



*HUMAN RESOURCES SPECIAL FACULTY/STAFF EDITION NEWSLETTER*

*Spring 2022 Semester*

*COVID-19 ON CAMPUS PROTOCOLS, INCLUDING MANDATORY TESTING*



As we prepare for the spring semester, we wanted to share a quick reminder with staff and faculty who have been working on-campus about our updated and continued protocols. For those who may be returning to campus this spring semester, welcome back, and we wanted to share the following information to provide you with a summary of the COVID-19 protocols in place for the spring semester. These protocols are set forth in memorandum of understandings with full-time faculty, adjunct faculty and classified staff. For additional information, please refer to your respective memorandum of understanding.

In preparation for your time on campus, please know that the District will be continuing with well established COVID-19 safety protocols designed to keep you as safe as possible and consistent with recommendations and requirements from the County of Los Angeles Department of Public Health.

For the spring 2022 semester, the following COVID-19 safety protocols will be in place (unless modified based on a further decline in the community spread of COVID-19).

## **TESTING**



### 1) Full-time Faculty

Full-time faculty scheduled to be on campus for instruction or student services will be required to take a weekly COVID-19 test. Full-time faculty will be provided a take home antigen rapid test. Please complete the test the day prior to or the day of your first day of the week on campus. Thus, if you are scheduled to be on campus on a Monday, please take the test either on Sunday or on Monday morning before your arrival at campus. Please contact your division dean or director to receive your test kit.

Due to an increased demand for the take home antigen tests, the District currently has enough take home antigen tests for a four week period. The District anticipates a delivery of additional take home antigen tests within the next several weeks. Please note, that if the supply of take home antigen tests does not arrive during the next four weeks, you may be asked to use the on-campus testing center to receive your weekly rapid antigen test until the take home tests are received.

### 2) Staff and Adjunct Faculty

For the initial part of the spring semester, classified staff, managers, supervisors, confidential employees and adjunct faculty (assigned to on-campus classes or student services), will be invited to receive their required weekly test by going to the on-campus testing site located at the Haugh Performing Arts Center. Due to the increased demand for take home antigen tests the District is not currently able to provide take home rapid antigen tests. We expect that our order for take home rapid antigen tests will arrive within the next four weeks. Once we receive these tests, we will provide staff and adjunct faculty with take home tests.

Please note, staff and adjunct faculty (assigned to on-campus instruction or student services) should complete the on-site rapid antigen test prior to reporting to your assignment for the week. Thus, if your first day on campus is Monday, please go to the testing site prior to your Monday start time to be tested. If you have received a negative antigen test from another source within 24 hours of your time to report to campus, you may rely on this test and on the daily symptom check indicate that you have tested for the week.

The testing site will be open as follows:

Start Date: February 22, 2022

Testing Location: Haugh Performing Arts Center

Testing Hours:

Monday:	7 a.m. to 7 p.m.
Tuesday:	7 a.m. to 7 p.m.
Wednesday:	9 a.m. to 1 p.m. and 3 p.m. to 7 p.m.
Thursday:	9 a.m. to 1 p.m. and 3 p.m. to 7 p.m.
Friday:	9 a.m. to 1 p.m.

## **DAILY PRE-SCREENING**



Faculty and staff attending classes/activities or working on campus are required to download the free Citrus College Mobile App and complete the daily pre-screening questions (available through Apple or Google app stores). Prior to arriving at campus, please make sure you answer all of the questions. When you receive a green pass, you may proceed to your class/activity or work location. If you receive a red pass (for example, you indicate you have a sore throat), you are not to come to campus and may not enter any classroom or building. Please let your manager, supervisor or division dean know that you have received a red pass. If you make a mistake answering any of the questions and get a red pass in error, please send an email to [shc@citruscollege.edu](mailto:shc@citruscollege.edu) to have the pass cleared. You may also access the daily pre-screening by using any computer or other device by going to <https://my.citruscollege.edu/launch-task/all/daily-pre-screening>.

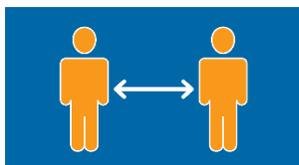
You are also required to scan the posted QR code for the classroom or building upon entrance. Please scan the QR code for each classroom or building you enter. This is critical in the event that we have to conduct contact tracing in response to a COVID-19 case.

## **MASK REQUIREMENT**



Faculty and staff attending classes/activities or working on campus are required to wear a mask at all times while indoors. It is strongly recommended that you wear a mask outdoors as well if you will be around other people. Please know that as of January 3, 2022, as directed by the County of Los Angeles Department of Public Health, fabric/cloth masks are no longer appropriate; medical grade (surgical cloth/paper masks) or N-95 and K-95 masks must be worn. The District will provide you with a mask upon request. Please note that proper use of a mask requires that the mask cover your face and nose at all times while inside a classroom or building.

## **SOCIAL DISTANCING**



Social distancing, while not required, is always strongly recommended where possible. On-campus group meetings are discouraged and should be conducted via Zoom. On-campus meetings where the participants may maintain at least six feet from each other are permitted, but at this time should be done so only if other remote means are not feasible.

## UPLOAD PROOF OF VACCINATION



On September 7, 2021, the Board of Trustees implemented a policy requiring students and employees to upload proof of COVID-19 vaccination or be subject to ongoing required COVID-19 testing. Although we are currently testing students regardless of vaccination status, it is essential that you upload proof of vaccination. This will allow us to better assist you if you are exposed to a person with COVID-19. If you have not already done so, please upload your proof of vaccination.

A person is considered fully vaccinated against COVID-19  $\geq 2$  weeks after receipt of the second dose in a 2-dose series (Pfizer-BioNTech and Moderna) or  $\geq 2$  weeks after receipt of a single dose of the Janssen Vaccine. Administration of an additional primary dose or a booster dose is not required to be considered fully vaccinated for public health purposes at this time. People who have a contraindication to vaccination or who otherwise do not complete a primary vaccination series are not considered fully vaccinated.

To upload your vaccination information, simply go to the Citrus College Mobil App and click on the “Vaccine Champion” icon.

Acceptable proof of vaccination (as recommended by the County of Los Angeles Department of Public Health) shall include:

A Vaccine Record Card or Health Record as provided by the CDC (white card), or the World Health Organization (yellow card), or documentation of vaccination from a healthcare provider that provided the COVID-19 vaccine, or a digital vaccination issued by the California Department of Public Health or an approved company (e.g., Healthvana or Carbon Health).

For additional information, please go to:

[http://publichealth.lacounty.gov/media/Coronavirus/docs/HOO/Proof\\_vaccine\\_card.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/HOO/Proof_vaccine_card.pdf)

Thank you for following these safety protocols, and we wish you a very healthy and successful spring semester!