



## Feather River College

### Student Services Opening Plans for Fall 2020

# Welcome!

To help reduce the spread of COVID-19, offices are open 9-3 M-F.  
Staff are available by phone and email from 8-4:30 M-F.

We encourage all students/visitors to contact us by phone or email.

Please visit our website for more information: [www.frc.edu/](http://www.frc.edu/)

When visiting in person:

- Make an appointment to prevent lines and congregating
- Face coverings are required at all times
- Please be respectful of posted capacity
- Please maintain 6 feet of social distance

# A&R Office Opening Plan

**Office Capacity:** 2 visitors in the common area at a time and 1 visitor allowed at a staff member's desk at a time. Limit the total number of people in the entire office to 10 people.

**Traffic Flow:** Students will enter and exit through the main A&R entry door as this is our only door. Facilities will be making 6 foot markers to space out a waiting line.

**Staffing for Core Hours:** Two A&R staff members will be available to assist students during the core hours as described below. Erin will be here to help out the first two weeks of school and then will work from home for now.

Name: Cathy – 8:00 to 4:30

Name: Lisa – 8:00 to 12:00 then she moves to scheduler

Name: Gretchen – 8:00 to 4:30

**Virtual Work Hours:**

Name: Erin – 8:00 to 4:30

**PPE:** Students will be required to wear a facemask to enter the office. We were provided a small number of masks to give out if students don't have one. The Facilities will be providing cleaning supplies soon. Plexiglass has already been installed.

**Miscellaneous:** Staff may have their face coverings off if they are in their office alone. Any time staff has a student in their area, or leave their office, face coverings are required. All students entering the building will be required to wear face coverings. Weather permitting, all windows and doors will be open to increase office ventilation and dilute virus particles should they enter the office.

# Advising Office Opening Plan

The Advising Office staff met on August 5th & 6th and worked together to compose the following plan that all staff members are comfortable with.

**Office Capacity:** Maximum capacity for the Advising office is set at 8 people: 2 front office staff (Stacey/ Emily/Student worker); 2 Advisors or Counselor (Michelle/Greg/Monica/Sean) and 4

students. Only 1 student will be allowed in an Advisor/Counselor’s Office at a time and the waiting area will be limited to 2 students.

**Traffic Flow:** Students will enter using the main Advising /Counseling Office entry door and exit using the back door into the hall for ISP and RM 627.

**Staffing:** At a minimum, 1 front office staff and 1 advisor will be available between 9:00 am – 3:00pm to assist students on campus. Staffing will change during the first month of reopening to meet the needs of the students.

Week of August 10-14

- Stacey on campus 8:00-2:00 but in room 627 from 9:00-1:00 for Summer Bridge Zoom meetings
- Michelle on campus 8:00-5:00
- Emily 9:00-3:00
- Greg working from home
- Sean working from home

Week of August 17-21

- Stacey on campus 8:00-2:00 but in room 627 from 9:00-1:00 for Summer Bridge Zoom meetings
- Michelle on campus but down at athletic field for Orientation only in the office at 3:30-5:00
- Greg & / Sean on campus 8:30-10:30 for Orientation Resource Fair
- Monica on Campus (or at home – waiting for flex schedule to determine best location for participation) 8:00-4:30 for Faculty flex
- Emily on campus 8:30-10:30 at Orientation Resource Fair and 10:30-3:00 office
- Student Worker 8:00-1:00

Weeks of August 24-28 and August 31- Sept4

- Student worker / Emily MTWRF 8:00-5:00
- Stacey on campus MWF 8:00-1:00 for Book Loan appointments
- Greg MTWRF am on campus; pm work from home
- Sean MW on campus TRF work from home
- Monica TR & F am on campus MW & F pm work from home
- Michelle MTWRF on campus

**On Campus Office Schedule** Advisors will use Rooms 627 & 605 for face to face appointments

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8-12	Greg 627 Sean 605 Michelle	Greg 627, Monica 605 Michelle	Greg 627 Sean 605 Michelle	Greg 627, Monica 605 Michelle	Greg 627, Monica 605 Michelle

	Stacey St. worker	Emily	Stacey St. worker	Emily	Stacey, St. worker
12-1	Stacey/Michelle	Michelle/Emily	Stacey/Michelle	Michelle/Emily	Stacey/Michelle
1-5	Sean 605 Michelle Emily St. worker	Monica 605 Michelle Emily	Sean 605 Michelle St. worker	Monica 605 Michelle Emily	Michelle Emily St. worker

