



Building 200

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, but not less than four feet in classrooms, 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.

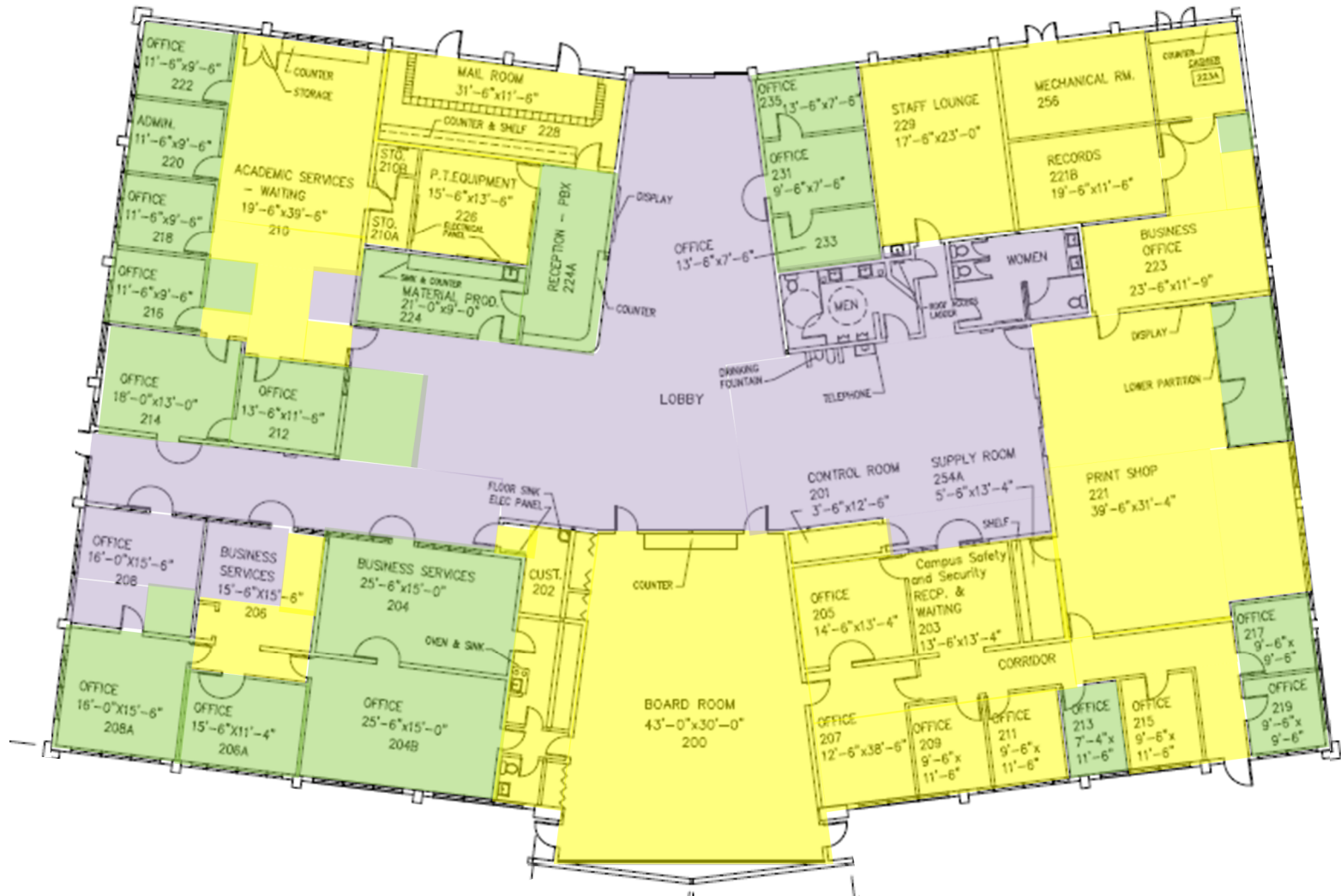


Environmental Cleaning. High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



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.



Safe Work Practice Zones

Chabot College – Building 200
 25555 Hesperian Blvd., Hayward, CA
 FACS #PJ48098
 November 16, 2020

LEGEND

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





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 work area. 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.



