

**College of San Mateo
Safety Committee Meeting**

Agenda

Friday, December 10, 2021

2:00 PM – 3:30 PM

ZOOM Meeting link:

<https://smccd.zoom.us/j/87007866723?pwd=dmhFSUJFZ1JGK2xNbIR5ZVM0bkc5dz09&from=addon>

Item #	Item	Lead (s)	Attachments	Time	Action
1.	Review and Approve Agenda	Micaela Ochoa	None	2 Min.	Action
2.	Review and Approve November 19, 2021 Meeting Minutes	Micaela Ochoa	Attached	3 Min.	Action
3.	Public Comment on non-Agenda Items	Committee Members & Guests	None	5-10 Min.	Information
4.	Follow-up from November 19th CSM Safety Committee Meeting <ul style="list-style-type: none"> ▪ PPE, Ventilation, Sanitization and Mask Wearing, and FAQ, 20 Min. ▪ Policy Related to Service Dogs, 5 Min. ▪ Forum Parking Lot, 3 Min. ▪ Room for Spring Safety Committee meetings, for those who wish to join in person, Building 10-435, capacity 10, 2 Min. 	Michele Rudovsky & Kristi Ridgeway Micaela Ochoa Robert Gutierrez Micaela Ochoa	FAQ attached AP 7.41.2 & Service Dogs Guide Attached	30 Min.	Information Discussion
5.	Reports and Updates <ul style="list-style-type: none"> ▪ Recovery, Attestation, Covid-19 Testing, Updated Fact Sheet, Reconciliation of Vaccinated vs. non-Vaccinated, 15-20 Min. ▪ Report on December 6, 2021 District Health & Safety Committee Meeting, 5-10 Min. ▪ Protocols for on campus events, 5-10 Min. 	Ray Hernandez Brian Tupper Facilities & Public Safety	As Reported	25-35 Min.	Information Discussion Feedback
6.	Review and Discuss Fall 2021 Safety Committee Accomplishments <ul style="list-style-type: none"> ▪ Conducted seven (7) Meetings with participation and feedback from various stakeholders, including up to 130 community partners at some meetings ▪ Reviewed, discussed, and took-action on 	Micaela Ochoa	None	5 Min.	Discussion

	<p>committee bylaws</p> <ul style="list-style-type: none"> ▪ Discussed pros and cons of becoming a committee that reports to IPC ▪ Took-action on transitioning from committee that reports to President to committee that reports to IPC ▪ Other accomplishments? 				
7.	<p>Continuous Improvement: Feedback Regarding Fall 2021 Meetings</p> <ul style="list-style-type: none"> ▪ What worked? ▪ What can be improved? ▪ What do we want to do differently in Spring 2022? 	Micaela Ochoa	None	5-10 Min.	Discussion and Feedback
8.	<p>Tentative 22-23 Meeting Dates</p> <ul style="list-style-type: none"> ▪ Please review with your constituency groups ▪ We will take action on calendar in February/March 2022 	Micaela Ochoa	Attached	2 Min.	Information
9.	<p>January 27, 2022 Preliminary Agenda Items</p> <ul style="list-style-type: none"> ▪ Review membership schedule ▪ Other items? 	All	None	2 Min.	Information
10.	<p>Round Table Open for health and safety campus related questions, comments and/or concerns</p>	All	None	5 Min.	Share
11.	<p>Adjourn</p>	Micaela Ochoa	None	1 Min.	Action

The Campus Safety Committee meeting schedule for FY 2021-22 is as follows:

2021	2022
Thursday, July 22 & 26	Thursday, January 27
Thursday, August 26	Thursday, February 24
Thursday, September 30	Thursday, March 24
Thursday, October 28	Thursday, April 28
Friday, November 19	Thursday, May 26
Friday, December 10	

CSM Safety Committee Website: <https://collegeofsanmateo.edu/emergency/safetycommittee.asp>

College of San Mateo Campus
Safety Committee Meeting Summary
Friday, November 19, 2021
2:00 PM – 3:30 PM

Members Present: Micaela Ochoa, Brian Tupper, Emily Barrick, Cynthia James, Tania Farjat, Jesenia Diaz, Gloria D’Ambra, Joseph Puckett, Viji Raman and David Lau

Staff: Luz Román-Amaro

Guests present: see enclosed list

Micaela called the meeting to order at 2:02 PM

Review and Approve Agenda

The CSM Safety Committee members present approved the agenda as presented with no request for changes or modifications.

