



Student Services Worksite Plans - 11.4.2020

The following schedule represents in person service hours for several Student Services areas.

Hybrid Method of Support	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>Remote</p> <p><i>We will continue to provide online resources covering our support services via Zoom and Cranium Café.</i></p> <p>On Campus</p> <p><i>In addition, we will have a small presence of support services available in essential areas on campus, with minimal coverage and staggered work schedules.</i></p> <p><i>On campus offices will have limited hours and</i></p>	<p>C.N.A. Class (SCC U86) 8:15am-11:30am [Instructional Assistant]</p> <p>C.N.A. Class (CWPC 113) 4:30pm-8:00pm [Instructional Assistant]</p> <p>Accountant (CWPC) 9:30am-4:30pm</p> <p>Admin. Secretary (CWPC) 8:30am-5:00pm</p> <p>Custodial Services (CWPC) 8:00am-10:30am [Shift 1] 10:30am-9:00pm [Shift 2]</p> <p>Custodial Services (SCC) 10:30am-5:30pm [Shift 1]</p>	<p>CASAS Testing (CHAP 210) 9:00 am - 11:00 am 12:00pm – 2:00pm 6:00 pm - 8:00 pm [Instructional Assistants – will vary]</p> <p>C.N.A. Class (SCC U86) 8:15am-11:30am [Instructional Assistant]</p> <p>Custodial Services (CHAP) 8:00am-10:30am [Shift 1] 10:30am-9:00pm [Shift 2]</p> <p>Custodial Services (SCC) 10:30am-5:30pm [Shift 1]</p>	<p>Admissions & Records (CWPC) 9:30 am – 12:30 pm [Shift 1] 3:00 pm – 6:00 pm [Shift 2]</p> <p>C.N.A. Class (SCC U86) 8:15am-11:30am [Instructional Assistant]</p> <p>C.N.A. Class (CWPC 113) 4:30pm-8:00pm [Instructional Assistant]</p> <p>Custodial Services (CWPC) 8:00am-10:30am [Shift 1] 10:30am-9:00pm [Shift 2]</p> <p>Custodial Services (SCC) 10:30am-5:30pm [Shift 1]</p>	<p>Admissions & Records (SCC U80) 9:30 am – 12:30 pm [Shift 1] 3:00 pm – 6:00 pm [Shift 2]</p> <p>C.N.A. Class (SCC U86) 8:15am-11:30am [Instructional Assistant]</p> <p>C.N.A. Class (CWPC 113) 4:30pm-8:00pm [Instructional Assistant]</p> <p>Accountant (CWPC) 9:30am-4:30pm</p> <p>Admin. Secretary (CWPC) 8:30am-5:00pm</p> <p>Custodial Services (CWPC) 8:00am-10:30am [Shift 1] 10:30am-9:00pm</p>

*require an appointment
for on campus access.*

***Appointments are
required for contact
tracing.***

[Shift 2]

Custodial Services (SCC)

10:30am-5:30pm

[Shift 1]

*** FRIDAY**

Custodial Services (CHAP)

8:00am-12:00pm

Student Services Worksite Plans - 11.2.2020 (for internal use only)

Facilities: Review space utilization to identify allowable occupancy in order to control traffic flow; ensure no more than 2 students allowed in the waiting space for limited interactions and physical distancing; identify entry/exit points; review office and workstation layouts to accommodate physical distancing between workstations and student areas. **Required for each office:**

- RSCCD Return to Work Plan <https://www.rscdd.edu/Departments/Human-Resources/Documents/rscdd-return-to-work.pdf>
- Appointment Method
- Student Non-Compliance Protocol
- PPE
- COVID Signage

Social Distancing Guidelines:

- 6ft minimum
- Signage wall/floor: social distancing, on-campus protocol, dept. schedule
- Sanitization dispensers at point of entry and exit • Mask required

On Campus Activities: Various Student Service programs may require on-campus access for Fall activities requiring in-person support.

- SCC Loaner Laptop Program
- Special Population book distribution/return
- DSPS accommodations/equipment distribution
- SCC Food Pantry Food Distribution