Remainder of the semester with adjustments as needed

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8-12	Greg 627 Sean 605 Michelle Stacey St. worker	Monica 605 Michelle, Emily	Greg 627 Sean 605 Stacey, Student worker	Monica 605 Michelle Emily	Greg 627 Michelle Emily St. worker
12-1	Stacey/Michelle	Michelle/Emily	Stacey/Michelle	Michelle/Emily	Michelle/Emily
1-5	Sean 605 Michelle Emily St. worker	Monica 605 Michelle Emily	Sean 605 Michelle Emily St. worker	Monica 605 Michelle Emily	Michelle Emily St. worker

**PPE:** The Facilities Department has been contacted about necessary PPE. They will be providing the office with a kit of all requested items (student face coverings, hand sanitizer, gloves, sanitizing spray, and paper towels) soon. Plexiglas is on the desks of Greg, Stacey and Student Worker; waiting for one along Emily's desk.

**Miscellaneous:** Staff discussed the following protocols: staff may have their face coverings off if they are in their office alone. Any time staff have a student in their office, or leave their office, face coverings are required. All students entering the building will be required to wear face coverings. Weather permitting, all windows and doors will be open to increase office ventilation and dilute virus particles should they enter the office.

**Staff Google Voice Contact and Text Now Numbers to be Utilized When Conducting Virtual Work for Calls/Texts:**

Michelle Petroelje: 530-359-8177

Name: Google phone number

Name: Google phone number

# Child Development Office Opening Plan

The CDC staff met on August 3rd and developed this workflow and staffing plan for our facility and office spaces. The entire staff take the health and safety of our team and ourselves very seriously, and will be following these and state/LIC guidelines very closely.

## **Office Capacity:**

The CDC has 2 main offices, one kitchen office, and an observational/computer area that the staff have access to. The director's office will have the maximum of 2 people at any given time. The space has been rearranged to accommodate 7-foot separation for the 2 people. The second office that houses the office assistant and staggered teacher space also has the maximum of 2 people in the office at any given time with a 10 foot distance between the two desk areas. Kitchen office space will only house the cook. The observation room/classroom can accommodate up to maximum of 6 individuals with a 6 foot distance between each person. This will not be an encouraged use of space. We plan to use this space as a workspace if there is ever an overflow in main offices. Staff meetings will be held outdoors as long as weather permits.

**Traffic Flow:** All traffic will come in/out the side door closest to the main office. All visitors, staffing, parents who will be entering must be screened by director side entrance doorway with a "temperature and questioner" before being approved to enter CDC facilities. Classroom doors at the facility/classroom will remained locked to eliminate a non-screened person from entering environment.

Family Drop/Pick up: One adult per family will wear a mask and drop off/pick up child from the deck area. They will be provided with a sanitized pen to sign their child in and out. The child will be screened with the parent present for any symptoms or signs of illness. There will be a sanitization/screening kit for each teacher and their children' group. The drop off and pick up schedule will be staggered as follows:

Group A (Treehouse Classroom)	Group B (Treehouse Classroom)	Group C (Clubhouse Classroom)
7:45-8 Drop off	8:00-8:15 Drop off	8:15-8:30 Drop off
2:00-2:15 Pick up	2:30-2:45 Pick up	2:30-2:45 Pick up

**Staffing for Core Hours:** The CDC will have staff present daily from 7:00-3:30 Monday – Friday  
Offices are open from 8-3PM Monday – Friday

**In-person Staffing:** CDC Staff will all be present in their individual classrooms and space during these schedules

Name: Kinderlin Hoznour 7AM-3:30 Monday- Friday

Name: Kelley Molina 8:15-2:45 PM Monday – Friday

Name: Ramsey Harvey 8:30-12:30/1 Monday – Friday

Name: Casey Nunn 7:45-2:15 Monday- Friday

Name: Brittney Ward 8:15-2:45 Monday – Friday

Name: Judy Callister TBA

Teaching assistant- TBA per need for ratio.

**Virtual Work Hours:** We do not have virtual hours at this time, as the director is the only staff member who is full time. However, there is a CDE continued remote plan in place to serve families if there is remote plan needed.