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. Staff Lounge 229 = 5 people maximum
 - b. Print Shop 221 = 2 people maximum
 - c. Conference Room 205 = 2 people maximum
 - d. Board Room = 13 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), room, or isolated area, and b) no other persons are anticipated to enter.



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 building 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.
3. *Ventilation.* As often as feasible within the limitations of weather and instructional needs, open windows and doors to increase ventilation.



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.

Room Detail Report - Fall 2021

Chabot College

*Occupancy is based upon DSA IR A -26.cc: Lecture 20 sf/student; Computer Lab 35 sf/student; Science Lab 50 sf/student; Nursing & Dental 50 sf/student; Career Technical Education Shop 50 sf/student; Athletics and Kinesiology 50 sf/student; Fixed Seating rooms number of seats provided. Fall 2021 capacity instructional rooms assume 195 sf for instructor plus remaining square feet at student capacity noted.

					Room Area	Occupancy Loads	* Occupancy Estimates								
					Total Area (SF)	* Fire Code Capacity	Fall 2021 Room Reduced Room Capacity								
Campus	Building	Room #	Room Type												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #ccccff;">Purple — Tier 1</td> <td>In-person lectures prohibited.</td> </tr> <tr> <td style="background-color: #ffcccc;">Red — Tier 2</td> <td>Lectures are permitted but must be limited to 25% capacity or 100 people, whichever is fewer, with modifications.</td> </tr> <tr> <td style="background-color: #ffcc99;">Orange — Tier 3</td> <td>Lectures are permitted but must be limited to 50% capacity or 200 people, whichever is fewer, with modifications.</td> </tr> <tr> <td style="background-color: #ffff99;">Yellow — Tier 4</td> <td>Lectures are permitted but must be limited to 50% capacity, with modifications.</td> </tr> </table>					Purple — Tier 1	In-person lectures prohibited.	Red — Tier 2	Lectures are permitted but must be limited to 25% capacity or 100 people , whichever is fewer, with modifications.	Orange — Tier 3	Lectures are permitted but must be limited to 50% capacity or 200 people , whichever is fewer, with modifications.	Yellow — Tier 4	Lectures are permitted but must be limited to 50% capacity , with modifications.			
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482 - Chabot College	200 0200 -ADMINISTRATION	200	680 Meeting Room -Board Room	1359	90	38									
482 - Chabot College	200 0200 -ADMINISTRATION	203	310 Office	184	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	204	310 Office	390	2	7									
482 - Chabot College	200 0200 -ADMINISTRATION	205	310 Office	192	6	5									
482 - Chabot College	200 0200 -ADMINISTRATION	206	310 Office	290	3	5									
482 - Chabot College	200 0200 -ADMINISTRATION	207	310 Office	230	2	4									
482 - Chabot College	200 0200 -ADMINISTRATION	208	310 Office	242	2	4									
482 - Chabot College	200 0200 -ADMINISTRATION	209	310 Office	111	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	210	310 Office	799	8	6									
482 - Chabot College	200 0200 -ADMINISTRATION	211	310 Office	111	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	212	310 Office	154	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	213	310 Office	88	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	214	310 Office	238	1	4									
482 - Chabot College	200 0200 -ADMINISTRATION	215	310 Office	111	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	216	310 Office	112	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	217	310 Office	92	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	218	310 Office	111	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	219	310 Office	94	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	220	310 Office	113	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	222	310 Office	114	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	223	310 Office	407	4	4									
482 - Chabot College	200 0200 -ADMINISTRATION	231	310 Office	127	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	233	310 Office	94	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	235	310 Office	104	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	204-B	310 Office	397	14	8									
482 - Chabot College	200 0200 -ADMINISTRATION	206-A	310 Office	182	1	1									
482 - Chabot College	200 0200 -ADMINISTRATION	208-A	310 Office	247	7	4									

482 - Chabot College	200 0200 -ADMINISTRATION	223-A	310 Office	138	1	1
482 - Chabot College	200 0200 -ADMINISTRATION	223-B	315 Office Service	222	2	2
				7053	158	108



Board Room 200

MAXIMUM OCCUPANCY

38
(Fall 2021)

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. If physical distancing cannot be maintained, install physical barriers.



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.