

**SANTA ANA COLLEGE  
STANDARD OPERATING PROCEDURE**

**CAMPUS ACCESS AUTHORIZATION, COLLEGEWIDE**

SYNOPSIS

Objective:	This standard operating procedure (SOP) outlines the protocols for campus access authorization due to COVID-19. The objective of this SOP is to ensure the health and safety of faculty, staff, and students by knowing who, when, where and why personnel are on campus. This information will allow the college to take appropriate action in accordance with Centers for Disease Control and Prevention guidelines in the event an individual that contracted COVID-19 was contagious while on campus. The information will also allow Public Safety to remove unauthorized personnel from the campus that might jeopardize the health and safety of faculty, staff, and students.
Applicable to:	All RSCCD personnel, students, construction workers, vendors, visitors, and members of the public.
Initiator:	Administrative Services
Document locations:	SAC Intranet; MS Teams folders

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**What are the procedures for providing Public Safety with an updated and accurate Campus Access Authorization Workbook of authorized personnel on a daily basis?**

The procedures for providing Public Safety with an updated and accurate Campus Access Authorization Workbook of authorized personnel on a daily basis are as follows:

1. All key essential personnel required to regularly work on campus are listed in the Campus Access Authorization Workbook that is submitted to Public Safety on a daily basis by the Facilities Coordinator. The Workbook provides the following information:
  - a. Work location including room number(s)
  - b. Work date(s) and day(s) of week
  - c. Work hours including beginning and ending times
  - d. Employee name(s)
  - e. Work assignment
2. Other personnel that request campus access will notify their supervisor or responsible manager at least one week prior to the day for which they need to come on campus.
3. The supervisor or responsible manager will complete a [Campus Access Request](#) and submit it to their area vice president or assistant vice chancellor for approval, copying their executive secretary.
4. If the request is approved, the executive secretary forwards the approved request to the Facilities Coordinator for incorporation into the Campus Access Authorization Workbook.
5. The Facilities Coordinator will ensure the Workbook reflects all campus activities in any given week.
6. For those instances where someone has a sudden urgent request to come on campus, the aforementioned approval process remains the same, but the Facilities Coordinator will place such request(s) in a separate worksheet in the Workbook for a given week so Public Safety can easily identify the update without having to reread the entire Workbook.

**What are the procedures for authorized faculty, staff, students, vendors, visitors, and members of the public to access campus?**

In general, the campus access procedures for authorized faculty, students, vendors, visitors, and member of the public are as follows:

1. All authorized personnel must wear a mask in order to access campus and will be admitted by a Public Safety officer who will confirm authorization.
2. Excepting emergency first responders, all unauthorized personnel will be denied campus access unless there is compelling reason upon which the Public Safety officer will contact the on-call manager (for college: vice president; for construction: assistant vice chancellor) to obtain authorization.
3. All authorized personnel must act in accordance with the information provided in the Campus Access Authorization Workbook.
4. In the event an authorized individual has a need to exceed the work hours specified in the Workbook, the individual must contact Public Safety with the reason including the additional time required and await authorization from the on-call manager.

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The campus access procedures for faculty and students participating in lab instruction are as follows:

1. Faculty will complete and submit a Face-to-Face Performance and Lab Courses Plan to their dean for approval. The plan will address the following items:
  - a. Course Description
  - b. Dates
  - c. Times
  - d. Building/Room Access
  - e. Parking Access
  - f. Number of students needing access to campus
  - g. Number of faculty needing access to campus
  - h. Purpose and rationale for in-person lab
  - i. Health self-screening questionnaire for students and instructors conducted immediately prior to accessing campus
  - j. Health check upon accessing campus including submittal of signed questionnaire and taking of temperature
  - k. Pre-test/class instructions
  - l. Social distancing measures
  - m. Cleaning/disinfecting protocols
  - n. Restroom(s) needed during instruction
  - o. Equipment and supplies
2. Faculty must submit their [health-self-screening questionnaire](#) to their dean and maintain a file for student questionnaires.
3. Students must complete and submit to the appropriate dean and academic division office staff a COVID-19 (Coronavirus) Prevention for [On-Campus Visit Statement of Understanding](#) prior to accessing campus.
4. Division office staff will provide a list of the students that submitted the Statement of Understanding to the Executive Secretary of Academic Affairs who will revise and submit that corresponding portion of the Campus Access Authorization Workbook to the Facility Coordinator.

**What are the procedures for student use of WI-FI in designated parking lots?**

Note: these procedures are pending as their development requires meetings with Public Safety and ITS.

**Who is the on-call manager authorized to grant campus and building access to troubleshoot those instances when district employees or construction workers who are not in the Campus Access Authorization Workbook come to campus?**

The on-call manager authorized to grant campus and building access to troubleshoot those instances when district employees who are not in the Campus Access Authorization Workbook is the Vice President of Administrative Services. In the event the Vice President of Administrative Services is not available, any college vice president is authorized to grant campus and building access. For new construction projects, the on-call manager is the Assistant Vice Chancellor of Facility Planning, District Construction & Support Services or designee.

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**Who is the vice president (college) or assistant vice chancellor (new construction) designated to receive Public Safety incident reports regarding personnel who refuse to comply with District guidelines for campus access authorization?**

The Vice President of Administrative Services is designated to receive Public Safety incident reports regarding RSCCD personnel who refuse to comply with District guidelines for campus access authorization. The Assistant Vice Chancellor of Facility Planning, District Construction & Support Services is designated to receive Public Safety incident reports regarding construction personnel who refuse to comply with District guidelines for campus access authorization.