



# Building 700

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 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.

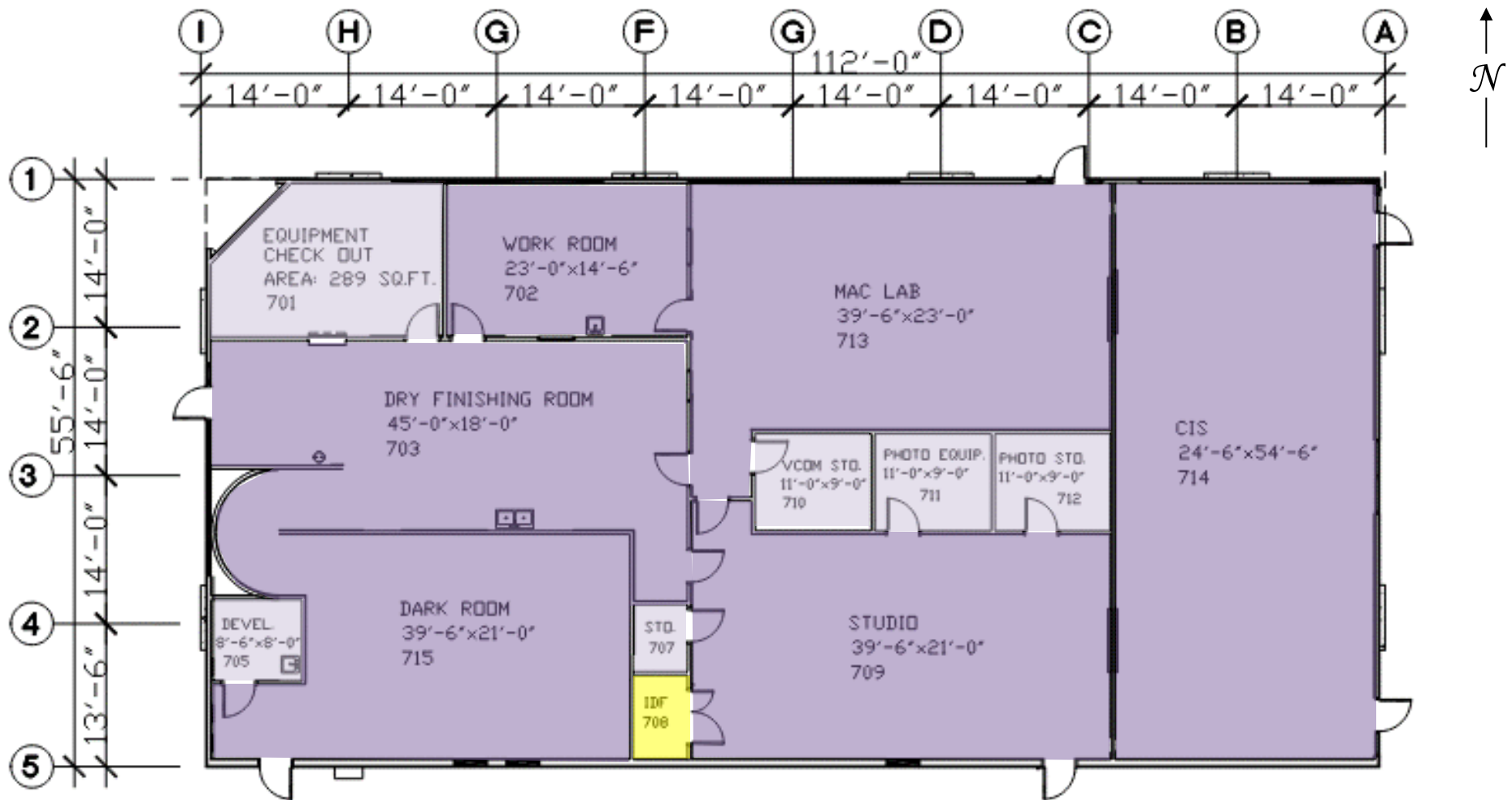


**Environmental Cleaning.** High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



**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**

Las Positas College – Building 1600  
 3000 Campus Hill Dr., Livermore, CA  
 FACS #PJ48098  
 September 17, 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.
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 symptom, 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 four feet of distance between yourself and others. More distance and more physical barriers between people are better. Computer workstations should be maintained 4 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 4 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): Refer to attached spreadsheet and room postings as applicable.
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 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.



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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.



## 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: Refer to attached spreadsheet and room postings as provided.



## 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.

## Room Detail Report Fall 2021

**Las Positas Community College**

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

					Room Area	Occupancy Loads	*Occupancy Estimates
					Total Area (SF)	* Fire Code Capacity	Fall 2021 Room Reduced Room Capacity
Campus	Building	Room #	Room Type				
				<b>Purple — Tier 1</b>	In-person lectures prohibited.		
				<b>Red — Tier 2</b>	Lectures are permitted but must be limited to <b>25% capacity or 100 people</b> , whichever is fewer, with modifications.		
				<b>Orange — Tier 3</b>	Lectures are permitted but must be limited to <b>50% capacity or 200 people</b> , whichever is fewer, with modifications.		
				<b>Yellow — Tier 4</b>	Lectures are permitted but must be limited to <b>50% capacity</b> , with modifications.		
481 - Las Positas College	700 0700 - PHOTOGRAPHY	703	210 Class Lab		735	14	10
481 - Las Positas College	700 0700 - PHOTOGRAPHY	706	210 Class Lab		673	13	9
481 - Las Positas College	700 0700 - PHOTOGRAPHY	709	210 Class Lab		858	17	7
481 - Las Positas College	700 0700 - PHOTOGRAPHY	713	210 Class Lab		929	26	20
481 - Las Positas College	700 0700 - PHOTOGRAPHY	714	210 Class Lab		1433	40	35
					<b>4628</b>	<b>110</b>	