**PPE:** Facilities will be providing the center with a cleaning kit for the CDC offices. The CDC has received disposable facemasks, gloves, touchless (4) thermometer and hand sanitizer through PRS/IMPACT CARES funding. At this time the only need for the CDC when it comes to PPE would be to install the room divider in the large classroom to divide the space as required by the CDE/LIC to reopen. This item has been purchased through the funding the CDC received from our IMPACT grant/CARES funds. This should be delivered and installed by August 21<sup>st</sup>.

**Miscellaneous:** The CDC staff and all teaching assistants will be doing a 2 hour training on preventive health and safety including: sanitization, sterilization, COVID-19 CDE regulations, cleaning schedule, children/staff daily screening, and any preventive regulations that arise from either agencies Department of Social Services and Department of Education. All staff will wear a mask while in any shared space with children or staff. Staff are aware they can remove their masks in their personal office space without the presence of other individuals. Staff have read and understand all the CDE/LIC Child care guidance set from CA Department of Public Health and CDSS. The CDC staff

will continue to be notified of any changes in regulations via director, Management bulletin (CDE) or LIC- PINS. (Mass notification system) The CDC staff and their groups of children will spend as much time outdoors as possible. They will not comingle with other cohorts or groups. Staff are ready to provide the safest space as possible for both their peers and the families served. Weather permitting windows in the facilities will remained open to increase the ventilation in both offices and classrooms.

The CDC staff will be fully sanitizing the facility 4 times a day with a sanitizer spray “Pure Pure” and/or bleach solution. This includes all table/ shelf surfaces in the facilities, door handles, light switches, materials/ equipment and phones. Toys contaminated will be placed in a marked bin and sterilized throughout the day. The adult restroom is sanitized by spray after each use. The children’s 2 bathrooms are sanitized after each use. Children’s sinks are sanitized after each use. Outdoor equipment will be sanitized before and after each group’s use.

All CDC staff will be encouraged to get a COVID-19 test or will be asked to participate in the 14 day monitoring waiver.

**Staff Google Voice Contact Numbers to be Utilized When Conducting Virtual Work for Calls/Texts:**

At this time the CDC staff are using their personal cell phones to remain in full contact with their supervisor and team. At this time the CDC staff do not have Google voice contacts established, however, if there is a need this will be updated.

## DSPS Fall Opening Plan

The DSPS staff met on 8/4/20 and worked together to compose the following plan that all staff members are comfortable with.

**Office Capacity:** Testing room will be open (to DSPS students and make up exams) with a maximum of two students at a time. Students must make an appointment by emailing Sarah Dimick at least one day prior. One person in Sarah’s office at a time. Danielle will see one student at a time in the computer lab. Julie rarely sees students, but if she does, it will be one at a time in either the computer lab, or testing room.

**Traffic Flow:** Students will enter using the main DSPS entry door and exit using the side door, if necessary. They will wait in the entry way if there is already someone at the front desk. If more than two students are waiting, they will stay outside until they are invited in.

**Staffing for Core Hours:** Two DSPS staff members will be available to assist students during the core hours as described below.

**In-person Staffing:** Two staff members in the DSPS office at a time.

**Monday:** Sarah 8-4:30  
Julie 9-4:30

**Tuesday:** Sarah 8-4:30  
Julie 9-3

**Wednesday:** Sarah 8-4:30  
Danielle 8-3

**Thursday:** Sarah 8-4:30  
Danielle 8-3

**Friday:** Sarah 8-4:30  
Julie 9-3

**Virtual Work Hours:**

Julie: Thursday 9:30-2

Danielle: Monday and Tuesday 8-11 (unless she is needed at orientation)

**PPE:** The Facilities Department has been contacted about necessary PPE. They will be providing the office with a kit of all requested items (student face coverings, hand sanitizer, gloves, sanitizing spray, and paper towels) soon. Plexiglass has already been installed.

**Miscellaneous:** Staff discussed the following protocols: staff may have their face coverings off if they are in their office alone. Any time staff have a student in their office, or leave their office, face coverings are required. All students entering the building will be required to wear face coverings. Weather permitting, all windows and doors will be open to increase office ventilation and dilute virus particles should they enter the office.



**Staff Google Voice Contact Numbers and TextNow numbers to be Utilized When Conducting Virtual Work for Calls/Texts:**

TextNow: 530-377-9290 (we all use/monitor this)

Sarah: 530-616-8779

Julie: Google phone number--TBD

Danielle: Google phone number-TBD

## ETS Office Opening Plan

The ETS staff met on 8/6/2020 and worked together to compose the following plan with which all staff members are comfortable.