Review and Approve October 28, 2021 Meeting Minutes

The Safety Committee members present reviewed and approved the October 28, 2021 meeting minutes as presented with no changes or modifications.

Public Comment on Non-Agenda Items

Micaela welcomed committee members and guests to speak on non-agenda items.

There were no requests to speak on non-agenda items. There were no comments or feedback offered on non-agenda items.

New: Website Redesign with Updated Bylaws

Micaela presented the new design of the Safety Committee webpage, and explained that the bylaws the committee approved in October 2021 are now a part of the new webpage.

There were no questions, comments or feedback about the new design or updated information on the Safety Committee webpage.

No Smoking Policy

Micaela reported on the updated no-smoking policy that was presented to the board as an information item in October and as an action item in November. The updated no-smoking policy has now been approved by the Board of Trustees and is posted on the Board’s website. - Board Report NO. 21-11-103B

Reports and Updates

Note: Due to problems with connectivity issues, the Reports and Updates section of the agenda started with Parking Permits instead of Recovery, Attestation and Covid Testing.

Parking Permits

Micaela communicated that an FAQ related to the new parking permit system was created after Brian Tupper met with CSM's Administrative Services staff to answer their questions about the new system. This FAQ is part of today's agenda packet.

Brian offered a brief introduction about the new parking permit system (iParc). He explained that the previous parking system, Credentials, was used to issue student parking permits through a mailing system. It is no longer in service. Starting in December, Public Safety will use a new digital parking permits system that will require vehicle registration, name, G-number and the vehicle's license plate. The license plate then becomes the vehicle's permit.

Staff: Brian explained that staff will receive a notification with a link to a website to register and create an account). Staff will need to enter their name and G-number, and they will have the option to choose a staff permit. This permit will be free and valid for two years. Each staff member will be allowed to register up to two vehicles in their account. Staff will also have the opportunity to update their account and vehicle information if there is a need to change registered vehicles.

Students: Brian further explained that for the students, the new parking permit system works similar to the Credentials parking permit system, but without the physical permit. The students will enter their G-number and that G-number is tied to their account. Students will have the option to purchase a semester long, two-semesters long, summer term or daily permit.

Public: For members of the public, they will be able to purchase a daily permit without having a G-number. iParq also offers special event permits and is parallel to almost everything that people experienced with Credentials.

Brian explained that Public Safety was working to find a solution after they found out in October about the problem with Credentials. The idea of trying to have a new parking permit system in place by the return to work, and of students, to campus was a high priority. The new parking permit system will go live in December. Public Safety, ITS and iParq are working on trying to get this cloud system set up. They still need to establish an exchange of communication between iParq and Banner.

Brian communicated to the meeting attendees to send him and email if they have any questions or suggestions on how to make the new parking permit system better.

He also shared that Public Safety will focus during the Spring semester on transitioning to the new parking permit system and there will be no parking citations in the Spring.

Micaela reminded attendees that the Parking Permit FAQ is linked to today's agenda, and posted on the Safety Committee meeting webpage.

Viji Raman asked about parking permits for guest lecturers or guests that come to campus.

Brian answered that they are in the process of working on a VIP permit that can be used for special events or meetings. This new system offers different types of permits. With this new system they are eliminating paper products, physical contact, and the permit stations. These changes will be a cost saving to the district.

Cynthia James reminded Brian that a couple of programs like Cosmetology, Skyline's Esthetic program and the Dental program have members of the public coming to campus several times during the month. She asked if Public Safety is taking those visits into consideration when talking about public funds?

Brian responded that the system can be set up in advance to account for those visits.

Viji Raman asked if she could send in advance a list of all the people that will visit during the semester.

Brian responded that at the moment that is not possible, but he is taking these two questions back to Jason and Arlene to be addressed. It is important that they address all questions from the three different campuses. The information will be shared with the different divisions and departments.

Public Safety would like the new parking permit system to be a positive experience for everyone.

