



Dublin Center

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.



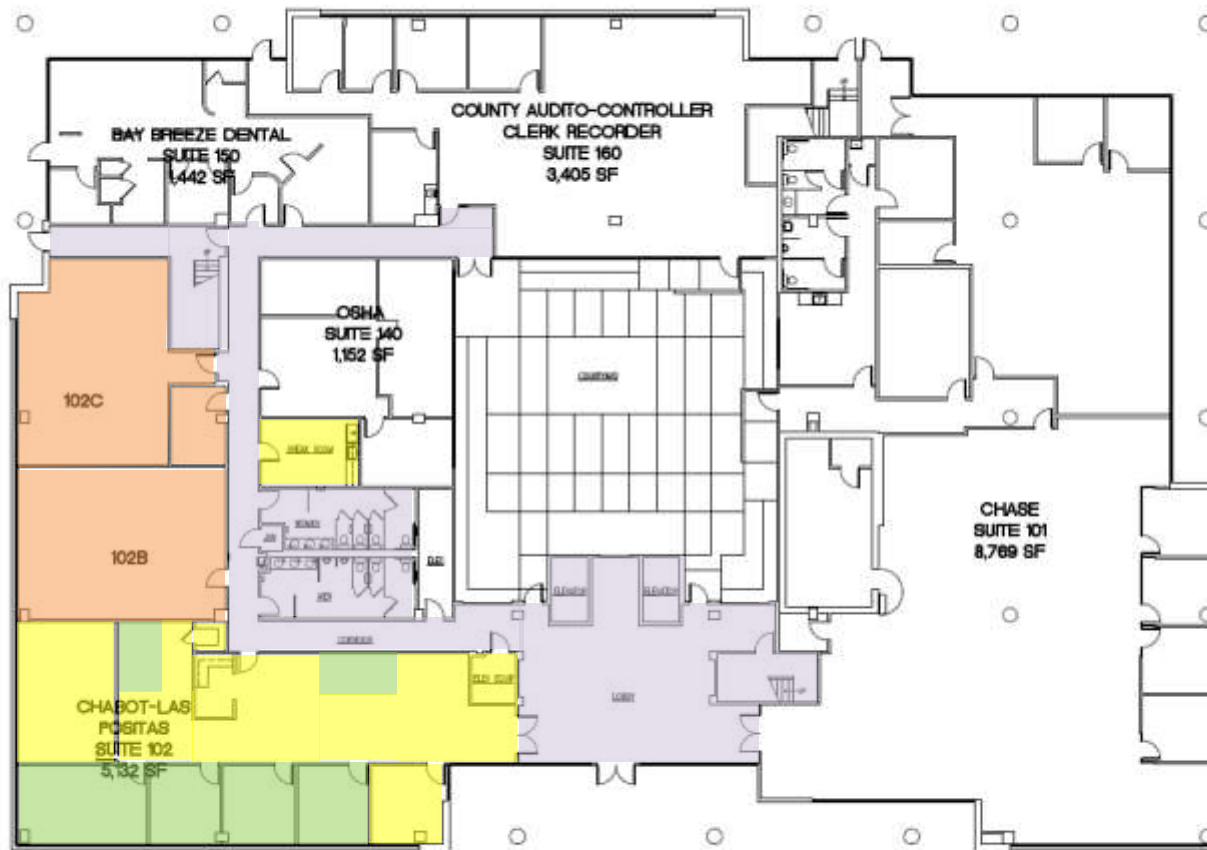
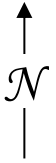
Environmental Cleaning. High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



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.

Level 1



FIRST FLOOR PLAN
1/11/21



Safe Work Practice Zones

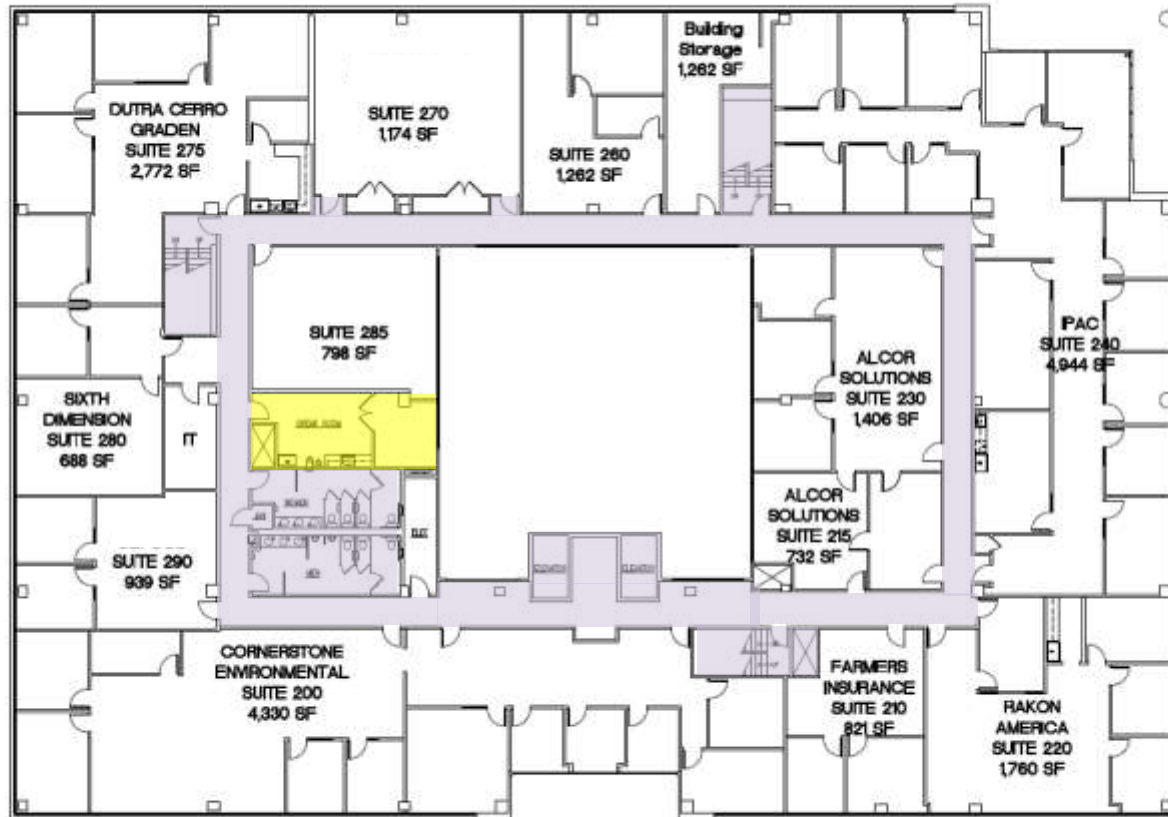
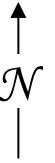
Dublin Center (Chabot/Las Positas)
7600 Dublin Blvd., Dublin, CA 1st Floor
FACS #PJ48098
5/4/2021