**Office Capacity:** Maximum of one staff member in each room of our office at a time.

**Traffic Flow:** Jan will have to walk through the other room to get to the bathroom on the other side. The advisors will need to enter Jan's room to use the microwave or fridge. When this occurs we will maintain a 6 feet distance or more. Otherwise we will stay in separate rooms. Unless going to the bathroom, we will use Jan's outside door to enter or leave our office. This way we will avoid being in the corridor outside the advisors' room where there may be a possibility of encountering staff members from DSPS.

**Staffing for Core Hours:** Not applicable to ETS as we do not work with FRC students.

**In-person Staffing:** Only two staff members in the ETS office at a time with staggered shifts and some overlapping but both keeping to separate rooms.

Jan: Wednesday, Thursday

Courtney: Tuesday, Wednesday

Jefferson: Thursday, Friday

**Virtual Work Hours:**

Jan: Monday, Tuesday, Friday

Courtney: Thursday, Friday

Jefferson: Tuesday, Wednesday

These days may change as we are dependent on the schedules and methods of delivery of our target schools which are still being decided. Courtney also has young children and some schedule changes may need to be made to accommodate occasional childcare issues.

**PPE:** The Facilities Department is to provide some items of PPE. We currently have one bottle of sanitizer and some wipes left from March.

**Miscellaneous:** Staff discussed the following protocols: staff may have their face coverings off if they are in their office alone. Any time a staff member leaves their office, a face covering is required unless outdoors and more than 6 feet from others. A face covering must be carried outdoors. As usual, we will keep the outside door locked when it is closed. Weather permitting, all windows and doors will be open to increase office ventilation and dilute virus particles should they enter the office. The door will have a cart in front of it if it is open.

**Working with Target Schools:** All ETS services to its participants have to be conducted remotely using a variety of methods.

## Financial Aid Office Opening Plan

The Financial Aid staff met on August 5, 2020 and worked together to compose the following plan that all staff members are comfortable with.

**Office Capacity:** 2 students in the common area at a time and 1 student allowed in each staff member's cubicle at a time. With two staff members in the office at a time, the maximum overall capacity will be 3 students.

**Traffic Flow:** Students will enter using the main Financial Aid/A&R entry door and exit using the door that leads into classroom #630, walking through the classroom to the exit.

**Staffing for Core Hours:** Two Financial Aid staff members will be available to assist students during the core hours as described below.

**In-person Staffing:** Two staff members in the Financial Aid office at a time. Priority is given to staff who lack consistent phone/internet connection at home and/or have other distractions in their home environment. Staff will maintain the hours of 8:00-4:30 whether in the office or virtual.

Alyia Pilgrim: Monday, Wednesday, Friday

MaShaylee Giles: Monday, Tuesday, Thursday, Friday

Nicholas Johnston: Tuesday, Wednesday, Thursday

**Virtual Work Hours:**

Alyia Pilgrim: Tuesday, Thursday

MaShaylee Giles: Wednesday

Nicholas Johnston: Monday, Friday

Andre van der Velden: Monday – Friday

**PPE:** The Facilities Department has been contacted about necessary PPE. They will be providing the office with a kit of all requested items (student face coverings, hand sanitizer, gloves, sanitizing spray, and paper towels) soon. Plexiglas still needs to be installed in most cubicles.

**Miscellaneous:** Staff discussed the following protocols: staff may have their face coverings off if they are in their cubicle alone. Any time staff have a student in their cubicle, or leave their cubicle, face coverings are required. All students entering the building will be required to wear face coverings. Weather permitting, all windows and doors will be open to increase office ventilation and dilute virus particles should they enter the office.

**Staff Google Voice Contact Numbers to be Utilized When Conducting Virtual Work for Calls/Texts:**

Alyia Pilgrim: (530) 616-8231

MaShaylee Giles: (530) 616-8085

Nicholas Johnston: (530) 616-8414

Andre van der Velden: (530) 616-8655

# Residence Hall Office Opening Plan

The Residence Hall staff met on 8/10 and worked together to compose the following plan that all staff members are comfortable with.

**Office Capacity:** 3 students in the common area at a time and 1 student allowed in each staff member's office at a time. With two staff members in the office at a time, the maximum overall capacity will be 5 people.

**Traffic Flow:** Students will enter using the main housing entry door and exit using the side door in the Manager's office.

**Staffing for Core Hours:** Two housing staff members will be available to assist students during the core hours as described below.