Kathy McEachron asked via chat: Are you considering placards for Faculty and Staff as a visual for security?

Brian responded that he had already answered the question in a previous meeting. The placards are a good idea for visual recognition. Staff will still have to register and the permits will be valid for 2 years. He is about 95% sure that the placards or a system like that will be put in place to supplement the new parking permit system.

Tania Farjat asked about students that visit various campuses. She asked "will they be able to use the same parking spot? Can you elaborate on how the new system is going to work regarding those students?"

Brian responded that the system is district wide. When the license plate is scanned, the system will say whether they have a permit or not, but it will not say the person's home base campus.

Micaela asked for Brian to confirm that one permit only is required, regardless of where you park in the district.

Brian confirmed that the statement is correct.

There were no further questions about this item.

Recovery, Attestations & Covid Testing

Ray mentioned that there has been a lot of conversation about the mask mandate and the plan for Spring 2022. He discussed the metrics from the new San Mateo County Health data dashboard. These metrics are bay area wide and provide the criteria for lifting the mask mandate. He shared the following websites:

<https://www.smchealth.org/coronavirus>

<https://www.smchealth.org/data-dashboards>

Ray mentioned that the next free vaccination pop-up clinic will be at CSM on November 30. You must register in advance at <https://myturn.ca.gov/>

Ray also reminded everyone that the district is committed to mask wearing until the end of Academic year and that they are aligning with the County's recommendations after that. Ray continued stating that the student attestation process is going well over all.

Ray informed that two people have been hired to work the attestation process. He also mentioned that people that work with cohorts can request reports and that he will provide Micaela with the details about this later on. (35.14)

Tania Farjat commented about issues with the uploading of documents during the attestation process. She explained that students were concerned about being dropped from classes after uploading their vaccination documentation before the 14 days deadline, and as a result, students were not uploading their vaccination card.

Ray communicated to Tania that they could chat offline to get more details about this issue and shared the link to the return information for Students' page:

<https://smccd.edu/return-to-campus/students.php>

Micaela asked Tania if students were waiting for the end of the two-week period (after completing their vaccinations) to upload their vaccination information, until after they fully vaccinated.

Tania answered that it was correct.

Ray communicated that this was an opportunity to communicate the missing information about not having to wait the 14-day period to upload their vaccination documentation to the fact sheet and thanked Tania for the feedback.

Micaela explained to Ray that it sounds like students do not want to upload their vaccination card until after two weeks after vaccination because they don't want to be dropped from their classes.

Ray reassured Micaela that there is no problem with the system. When students upload their information, the program specialists are looking to see that the shot series has been completed, not that the 14-day post series have been completed.

Tania clarified that students were uploading their first series and were able to register. They thought that they would have 14-days to enter the second series information, but instead they were dropped from their classes before the end of 14-day period.

Ray clarified that if the student has only received one vaccination shot before registration, they are not considered fully vaccinated and will be rejected. Ray will update the fact sheet.

Joseph Puckett mentioned that some employees wanted to wait until they were fully vaccinated to do the attestation and asked Ray to resend the link to employees to do the attestation.

Ray reviewed the vaccination requirements and attestation process for employees.

Joseph mentioned that there was another issue with employees that already uploaded their information and still have to be tested.

Ray indicated that if individuals upload their vaccination card, they should not be on the Covid testing list. Ray communicated that he would run a report to reconcile the attestation information and remove them from the testing list.

Cheryl Navarrete asked via chat: Do we need to upload again once we receive the booster shot?

Ray answered that they are focusing on what is considered to be fully vaccinated, which includes the series and the post 14-days. They already finished the process with employees and are moving forward with the weekly testing of staff with exemptions. Students are still in the attestation the process.

Ray confirmed that they are not requesting boosters or documenting them at the moment. We will wait to see what is done at the national level before we create a procedure or process for the booster shot.

Ray shared in the chat a link to the state's current safety measures and past restrictions:
<https://covid19.ca.gov/safely-reopening/#past-restrictions>

There were no further questions or comments on this item.

