SOCIAL DISTANCING PROTOCOL

**Signage:**

- Signage has been posted at the main entrance(s) of each building informing all employees and personnel entering the building that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one’s elbow; and not shake hands or engage in any unnecessary physical contact.
- A copy of the Social Distancing Protocol has been posted at the main entrance(s) of each building.

**Measures To Protect Employee Health**

- All classes have been transitioned to virtual instruction, and only essential employees are working on campus.
- All employees who can carry out their work duties from home have been directed to do so.
- All employees have been told not to come to work if sick.
- Access to buildings and facilities on campus has been limited to minimize entry.
- Restrooms and other common areas in buildings that remain open are being disinfected at least twice daily; and commonly touched surfaces are being disinfected frequently.
- Soap and water are available to all employees in all restrooms and break rooms.

**Measures To Prevent Crowds From Gathering**

- All classes have been transitioned to virtual instruction.
- Faculty, staff, and students have been advised to shelter in place in compliance with the orders of the County of Alameda, directing all individuals living in the county to shelter at their place of residence except for essential needs.
- All residents of Student Housing have been asked to leave campus and return to their permanent places of residence to complete their virtual course work unless they determine that they are unable to do so.
- All campus events have been cancelled.

**Measures To Keep People At Least Six Feet Apart**

- Signs have been posted reminding people to be at least six feet apart.
- Meetings are conducted online or through teleconference.
- Where a line may form, tape or other markings (at least 6 ft. apart) is being placed on the floor, establishing where individuals should stand to maintain adequate social distancing.

**Measures To Prevent Unnecessary Contact**

- Work practices will be reviewed and revised as necessary to minimize unnecessary contacts and ensure social distancing requirements are being followed.

You may contact Lyanh Luu @ (510) 885-4138 if you have any questions or comments about this protocol.