**In-person Staffing:** Two staff members in the housing office at a time.

Name: Sarah Ritchie 8am-12pm

Name: Carlos Suarez 10am-2pm and 7pm-11pm

**PPE:** The Facilities Department has been contacted about necessary PPE. They will be providing the office with a kit of all requested items (student face coverings, hand sanitizer, gloves, sanitizing spray, and paper towels) soon.

**Miscellaneous:** Staff discussed the following protocols: staff may have their face coverings off if they are in their office alone. Any time staff have a student in their office, or leave their office, face coverings are required. All students entering the building will be required to wear face coverings. Weather permitting, all windows and doors will be open to increase office ventilation and dilute virus particles should they enter the office.

# Student Life Office Opening Plan

**Office Capacity:** Maximum capacity for the Student Life office is set at 2 people: Bama and 1 student. Maximum capacity for the Student Lounge will be set at 8 people.

**Traffic Flow:** Students will enter using outside door under the Perch deck and exit using the inside door and exit from the lower level.

**Staffing:** Bama will be in the Student Life Office from 7:30-1:00 Monday – Thursday and 7:30-12:30 on Fridays. Student Ambassadors will staff the office/ lounge 1-3 and 3-6 Monday – Thursday and 1-3 on Fridays

**PPE:** The Facilities Department has been contacted about necessary PPE. They will be providing the office with a kit of all requested items (student face coverings, hand sanitizer, gloves, sanitizing spray, and paper towels) soon. The Dutch door can open so that students can pick up pantry items without entering the office.

**Miscellaneous:** Staff discussed the following protocols: staff may have their face coverings off if they are in their office alone. Any time staff have a student in their office, or leave their office, face coverings are required. All students entering the building will be required to wear face coverings. Weather permitting, all windows and doors will be open to increase office ventilation and dilute virus particles should they enter the office.

A cleaning checklist will be given to the ambassadors for cleaning as needed in the lounge, at least one time per shift. Chairs will be spread out across the lounge to allow for social distancing.

## TRiO Student Support Services Office Opening Plan

The TRiO SSS staff met on August 4, 2020 and worked together to compose the following plan that all staff members are comfortable with:

**Office Capacity:** 6 students in the common area at a time and 1 student allowed in each staff member's office at a time. With two staff members in the office at a time, the maximum overall capacity will be 10 students. 5-6 student computers will be open to program participants with 6 feet separating each computer station from the others to maintain safe social distancing.

**Traffic Flow:** Students will enter using the main TRiO entry door and exit using the side door into the lobby with the men's bathroom/drinking fountain.

**Staffing for Core Hours:** Two SSS staff members will be available to assist students during the core hours as described below.

**In-person Staffing:** Two staff members in the SSS office at a time with staggered shifts. Priority is given to staff who lack consistent phone/internet connection at home and/or have other distractions in their home environment.

Billy Ogle: Mondays and Thursdays, 8:30-5:00 (half-hour lunch)

Debbie Corsino: Monday-Friday, 8:00-3:30 (half-hour lunch)

Dan Smith: Tuesdays, Wednesdays, and Fridays, 9:00-3:30 (half-hour lunch)

**Virtual Work Hours:**

Billy Ogle: Tuesdays, Wednesdays, and Fridays, 8:30-5:00 (half-hour lunch)

Debbie Corsino: Monday-Friday, 4:00-5:00

Dan Smith: Mondays and Thursdays, 9:00-3:30 (half-hour lunch)

**PPE:** The Facilities Department has been contacted about necessary PPE. They will be providing the office with a kit of all requested items (student face coverings, hand sanitizer, gloves, sanitizing spray, and paper towels) soon. Plexiglass has already been installed.

**Miscellaneous:** Staff discussed the following protocols: staff may have their face coverings off if they are in their office alone with the door shut. Any time staff has their door open, have a student in their office, or leave their office, face coverings will be required. All students entering the building will be required to wear face coverings. Weather permitting, all windows and doors will be open to increase office ventilation and dilute virus particles should they enter the office.

**Staff Personal Contact Information:**

Billy Ogle: 530-394-0283 (cell) or 530-283-3121 (landline)

Debbie Corsino: 321-978-8909

Dan Smith: 530-520-2378

**Staff Google Voice Contact Numbers to be Utilized When Conducting Virtual Work for Calls/Texts:**

Billy Ogle: 530-349-1013

Debbie Corsino: 530-280-3449

Dan Smith: 530-641-2042