Building Captains

Ben Zara Minkin mentioned that Public Safety is planning to schedule a Building Captain training with the district and the three campuses in the Spring. This training will include covid response protocols and treatment protocols for building captains. At the past training they noticed that the trauma supplies in the emergency-go-bags were minimal and did not include bleeding control kits. Public Safety will be adding the bleeding control kits to the bags and will also be teaching: "stop the bleed" at the training.

Brian added that Public Safety has the overdose prescription medication Narcan® and will also be adding a training on opioid-overdose for the building captains.

There were no questions or comments on this item.

Reporting on Safety Concerns

David Lau commented that some of the safety concerns are being addressed in the Active MOU for negotiations between the district and the District Academic Senate. He added that there are still some concerns about the return to campus such as how sanitizing is going to be done, keeping social distancing in the classroom, mask wearing enforcement and the type of preventative measures the campuses are going to have in place in regards to visitors.

Micaela asked David to elaborate on his remark about sanitation.

David responded that many members of faculty have not been on campus and are not aware about the sanitation process on campus and it will be very helpful to provide some clear communication or factsheet.

Viji Raman asked if we have a policy regarding dogs on campus. Micaela responded that there is a policy and we can present it at the next Safety Committee meeting in December.

Micaela asked Michelle Rudovsky to talk about Sanitization.

Michelle communicated that the district has a very robust health and safety and return to campus plan. In the recovery policies and plan page, there is a section on sanitization and hygiene.

Michelle indicated that the custodial team clean and sanitize spaces that are occupied, and the community high touch areas as well. Facilities and maintenance also have electrostatic sprayers, which spray a mist that disinfects the spaces. In the places that do not have the electrostatic sprayers, the expectation is that the program equipment is disinfected by the faculty and staff who use it. In offices, they expect the staff to clean their own equipment. Custodial staff clean all common spaces. They are respectful of touching or moving items in private spaces.

<https://smccd.edu/return-to-campus/recovery.php#clean>

You can request surgical masks (in bulk), hand sanitizers, sanitizing wipes and paper towels through your division office. To order N-95 respirators from Public Safety, you need to fill out the form on the return to campus page form employees. <https://smccd.edu/return-to-campus/employees.php#ppe>

All community spaces have sanitizing wipes available. Michelle shared the links to the pages in the chat (links above)

Jesenia Diaz commented that the counseling staff is concerned about being in close proximity to students who might not be vaccinated or might be asymptomatic carriers of the disease. The staff does not feel safe in a space that is in close proximity to students and believe that their concerns are not being heard. Jessenia communicated that they are still being placed at risk and that there is a difference between walking in the hallway and sitting in front of a person for one hour. Robert Gutierrez acknowledged and thanked Jesenia for her comment. He explained that he met with Kristi Ridgway in the counseling space to evaluate the area, some counselors were present during the evaluation of the space. They discussed the possibility of adding Plexiglas and how it will affect the interaction between the counselor and the student. It was determined that adding plexiglass would be more of a burden during this interaction.

Robert is willing to revisit the issue and talk about their concerns.

Micaela asked Michelle if she could briefly speak about PPE and ventilation. This item will be added to the December's meeting agenda.

David Lau commented about the use of N-95 respirators during counseling sessions. He asked about the availability of alternative PPE. Are there face shields with drapes available?

Robert responded that they do have them available.

Micaela asked if face shields can be requested through the regular process.

Michelle responded that the face shields with drapes and N-95 respirators can be requested through the same form that is on the website. There also is a video about the proper use of the N-95 and PPE.

<https://smccd.edu/return-to-campus/employees.php#ppe>

David Lau commented that the Safety Committee should be able to provide this information to the faculty and staff.

Micaela offered to do a one-pager and present the information to IPC or at a senate meeting. She is happy to partner with David and Jesenia to do that if they wish.

Viji Raman reminded the committee that they can present this type of information during the student division meetings. Micaela agreed that the idea of presenting the information at the division meetings will ensure getting the information out to very specific groups. David offered to help with this task.

No further comments, questions for feedback were offered on this item.

Follow-up from October 2021 Meeting

Signage for Pop-up Vaccination Locations

Robert informed the committee that he worked with Emily Barrick to create signs that will help guide students to the vaccination site. The signs will be put up on "A" frames and will go up before the next vaccination clinic.

