- Orange = staff specialized areas
- Light Purple = common areas
- Dark Purple = public specialized areas

**Safe Work Practice Zones**

Chabot College - Building 3500  
 25555 Hesperian Blvd., Hayward, CA  
 FACS #PJ48098  
 September 16, 2020





# Building 3500

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:



**Medical Screening.** Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications. Avoid congregating or loitering in common areas. Utilize outdoor areas when feasible.



**Personal Hygiene.** Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times when moving through the building or using common areas.



**Environmental Cleaning.** High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



**Additional Practices.** Coordinate with representatives from the specific areas/operations you are visiting in the building regarding additional COVID-19 safe practices that may apply.

**Note:** These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands before entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All Chabot-Las Positas employees must follow the "General Practices for All Employees" COVID-19 safety guidance and all visitors/students must follow the "General Practices for All Visitors" COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



## MEDICAL SCREENING

1. As indicated in the general COVID-19 safety practices guidance for employees and visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.



## PHYSICAL DISTANCING

1. *Maintain Physical Distance.* Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better.
2. *Reduced Physical Interaction.* Follow your supervisor's guidance about working from home, staggering work schedules and break times, conducting business online, and other measures aimed at reducing the need for physical interaction.
3. *Work Area Layout.* Be aware of and support changes in the work area layout that support physical distancing (e.g., do not use seats/desks marked as out of use, do not rearrange configurations changed for distancing, follow traffic flow guidance). Inform your supervisor immediately if any workstations are not configured to support 6 feet of distancing when in use.
4. *Maximum Occupancies.* The following occupancy limits have been determined to help promote proper physical distancing:
  - a. Reception work area = 2 people maximum



## PERSONAL HYGIENE

1. Use proper practices per the "General Practices for All Employees" COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items).
2. Clean hands immediately whenever entering common areas. Ensure visitors do likewise.
3. Avoid sharing phones, work supplies, office equipment, and communal amenities, when possible. Do not bring communal food items into the office, unless it is individually packaged and approved by your supervisor in advance.



## PROTECTIVE EQUIPMENT

1. *Masks.* As indicated in the "General Practices for All Employees" COVID-19 safety guidance, surgical, paper or cloth masks (a.k.a., face coverings) must be worn at all times unless both: a) you are alone in a substantially enclosed personal workspace (office, cubicle), room, or isolated area, and b) no other persons are anticipated to come within six (6) feet.



## ENVIRONMENTAL CLEANING

1. *General Surfaces.* Frequently touched surfaces in the common/shared areas are cleaned as specified on the Cleaning/Disinfection Log Form and in accordance with the "General Practices for All Employees" COVID-19 safety guidance. This includes copiers, fax machines, printers, telephones, keyboards, staplers, reception areas, kitchen/break room items, and shared workstations. Coordinate with your supervisor about your specific responsibilities in supporting the office cleaning plan.
2. *Personal Work Area.* Clean/disinfect frequently touched surfaces in your personal area at least once per day (e.g., phone, keyboard/mouse, chair arms, desk surfaces, drawer handles). In addition, clean/disinfect surfaces touched by visitors to your work area following their departure.
3. *Outside Items.* Individuals bringing packages, mail, or other items into the office should either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.
4. *Cleaning/Disinfection Supplies.* Approved cleaning/disinfection products and materials will be provided. Per the "General Practices for All Employees" COVID-19 safety guidance, disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. *Visitors/Vendors.* Visitors to the office should be avoided when practicable and generally limited to those needed for essential meetings, tasks, or services. When hosting a visitor/vendor, confirm with them that they are free of COVID-19 symptoms and ensure they are familiar with the general guidance for visitor's documents, as well as additional office-specific practices. For vendors, find out if their work will require any additional safety practices people in the area will need to follow, and communicate to others as appropriate. Meet visitors at the door and ensure they wash/sanitize their hands and are wearing a face covering. Escort visitors (at a distance of six feet), directly to the appropriate meeting room or office.
2. *Personal fans.* Store all personal fans as they can contribute to the spread of respiratory droplets.





**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All Chabot-Las Positas employees must follow the "General Practices for All Employees" COVID-19 safety guidance and all visitors/students must follow the "General Practices for All Visitors" COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



### MEDICAL SCREENING

1. As indicated in the general COVID-19 safety practices guidance for employees and visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.



### PHYSICAL DISTANCING

1. Other individuals should not come into your personal work area without your acknowledgement. Exceptions include staff members entering briefly for routine tasks while you are not present (e.g., custodial cleaning, drop-off packages). If someone must enter your personal work area while you are present, maintain physical distancing to the maximum extent feasible, but not less than six feet.



### PERSONAL HYGIENE

1. Use proper practices per the "General Practices for All Employees" COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items).
2. Clean hands immediately whenever entering your personal area. Ensure visitors do likewise.
3. Accumulation of personal items should be limited to allow for easier surface cleaning and disinfection.



### PROTECTIVE EQUIPMENT

1. **Masks.** Per the "General Practices for All Employees" COVID-19 safety guidance, wear a surgical, paper or cloth mask (a.k.a., face coverings) whenever you leave your personal work area. In addition, masks must be worn when others are present in your office within six feet. If in a shared office with personal workstations, masks must be worn even if physical barriers are present.



### ENVIRONMENTAL CLEANING

1. Clean/disinfect frequently touched surfaces in your personal area at least once per day (e.g., phone, keyboard/mouse, chair arms, desk surfaces, drawer handles). In addition, clean/disinfect surfaces touched by visitors to your work area following their departure.
2. When bringing packages, mail, or other outside items into your personal work area, either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.



# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands upon entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Conference Room

MAXIMUM OCCUPANCY

3

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 3520

MAXIMUM OCCUPANCY

# 3

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



## Classroom 3521

MAXIMUM OCCUPANCY

# 12

### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**