

AGREEMENT
between the
COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT (DISTRICT)
and the
COLLEGE OF THE SEQUOIAS TEACHERS' ASSOCIATION (COSTA)
regarding
HEALTH AND SAFETY

For the fall 2020 semester, with the exceptions noted below, all FT faculty counseling, librarian, and most faculty assignments will be conducted online through Distance Education Instruction and other district-approved online methods. The District and Association agree to negotiate spring 2021 semester plans by October 31, 2020. This agreement does not preclude the negotiation of additional terms.

With the exceptions noted below, faculty will hold up to three office hours online asynchronously and at least two hours will be held synchronously through ConferZoom, phone, or other similar sources and scheduled with the supervising dean and noted on the syllabus. Faculty with release or on bank time will schedule office hours proportionate to their teaching load.

If FT faculty choose to meet a class or an individual for in-person labs, exams, office hours, or librarian/counseling sessions, the District agrees to these additional provisions:

- a. There will be no coercion or pressure to teach or meet in-person.
- b. A form (attached) will be filled in by faculty prior to the semester (for labs and exams) or at least one week prior to a face-to-face meeting (for office hours or appointments). The form must be approved by the appropriate manager and facilities must be notified of any required cleaning. Faculty and the District must take into consideration social distancing guidelines and pedagogical needs within assigned classroom space when determining class cap/size reduction.
- c. Facilities is responsible for any furniture rearranging, if required, sanitization of spaces and surfaces in classrooms/labs between classes and after last use each day or prior to first use each day and provide necessary sanitation supplies and training to faculty to accommodate additional sanitizing and/or student use per CDC guidelines for instruction.
- d. The District agrees to provide barriers in office spaces or alternative locations to meet social distancing guidelines where necessary.
- e. The District will commit to make its best efforts to acquire face coverings and other safety supplies as available.

Students unable to wear appropriate PPE for medical reasons must make arrangements for remote instruction/advising. In the event of a student's/student's' refusal to meet the established health and safety standards (*ie*, refusal to wear the appropriate PPE or maintain appropriate social distance), the unit member may remove the student(s) from class or end the appointment. In the case of refusals to abide by established safety standards, the student(s) may be referred to the BIT program.

Faculty will be encouraged to include the following statement on all their class syllabi: "all employees

and students must wear face coverings in all indoor public spaces and in outdoor spaces where physical distancing cannot be maintained.

Faculty and staff agree to abide by all campus health and safety protocols.

Dated: August 25 2020

For the Association:

David Hurst

David Hurst, COSTA President

For the District:

John Bratsch

John Bratsch (Dean, HR/Legal Affairs)

Planning Document for Lab faculty requesting a return to campus for Fall Labs

Class Name/CRN: _____ # Students in Class: _____

Faculty Member: _____ Campus: _____ Building Needed: _____

Safety Requirement	Our Method	Responsible Party	Supplies Needed	Quantity Needed	Room(s) Needed	Date(s) Needed
Screen Prior to Entry	Remind students to check their health before the assessment; On the day of the assessment ask each student "screening questions" before entry into the room;		Check-off cards with screening questions			
Social Distancing (document plan below) (See attached example)	Limit number of students (10 or less) into the assessment area at any one time and ensure 6' distance between students.					
Handwashing, Gloves and Masks	Ensure each student has a mask by communicating prior to 1st day that students must provide own mask ; faculty can request extra masks for those who forget					
Disinfect Equipment	Wipe down equipment between students					
Disinfect Area	Custodians disinfect rooms after the assessment.	Facilities Staff**				

Plan for Social Distancing: Use a separate document to write how you will ensure social distancing. Address the following prompts to the best of your ability.

- 1) How many labs are you proposing to teach "face-to-face" (F2F)? Be prepared to discuss/address the topics and why it is necessary to be F2F.
- 2) For each lab you are proposing, describe the lab and how you will ensure social distancing for that lab.
- 3) Describe how the class will be divided during the lab meeting to ensure a reasonable number of students in the area.
- 4) Address how you will communicate this F2F format with students on the first day of class or in the pre-notes sent out to students so they are aware of the F2F component and can decide on whether they will want to continue with the class.
- 5) Be prepared to give the Dean **exact lab meeting dates and desired rooms** to ensure space and supplies are available. Work with Dean to complete a facilities request.