He asked Tania Farjat for feedback on what will be the best location for the three signs that will be printed.

Tania communicated that the vaccination date has been changed from Friday to Tuesday. She also indicated that the best location for the signs will be at the campus main entrance and offered to meet with Robert to talk about other good locations. Robert agreed to meet with her before the next vaccination clinic.

No further comments on this item were offered.

Forum Parking Exit

Robert showed pictures that he took of the Forum Lot and asked Viji for clarification about the issues with the forum parking lot. Viji responded that the problem is with the cars that are exiting the parking lot due to the bushes. Viji asked if a mirror can be put up.

Robert responded that a mirror cannot be put in that open area. He is willing to evaluate the area again and find some possible solutions.

Cheryl Navarrete asked if a speed bump could be added before the crosswalk. Robert responded that he will reassess the area to determine what solutions can be implemented. Robert asked Cheryl about the crosswalk, but she was no longer present. Robert will reach out to Cheryl to talk more about the crosswalk. Micaela indicated that this item will be kept open for discussion and updates.

December Meeting Date (if needed)

Micaela asked the committee if they wanted to keep the December meeting date.

The committee approved to keep the date, and no specific items were requested.

Round Table

David Lau asked if the meeting schedule for next semester was going to be hybrid. Micaela responded that the schedule will be hybrid.

Based on no further comments or feedback, Micaela adjourned the meeting at 3:23pm

December 10, 2021 Preliminary Agenda Items:

- PPE, Ventilation, Sanitization and Mask Wearing
- Service Dogs Policy
- In-Person Meeting Room (Bldg. 10-435, capacity 10)-space is limited, RSVP to Luz

Attendees (Alpha Order by first name):

Ben 'Zara Minkin	Kathy McEachron
Brian Tupper	Liz Schuler
Cheryl Navarrete	Luz Román-Amaro
Cynthia James	Maggie Barrientos
David Lau	Maggie Li
David McLain	Micaela Ochoa
Elnora Tayag	Michelle Rudovsky
Emily Barrick	Michelle Schneider
Gloria D'Ambra	Ray Hernandez
Helia Ying	Rob Dean
Jesenia Diaz	Robert Gutierrez
Jia Chung	Stephanie Martinez
Jose Bonilla	Tania Farjat
José Nuñez	Viji Raman
Joseph Puckett	Vince Garcia

FAQ: CSM Counselor Return to Campus and Ventilation

1. Often pre-pandemic my office was stuffy/stagnant/smells lingered. I do not trust that the ventilation in my office is sufficient. What has been done to address this?

All offices in Building 10, including Counseling offices on the 3rd and 1st floors, including EOPS, DRC, and MCCDC staff and faculty offices, have more air pumped into them for air circulation than pre-pandemic. MERV 13 filters have also been installed. Together, these two efforts filter viruses (and wildfire smoke). Rooms, including offices, on campus have air exchange rates that meet, and in many cases exceed, the industry standard/Cal/OSHA requirements. Per Michele Rudovsky, Director of Maintenance and Operations, there are measures in place to ensure proper functioning of our ventilation systems, including daily checks on air flow exchange rates and ventilation systems.

In Building 17, there is no HVAC system, so windows and doors should be opened to provide proper ventilation. HEPA air purifiers will be provided in Building 17 offices in the event that windows and doors cannot remain open, such as during wildfire smoke or cold weather. Distribution of HEPA air purifiers at CSM is beginning in December.

More details can be found at:

Counseling: Krystal & Kristi's e-mail to Counseling on 9/16/21

Student Services: Kristi's e-mail to Student Services on 11/27/21,

Faculty, Staff, Students: [Return to Campus](#) website: the Ventilation Report and a "briefing on the buildings' air handling systems" (an explainer) video by Michele Rudovsky.

2. Sometimes I have to close the door for confidentiality, but with COVID, I don't want to close my door. Doesn't closing my door interfere with the ventilation/filtration of the COVID virus?

If you have an air vent in your individual office, you have increased air exchanges and a MERV 13 filter helping to filter the air of viruses (and wildfire smoke). These are new additions since last year. You can close your door for privacy and still have proper filtration. Kristi walked all Counseling offices in September with facilities, and all Counseling Offices have air vents. If you are in another space without an air vent, keep the door open to utilize the air vent in the hallway.