LEGEND

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



Level 2



SECOND FLOOR PLAN



Safe Work Practice Zones

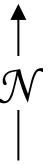
Dublin Campus (Chabot/Las Positas)
 7600 Dublin Blvd., Dublin, CA 2nd floor
 FACS #PJ48098
 5/4/2021

LEGEND

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



Level 3



Safe Work Practice Zones

Dublin Campus (Chabot/Las Positas)
 7600 Dublin Blvd., Dublin, CA
 FACS #PJ48098
 September 22, 2020

LEGEND

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





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.
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 after handling of the item. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours, and that COVID-19 has not been shown to survive on surfaces.

Room Detail Report (Current)

Chabot-Las Positas Community College District

*Occupancy estimates that exceed the Max Occupancy Load, 50% Occupancy or 25% Occupancy are to be excluded.

					Room Area	Occupancy Loads	Capacity Estimates
Campus	Building	Room #	Room Type		Total Area (SF)	Max Occupancy Load	4ft Distance'
		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.				
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	302	680 Meeting Room - Conf #1		485	18	13
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	303	680 Meeting Room - Conf #2		404	16	11
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	304	310 Office - VC Ed Services - Flei		349	11	4
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	305	310 Office -Zahra		154	1	2
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	306	310 Office - Estella		154	1	2
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	307	310 Office -Donna		154	1	2
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	308	310 Office - VC Facilities Letcher		357	11	4
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	315	680 Meeting Room Board Room		2058	94	57
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	318	680 Meeting Room - Green Room		515	25	14
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	322	310 Office -Director PRMG		233	5	2
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	323	680 Meeting Room - PRMG		251	10	6
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	324	310 Office -Mujeeb		290	6	2
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	326	310 Office - Chancellor - Patty		352	11	3
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	328	310 Office - Debra		124	1	1
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	329	310 Office -Kelly		150	1	1
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	331	310 Office -Chancellor Gerhard		406	12	7
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	338	315 Office Service -Storage		157	1	1
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	343	310 Office -Purchasing		345	7	4
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	344	310 Office -Chasity		128	1	1
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	345	310 Office - Janet		124	1	1
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	346	310 Office - Uma		124	1	1
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	347	310 Office -CTO Griffin		248	6	3
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	353	310 Office - Director Business Se		176	4	2
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	354	310 Office -Open		153	1	1
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	355	310 Office - Rosalie		153	1	1
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	356	310 Office - Dori		153	1	1
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	357	310 Office - VC Business Service		357	11	4
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	358	310 Office -Dawn		150	1	1
483 - Chabot-Las Positas CC District Office*	100 DISTRICT OFFICE	361	310 Office - Kathleen		113	1	1

483 - Chabot-Las Positas CC District Office* 100 DISTRICT OFFICE	366	310 Office - Kit	164	1	1
483 - Chabot-Las Positas CC District Office* 100 DISTRICT OFFICE	367	310 Office -VC Human Resources	323	11	4
483 - Chabot-Las Positas CC District Office* 100 DISTRICT OFFICE	368	310 Office - Jennifer	112	1	1
483 - Chabot-Las Positas CC District Office* 100 DISTRICT OFFICE	369	310 Office - Kaitlyn	112	1	1
483 - Chabot-Las Positas CC District Office* 100 DISTRICT OFFICE	374	310 Office -Team Room	112	1	1
483 - Chabot-Las Positas CC District Office* 100 DISTRICT OFFICE	375	310 Office -David	112	1	1
483 - Chabot-Las Positas CC District Office* 100 DISTRICT OFFICE	376	310 Office - Megan	112	1	1
483 - Chabot-Las Positas CC District Office* 100 DISTRICT OFFICE	387	680 Meeting Room - Conf #3	225	8	6
			10089	286	



Conference Room # 1

MAXIMUM OCCUPANCY

14

(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.



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.



Conference Room # 2

MAXIMUM OCCUPANCY

11

(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.



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.



Conference Room # 3

MAXIMUM OCCUPANCY

6

(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.



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.



Board Room

MAXIMUM OCCUPANCY

57
(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.



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.

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Green Room

MAXIMUM OCCUPANCY

14

(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.



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.



Conference Room PRMG

MAXIMUM OCCUPANCY

6

(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.



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.



Break Room

MAXIMUM OCCUPANCY

10

(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.



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.