Approval Signatures* Faculty Member: _____ Date: _____

Academic Dean: _____ Date: _____

* Each faculty/dean must work with Facilities or Campus Provost to ensure procedures for using a classroom or lab space.

**Each faculty/dean must work with Facilities or Campus Provost to establish plan to disinfect room(s)

PLSI 001- Introduction to Plant Science Laboratory

The graded lab activities are designed to reinforce primary concepts and provide practical experience to students. The date, topic and location of each lab meeting are listed below. Students will bring their textbook, safety glasses, class materials and supplies to all lab activities.

Plan for Social Distancing: The class will use canvas for lecture and some lab activities. Most labs will take place on campus face-to-face in small groups. The class has 24 students enrolled. Labs will be divided into three groups of 8 people with each group assigned to a date as described below. Face masks need to be worn during class meetings. Students will be sent an email before the first class with instructions on 1) how to access Canvas and 2) the details of the first lab meeting 3) how the groups will be divided and assigned to one of the three groups and 4) the meeting time for each group. All of this information will go in an email, along with the syllabus and below outline, to the student. Additionally, the same information will be on Canvas.

Lab	Date	Instructional Mode	Location	Time
1. Transplanting trees and growth observations	16-Jun	Face-to Face (Groups 1 & 2)	OH Lab	2:00pm/3:35pm
1. Transplanting trees and growth observations	17-Jun	Face-to Face (Group 3)	OH Lab	2:00pm
2. Propagation by seed	16-Jun	Face-to Face (Groups 1 & 2)	OH Lab	2:00pm/3:35pm
2. Propagation by seed	17-Jun	Face-to Face (Group 3)	OH Lab	2:00pm
3. Review Crop Presentation guidelines	18-Jun	Canvas Assignment	Independent	N/A
4. Set up Crop presentation template	23-Jun	Face-to Face (Groups 1 & 2)	B120	2:00pm/3:35pm
4. Set up Crop presentation template	24-Jun	Face-to Face (Group 3)	B120	2:00pm
5. Water and fertilizer management	23-Jun	Face-to Face (Groups 1 & 2)	B120	2:00pm/3:35pm
5. Water and fertilizer management	24-Jun	Face-to Face (Group 3)	B120	2:00pm
6. Germination observations	23-Jun	Face-to Face (Groups 1 & 2)	B120	2:00pm/3:35pm
6. Germination observations	24-Jun	Face-to Face (Group 3)	B120	2:00pm
7. Crop Presentation research	29-Jun	Face-to Face (Groups 1 & 2)	B120	2:00pm/3:35pm
7. Crop Presentation research	30-Jun	Face-to Face (Group 3)	B120	2:00pm
8. IPM observations and germination data	1-Jul	Face-to Face (Group 1)	OH Lab	2:00pm
8. IPM observations and germination data	1-Jul	Face-to Face (Group 2)	OH Lab	3:00pm
8. IPM observations and germination data	1-Jul	Face-to Face (Group 3)	OH Lab	4:00pm

9. IPM observations, and growth management	8-Jul	Face-to Face (Group 1)	OH Lab	2:00pm
9. IPM observations, and growth management	8-Jul	Face-to Face (Group 2)	OH Lab	3:00pm
9. IPM observations, and growth management	8-Jul	Face-to Face (Group 3)	OH Lab	4:00pm
10. IPM and growth observations, and soil pH	15-Jul	Face-to Face (Groups 1 & 2)	OH Lab	2:00pm/3:35pm



GIANTS Protecting GIANTS
COS COVID-19 Screening Questions-Summer 2020
 (complete before each class meeting)

Your Name (Please Print): _____

Class Name: _____ **Date:** _____

In the past 2-14 days, have you experienced any of the following symptoms:

Click Yes or No for each symptoms:

- Cough Yes No
- Shortness of Breath Yes No
- Fever Yes No
- Chills Yes No
- Repeated Shaking with Chills Yes No
- Muscle Pain Yes No

Check Yes or No (each student will need to bring his or her own mask or wear the one provided)

- For protection of others, I agree to wear my mask Yes No

Your Signature: _____



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Your Signature: _____