If you are in Building 17, or other spaces with windows that open, you can close your door and keep your windows open or close the windows and doors and utilize an individual HEPA air purifier, which we are in the process of being distributed to individual areas.

3. Counseling appointments are much longer than 15 minutes, often more than 30 minutes at a time. I am worried about this length of contact with a student in an office. What health and safety measures have been taken to address this?

Vaccination is the best protection against catching COVID. The [SMCCD vaccination mandate](#), in effect and being enforced starting Spring 2022, helps to provide protection to our campus

communities. Vaccination, combined with other protection measures, decreases the risk to yourself and others. Added protection measures that CSM has taken include:

- **Filtration/ventilation:** Filtration measures in Building 10 include increased air flow and MERV 13 filters; ventilation measures include opening windows and doors in Building 17 or using a HEPA air purifier/air scrubber when doors and windows are closed.
- **Barriers:** Masks are required for all who access indoor spaces in FA21. CSM will issue you a respirator (N95 mask) and/or face shield for added protection upon request. If, after undergoing an individual assessment of your workspace with the facilities team, you determine that you would like a plexiglass barrier for your desk or tabletop, these are also available upon request.
- **Sanitization:** Sanitizing wipes, hand sanitizer, and surgical masks are also available for use in your area and can be requested from your Division Assistant. Facilities is doing regular campus cleaning/sanitizing.

4. I thought that our Counseling offices were being assessed, but I haven't heard anything about my particular office. What do I need to do in order to have a walk through with the Facilities team in my office?

Counseling offices were assessed along with all other spaces on campus before we were given the "all clear" to return to campus. Kristi also walked all of the Counseling offices with facilities in September. As indicated on the [Return to Campus](#) website and in Kristi's September e-mail to Counseling, anyone who has specific concerns that they would like addressed can request their own walk through with facilities. To do this, communicate your intention with your direct supervisor, and then submit a [Facilities Request](#). In the "Request description" box, please note: COVID-19 Work Space Safety Assessment, and indicate in the comments field your availability to meet.

5. I am still uncomfortable about returning to my enclosed office space. In addition to the information already provided above, what more can help me make this transition?

Talk to the Counselors and staff that have already returned for tips on what they did to make the transition back to campus. Give yourself some time to transition back. If you have not been working on campus for any length of time, it will take some time to adjust. For this reason, I advise not waiting until January to come into the office. Come in several times prior to then to reacquaint yourself with your office and settle back in before you must begin seeing students in-person. This will allow you to not only troubleshoot those logistical things that always need attention after some time away, but it will also familiarize you with the health and safety protocols that are in place and give you a chance to decide if there are additional safety measures that you might want to opt in to (N95 masks, etc.) – before meeting with students in-person. If you still have additional concerns, please let Krystal or me know so that we can try to address them.

See also: FAQ CSM Return to Campus and Student Interactions, coming out prior to Winter Break

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURES NO. 2.20.2 and 7.41.2 (AP 3440)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 7.41.2 Disabled Students Programs and Services (DSPS): Service Animals
Revision Date: 9/12
References: Section 504 of the Rehabilitation Act of 1973, 29 U.S.C 794; The Americans with Disabilities Act of 1990, 42, U.S.C, 12101; The Americans with Disabilities Amendment Act of 2008, 28 C.F.R, 1630; The Americans with Disabilities Act Revised Requirements, 28 CFR 35.136(i)

1. The San Mateo County Community College District will allow a student, employee or any individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The purpose of this procedure is to ensure that students, employees or any individuals with disabilities can participate in and benefit from District services, programs and activities, and to ensure that the District does not discriminate on the basis of disability.

Procedures for Persons with Disabilities

2. A student with a disability should contact the Disabled Students Service Program to determine if the animal meets the definition of “service animal”; employees and other individuals should contact the Vice Chancellor of Human Resources and Employee Relations. For the purposes of this procedure, a “service animal” means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. *Note: Other animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.*
3. A student with a disability who brings an animal for participation in the services or classes of the District shall be directed to the Disabled Students Programs and Services (DSPS) office; others will be directed to the Vice Chancellor of Human Relations and Employee Relations.

