**COVID-19 Operations Plan Guide**

Purpose: The purpose of this document is to provide a guide to writing and implementing the department/program operations plan during the COVID-19 pandemic. The operation plans spells out specific objectives and guidance to those departments/programs in order to safely work through the different phases of return to work.

**Cover Page**

The Cover page will spell out which phase the District is currently in. As an operation plan you will indicate the following:

**Type of Operation**: Indicate department or program and type of operation e.g. Re-Integration Plan

**Date of Operation:** Indicate the date the document is implemented

**Prepared By:** Indicate the preparer of the document

**Approved By:** Senior Staff member responsible for this area

**Phase:** Indicate which phase this document covers (there are 5 phases in the overall plan)

**Date:** Date document approved by Senior Staff

**Final Review by EOT Lead:** Name of EOT Lead that reviews the document

**Status:** EOT lead will indicate approved or denied

**Page 2**

**Operations Locations:** Indicate which campus and specific location on the campus unless the duties include the entire campus

**Synopsis:** Generally, a brief explanation of the document – this area is already pre-filled out and no change needs to be done

**Core Principles and Objectives:** This will indicate the objectives of the Department as it relates to the phased return to work. (The first 12 bullet points are already done). Include objectives and back up plans as attachments. There may be coordination with additional departments, e.g. environmental controls, PPE, supplies etc. Continue to list and coordination will be determined later in the document.

**Page 3 and 4**

**Expected Scenario:** This box indicates the current events surrounding the phase from which we are in and gives the reader a general guideline of why the essential workers within this department or program will be a part of this particular phase. In this plan it is phase 1.

**Subject Information/Phase 1:** (Phase will change based on which phase the District has currently designated as the phase we will follow)

* 1. Indicate which department or program that the essential work force will be coming from.
  2. Do not change narrative of five phases of return-to-work, phase 1 overview.
  3. Phase on (Initial Return). Implementation Period: Dates will be provided by EOT Leads
  4. Note keep the information within this area, however you will be responsible for adhering to the measures indicated in the narrative. If you have issues or questions of how to implement reach out to EOT Leads.

**Page 5**

**Emergency Situations:** Do not change. This is prefilled with pertinent information for the department/program.

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**Operations Participants:** Indicate the Department Head and Managers/Supervisors of the area. Indicate employees of the department or program and if divided into teams or shifts please indicate and follow up with filling out the attached ICS 204 form.

**Attachments:** Please list all attachments, protocols etc. EOT Leads will assist with this.

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COVID-19 OPERATIONS PLAN

**Phase \_\_\_\_**

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| --- | --- | --- | --- | --- |
|  | Type of Operation: | | |  |
|  | **Department Name**  **Re-Integration Plan** | | |  |
|  | |  |  | |
|  | | Date of Operation: |  | |
|  | | **08/03/2020** |  | |
|  | |  |  | |

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| --- | --- | --- | --- |
| Prepared by: | | Phase: Phase 1 re-entry | |
| Approved by: | | Date: | |
|  | | | |
| Final Review by EOT Leads |  | Status: | Approved  Denied |

