

Questions Not Answered Live from the President's Return to Work Briefing
11/05/21

1. Is it possible to send a confirmation to students that their attestation is complete? This way if a student is confused, we can walk them through pulling up the information and confirming if it's been processed?
 - a. ANSWER: (Answered during the live session as a written answer). Yes, students doing the attestation will receive communication status, especially when a follow up is required.

2. Are the building HVAC systems monitored every morning, and is this information publicly available? How often are filters replaced?
 - a. ANSWER: The Facilities Engineers typically review the Building Management System (BMS) every morning and throughout the workday. The BMS is a direct digital control system that monitors and controls the HVAC functions. The BMS sends email/text alarms to facilities personnel when key data points are out of tolerance. The BMS system is not publicly viewable. HVAC system filters are replaced every six months or sooner if a qualifying event warrants replacement (for example, after a dramatic smoke event).

3. We are planning some off-campus service/civic engagement events in the spring, pending pandemic status. Are non-vaccinated and medically excused students eligible to attend?
 - a. ANSWER: Medical/religious beliefs exemption approved students are cleared to participate in any in-person classes, services and events. Unvaccinated individuals without approved exemptions are restricted to fully online courses and virtual services only and may not participate in any other on-campus events. The same restrictions apply for any off campus in-person events sponsored by the district or colleges.

4. What is the policy regarding hybrid schedule for student assistants in our program who are also employees. They work limited hours that are less than 20 hours a week.
 - a. ANSWER: It is up to the managing supervisor to approve the schedule for part-time student assistants, commensurate with department needs, with a students' first approach.

5. We know that me wearing a mask protect others, but this is only part of the equation. Others wearing masks is the other part of the equation for keeping us all safe.?
 - a. ANSWER: Donning face covers has been part of the layered approach to slowing the spread of COVID. Vaccination continues to be the most effective means of keeping people safe. The District will align with San Mateo County orders if face covering mandates are rescinded beginning Spring 2022 semester. The county is

currently requiring face covering indoors as an added strategy until identified county metrics are achieved. Per CDC, studies show that masks reduce the spray of droplets when worn over the nose and mouth and reduces potential spread in congregate settings. The county will continue to assess 3 variables and rescind the face covering mandate once the thresholds are achieved: transmission rates, hospitalizations, vaccination rates. <https://www.smchealth.org/data-dashboard/criteria-lifting-indoor-mask-mandate>

For additional personal protection N95 respirators and face shields may be obtained through Public Safety.

<https://app.smartsheet.com/b/form/be7e34cd732b44c8b910b42af93f22a1>

6. What is the process to request an air scrubber for individual offices??

- a. ANSWER: The District is required to provide OSHA complaint safe work spaces. Facilities has assessed all building on campus and deemed them suitable for occupancy and regular activities. For a workspace safety inspection, please submit a Facilities work order.

Air Scrubbers/Air Purifiers have been or will be deployed

- i. In spaces with insufficient ventilation
- ii. Where known sick people will go, i.e., health centers
- iii. To the child development centers, since the little people cannot be vaccinated
- iv. To people having gone through the accommodation process with Human Resources and determined as needing an air scrubber.

Personal Air Scrubbers/Air Purifiers: Facilities discourages the use of personal appliances in office spaces. However, should a person wish to provide their own air purifier then the following must be observed:

- v. Plug unit directly into an outlet (by order of the Fire Marshal—no extension cords)
- vi. Select a model that does not produce Ozone

Workspace Safety Inspection: As described in the Written COVID-19 Prevention Plan, to request a workspace safety inspection, please submit a work order. The process is depicted below:

Procedure

Request an Assessment: To request a safety assessment of your workspace, please

1. Communicate your need for a work space safety assessment request with your immediate supervisor and secure your supervisor's approval. **Do not submit the work order without approval from your supervisor**
2. Submit a Facilities work order via the Facilities Helpcenter located on the SMCCD portal page: <https://smccd.edu/portal/>
3. In the "Request description" box please note: COVID-19 Work Space Safety Assessment



The image shows the 'Facilities Helpcenter' login page. It features a header with a blue geometric pattern and a yellow hard hat icon. Below the header, there are two input fields: 'username' with a dropdown menu showing '@smccd.edu' and 'email password'. A 'Login' button is located at the bottom right of the form.



The image shows the workspace selection interface on the College of San Mateo portal. It includes a dropdown menu for '408 - San Mateo District Office', another dropdown for '1 - DISTRICT OFFICE', and a third dropdown for 'Level 2' with '221 - Office B' selected. Below the dropdowns is a floor plan map with a red square indicating the selected workspace. At the bottom, there is a text box labeled 'COVID-19 Work Space Safety Assessment'.

7. Will there be a religious exemption for students?
 - a. ANSWER: Yes. The Board of Trustees affirmed this in their regular meeting on November 10, 2021.

8. Will the District offer N95 fit tests?
 - a. ANSWER: As described in the Written COVID-19 Prevention Plan, "Employees are provided instruction on proper use and care of N95 respirators when request for equipment is made. The need to replace a respirator varies with use and environment. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. They should be replaced if they get damaged, deformed, dirty, or difficult to breathe through. Employers should follow the manufacturer's instructions. Voluntary use of N95 respirators does not require additional mask fit testing procedures."

Written COVID-19 Prevention Plan: [https://smccd.edu/return-to-campus/docs/COVID-19%20Prevention%20Program Update August%202021.pdf](https://smccd.edu/return-to-campus/docs/COVID-19%20Prevention%20Program%20Update%20August%202021.pdf)