Individuals must provide documentation of his/her disability and a description of the disability related tasks which the animal performs which facilitates access to District programs, services or activities.

Staff in Disabled Students Programs and Services or the Office of Human Resources, as appropriate, will determine if the tasks performed by the service animal are directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. *Note:*

AP 7.41.2 Disabled Students Programs and Services (DSPS): Service Animals (continued)

The crime deterrent effect of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

- a. If it is determined that the tasks performed by the service animal are directly related to the person's disability, the use of a service animal will be approved and documented by the Disabled Students Program and Services staff or the Office of Human Resources staff, as appropriate. The individual will be required to complete a Service Animal Agreement form.
 - b. If it is determined that the tasks performed by the service animal are not directly related to the student's disability, the use of the service animal will be denied.
4. If the service animal is a miniature horse, the staff in Disabled Students Programs and Services or the Office of Human Resources, as appropriate, will consider the following factors:
 - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
 - b. Whether the individual has sufficient control of the miniature horse;
 - c. Whether the miniature horse is housebroken; and
 - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
 5. The service animal must have a harness, leash, or other tether, unless either the individual is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
 6. An individual may produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.
 7. The care and supervision of a service animal is the responsibility of the individual; the District is not responsible for the care or supervision of the animal. Civil Code Section 54.2 requires that the owner of a service animal be responsible for any damage done to the premises or facility by the animal.
 8. All service animals must be immunized in accordance with State of California Health and Safety Code, 121690. Documentation will be requested.
 9. Service animals must work without threatening or disrupting other service animals, students and/or District personnel.
 10. The Coordinator of the Disabled Students Programs and Services, in consultation with the Vice President of Student Services, or the Vice Chancellor of Human Relations and Employee Relations, as appropriate, may require a student with a disability to remove a service animal from College/District owned or operated property if the service animal poses a threat to health, safety, is out of control and the animal's handler does not take effective action to control it, or if the animal is not housebroken. Failure to comply with this exclusion may result in disciplinary action. If the service animal causes damage to College/District owned or operated property, the individual with a disability will be charged for damages caused by his or her services animal. If a service animal is excluded, the Coordinator of Disabled Students Programs and Services or the Vice Chancellor of Human Resources

AP 7.41.2 Disabled Students Programs and Services (DSPS): Service Animals (continued)

and Employee Relations, as appropriate, will provide the individual an opportunity to obtain services and accommodations to participate in the service, program or activity without having the service animal on the premises.

11. Persons with disabilities will be limited to one approved service animal.

Evaluation Procedures

12. Under the ADAA and Section 504, the District may not impose a rule upon individuals with disabilities prohibiting service animals, if the rule has the effect of limiting the participation of the individuals with disabilities in the District's services, programs or activities. However, the District is not obligated to permit the use of service animals, if doing so would result in a fundamental alteration of the District service, program or activity, or would pose a direct threat to the health or safety of others.
13. The District will determine whether the service animal meets the basic ADAA definition as stated herein. This determination is based upon whether the service animal has been trained to provide the specific task or service required by the student because of his/her disability (ies) and whether the animal can actually provide that task or service. If in the judgment of the District professional, the animal cannot perform the identified task or service, the District may exclude the animal from its facilities and campuses.
14. The District will analyze whether the presence of the service animal would actually have a significant effect upon the service, program, or activity involved. The Governing Board of the District designates the District DSPS professionals, in consultation with the program professionals and Vice Presidents, or the Vice Chancellor of Human Relations and Employee Relations, as appropriate, to make such a determination. If the District official determines that the use of the service animal causes a fundamental alteration of District services, programs or activities, the District may exclude the animal from its colleges, campuses, sites, programs and activities. (Title III of the ADAA Regulations, 28 C.F.R 36.104)
 - a. If the District makes a determination that the use of the service animal would result in such a fundamental alteration, within five instructional days of such determination, the designated person(s) shall issue a written statement identifying the reasons for the determination in sufficient detail to meet the District's burden to demonstrate that such alteration would occur. (Title III of the ADAA Regulations, 28 C.F.R., 36.104)
 - b. If the use of the service animal would result in such fundamental alteration, at the request of an individual with a disability and in accordance with District Policy XXX, the District shall take any other action that would not result in such an alteration but would nevertheless allow the individual with a disability to participate in District services or programs.
15. The District will make an individualized assessment to determine whether the presence of the service animal poses a significant risk to the health or safety of other persons that cannot be eliminated by modification of policies, practices or procedures, or by the provision of auxiliary aids or services. If the District determines that the presence of the service animal does pose a direct threat to the health or safety of persons participating in the District services, programs or activities, the District may exclude the animal from its facilities and campuses. (Title III of the ADAA Regulations, C.F.R., 36.208)