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| --- | --- |
| **I.** | **OPERATION LOCATIONS:** |
|  | Santa Monica College-Main Campus 1900 Pico Bl. Santa Monica, CA 90405  Center for Media Design (CMD) 1600 Stewart Street, Santa Monica, CA 90405  Performing Arts Campus (PAC) 1310 11th Street, Santa Monica, CA 90401  Bundy Campus 3171 South Bundy Drive, Los Angeles, CA 90066  Emeritus Campus 1227 2nd Street, Santa Monica, CA 90401 |
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| **II.** | **SYNOPSIS:** |
|  | As knowledge and understanding of the coronavirus (COVID-19) continues to evolve in the coming weeks and months, institutional plans and guidance will be updated as appropriate. This phased-in return to campus is a conditions-based, five-phase plan designed to safely and deliberately return our employees to the workplace. The phases were developed based on the current guidance of the Centers for Disease Control and Prevention (CDC), the California Department of Public Health, the Los Angeles County Department of Public Health and other best practices to support the successful reopening of our campus community. |
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| **III.** | **OBJECTIVE:** |
|  | Our plan is to phase in the return of employees to campus and is carefully **designed in alignment with the core principles** that have guided our decisions throughout the COVID-19 crisis:   * To ensure the health, safety, and welfare of faculty, staff, and students in the campus community * To mitigate the risk of resurgence of COVID-19 * To maintain academic excellence * To sustain college operations and prepare the institution for the return of students * Provide the college the greatest degree of contact-tracing capability, through process and application * Maximize our capability to contain any incidents or spread of COVID-19 * Enable our ability to review and enhance our health-care related processes, procedures and responses * Gradually enhance our capability to care for our faculty, staff and students, protect our community and contain the spread of COVID-19 * Assign an employee as a safety officer for each area * Have 100% compliance of COVID-19 training * Have 100% compliance of daily health questionnaire * Develop and implement sanitation plan   During this phase (1) this plan is specific to the XXXXX department designated as “Essential Workers.” |
| **IV.** | **EXPECTED SCENARIO:** |
|  | Currently the state of California is in a phased approach to open and recover based on data received from multiple sources of which the Los Angeles County Public Health as the primary indicator for return. As part of this phased approach the District has designated this period as Phase 1 of the “Phase Return to Work Plan.” As such designated essential personnel are needed for the indicate department/program and give reader general guidelines ow why they are essential and that their presence increases XXXXXX are on ground. It is important that proper guidelines and protocols are maintained and adhered to, they include, pre-work health questionnaire, training and guidance from the Risk and Safety Office, proper personal protective equipment and mindfulness of all of the material presented in the Protocols to Return to Work. |
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| **V.** | **SUBJECT INFORMATION:** |
|  | COVID-19 Department or Program Essential Workers  Phased Return-to-Work Plan  There are five phases of our return-to-work. At each stage of the plan, the college will be guided by the following conditions: This portion is for Phase 1   * The number and rate of COVID-19 cases on campus and in the community. Employee screenings in place with the capability to screen for active disease daily (this includes temperature checks and screening for cough, shortness of breath, loss of smell and taste, sore throat, runny nose, nausea) \*Please see the employee health screening form * Contact tracing, support for quarantine and isolation, and testing available \*Please see the COVID-19 Containment, Response and Control Plan * Environmental controls in place to include the availability of personal protection equipment (PPE) and cleaning services to support the needs of faculty, staff and students, and campus operations, and reduce the spread of COVID-19 \*Please see the COVID-19 Campus-wide Protocols for Re-Opening * The community health care system can support the number of cases and acuity of health issues  See Phase 1 SMC COVID-19 ROADMAP TO RECOVERY |
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| **VI.** | **EMERGENCY SITUATIONS** |
|  | Emergency Operations Contacts:  *Urgent: Dial 9-1-1*  *COVID-19 HR Response Team – (310) 434-4415 / COVID19HR@smc.edu*  *Non-Emergency:* SMCPD Dispatch (310) 434-4300  Emergency Operations Leads  VP Tuitasi – Cell (310) 429-7595  Chief Adams – Cell (213) 304-8417  Captain Vince Carter – Cell (661) 478-7997  Susan Fila, Health and Wellness – (310) 633-3478  Daniel Phillips, Risk and Safety – (310) 386-4002  Suspected COVID-19 Incident:  In the event of a contact with a diagnosed COVID-19 contact, or presumed to have COVID-19 or an individual suspected of having symptoms of COVID-19 the individual shall notify their supervisor, call or email the COVID-19 HR Response Team and contact their health care provider to provide follow-up care. Of course if immediate emergency medical care is needed dial 911 or (310) 434-4300 to initiate a medical response. Make sure you tell the dispatcher that this may be COVID-19 related  By contacting those entities the District will initiate protocols on contact tracing and employee rights and protocols under the COVID-19 guidelines.  Nearest Hospital:  ASanta Monica UCLA Medical Center & Orthopedic Hospital  1250 16th Street  Santa Monica, CA 90404 (310) 319-4000‎  Directions to Hospital from SMC Main Campus:  Head north to Colorado Avenue and turn left.  Turn right at 14th St.  Turn right at Arizona Ave.  Turn left at 16th St. |
| **VII.** | **OPERATION PARTICIPANTS** |
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| **VIII.** | **ATTACHMENTS:** |