AP 7.41.2 Disabled Students Programs and Services (DSPS): Service Animals (continued)

16. A student with a disability who is denied the use of a service animal by the DSPS Department may file a complaint utilizing the Academic Accommodations for Students with Disabilities procedures. Employees may file a complaint with the Vice Chancellor of Human Resources and Employee Relations.

Service Dogs: Faculty Guide

Service dogs on campus and in classrooms

Service dogs are allowed on campus and in classrooms. When it is not obvious what service the dog provides, college officials may ask only two questions:

1. *Is the service dog required because of a disability?*
2. *What work or task has the dog been trained to perform?*

May I ask about the nature of the student's disability?

No. It is illegal to ask a person to disclose what their disability is or the reason they have a service dog.

Are animals other than dogs recognized as service animals?

No. Under the law, only dogs (or in some instances, miniature horses) are recognized as service animals.

What is considered work or tasks that the dog performs?

The work or tasks performed by a service dog must be directly related to the disability.

- Guiding people who are blind
- Alerting deaf students
- Reminder to take prescribed medication.
- Alerting a seizure, or glucose
- Pulling a wheelchair

The work or task must be active not passive. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks. Such animals are deemed 'Therapy Dogs' and require an Authorized Accommodation Letter from the DRC. Please refer the student to Disability Resources Center for further guidance.

What about allergies or being afraid of dogs?

These are not valid reasons for denying access or refusing service to people using service animals. It may be possible to accommodate by requesting students use different locations within the classroom or take a different section of the course.

Can I ask for the service dog to be removed from the classroom?

A person with a disability cannot be asked to remove his service animal from the premises unless:

1. The dog is behaving in a disruptive manner by barking, growling, whimpering, running around, or soliciting social attention through behavior uncharacteristic of a service animal; or
2. The dog is not housebroken or clean; or
3. The presence of the dog poses a direct threat to the health or safety of other persons that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services; or

If you have any of the above 3 concerns, you may request that the service dog (not the student) be removed from class. Refer the student to the DRC for further guidance. Contact the DRC directly if you need support.

The student is responsible for:

Having a current dog license, keeping the dog clean and pest free; in a harness or on a leash unless either the student is unable because of a disability to use a harness or leash, or the use of a harness or leash would interfere with the service animals performance of work or tasks; and any harm or injury caused by the animal to other students, staff, visitors, and/or property.

**Service animal is observed in the classroom
and it is unclear what service the animal provides**

**Is the dog a service animal
required because of a disability?**

NO

YES

**Is this a service animal in
training?**

**What work or task has the
dog been trained to
perform?**

NO

YES

PASSIVE:
Dog does not perform an
action.
“The dog makes
me calm when I
pet it”

ACTIVE:
Dog performs an
action
Opens doors,
picks up items,
alerts medical
reasons.

NOT Allowed
Refer to DRC
For possible
Therapy dog
authorization

DRC Authorization
Required

Accommodation letter
provided to Instructor

ALLOWED

NOT Allowed
Refer to the DRC
for possible
Therapy Animal
Authorization.

Allowed
Request student
meet with the DRC
for information,
however, this is not
required.

DRAFT

2022-2023 Safety Committee Meeting Schedule

Occurs on the 4th Thursday of every month, 2pm-3:30pm

*Moved to the 3rd Thursday due to a Holiday

Meeting Dates

July 28, 2022

August 25, 2022

September 22, 2022

October 27, 2022

November 17, 2022*

December 15, 2022*

January 26, 2023

February 23, 2023

March 23, 2023

April 27, 2023

May 25, 2023

June 22, 2023