DE ANZA COLLEGE
AUTOMOTIVE TECHNOLOGY

RETURN TO CAMPUS PROPOSAL

Revised 04/27/2021
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PURPOSE

The following document has been created by the De Anza College Automotive Technology Division staff to provide strategies for the safest way to re-introduce some classes onto the campus following the COVID-19 pandemic. The Division plan seeks to limit the risk of returning to campus by limiting the number of class sessions and the number of people involved. This is intended to be a fluid working document that will be revised as new information and recommendations are published.

These protocols will provide a safe environment for students, faculty and staff. This plan is designed to work in conjunction with the following documents:

1. Foothill-De Anza Community College District – Return to Campus Plan. (link)
2. Foothill-De Anza Community College District – COVID Prevention Program (CPP). (link)

FACILITY PREPARATIONS

Facility preparations will be done in accordance with the District Return to Campus Plan and the CPP. Specific requirements for the Athletics Program will be directed to and in coordination with the De Anza College Director of Operations.

INTEGRATING NEW RESOURCES INTO INSTRUCTION

The following resources will be integrated into instruction:

- On-line supplemental content.
- Video demonstrations.
- Canvas LMS.
- Zoom lectures.
- More group projects.

SAFETY GUIDELINES

In addition to the District COVID plans, the following safety items will be implemented:

- Before students enter lab, set up online lecture time to discuss safety and new shop protocols.
- Conspicuously post district document for on-campus safety procedures.
- Just as training on shop safety is important, training on pandemic guidelines for the shop is equally as important.
STRATEGIES FOR REOPENING LABS

• Adding new resources into our traditional lecture/lab curriculum.
• Establish lab environment protocols.
• Follow screening procedures.
• Created Spring 2021 schedule to reduce number of students in building E1 at any one given time.
• Follow PPE protocols.
• Follow cleaning/disinfecting protocols.
• Create process for cleaning tools and common touch points on vehicles and equipment.

LAB ENVIRONMENT PROTOCOLS

Designing a safe lab environment; distances will be followed based on the current Phase requirements or other regulations.

Moving students around vehicles (based on the current 6’ social distancing requirement):
• Students will use every-other lift.
• Hire TEAs to help with the student’s being spread-out.
• Instructor will use a cordless microphone in the shop to communicate with students at a distance.
• The tool room technician will continuously sanitize tools and the counter-top.
• Face coverings are required before entering shop and gloves are recommended.
• Social distancing shall be followed during student breaks.
• Students shall leave immediately when lab assignments are complete.
• Remind students that the threat of spreading the virus is still real and can occur anywhere.
• Students will properly remove and dispose of gloves as per CDC guidelines.
• If a student feels sick, he/she must immediately separate from others and follow District protocols.

CLEANING VEHICLES AND EQUIPMENT
Common touchpoints on vehicles will need to be considered.
Use of check list for vehicles and stations.

### Vehicle/Workstation Cleaning Checklist

<table>
<thead>
<tr>
<th>Workstation#</th>
<th>Vehicle#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key Interior Touchpoint Areas</th>
<th>Key Exterior Touchpoint Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Item</td>
</tr>
<tr>
<td>Interior Door Levers</td>
<td>All Exterior Handles</td>
</tr>
<tr>
<td>Window &amp; Door Lock Controls</td>
<td>Fuel Lid / DEF Cap</td>
</tr>
<tr>
<td>Upper Door Trims</td>
<td>Wheel Covers</td>
</tr>
<tr>
<td>Armrest</td>
<td>Key/Fob</td>
</tr>
<tr>
<td>HVAC Vents / Controls</td>
<td>Front Hood Area</td>
</tr>
<tr>
<td>Steering Wheel / Buttons</td>
<td></td>
</tr>
<tr>
<td>Hood Release</td>
<td></td>
</tr>
<tr>
<td>Ignition Switch</td>
<td>Toolbox Top</td>
</tr>
<tr>
<td>Multifunction Levers</td>
<td>Toolbox Drawers</td>
</tr>
<tr>
<td>Radio Various Buttons</td>
<td>Scan Tool</td>
</tr>
<tr>
<td>Center Console</td>
<td>Scan Tool Connector</td>
</tr>
<tr>
<td>Glove Box Buttons / Handle</td>
<td>Screw Drivers</td>
</tr>
<tr>
<td>Cup Holders</td>
<td>Pliers</td>
</tr>
<tr>
<td>Shifter</td>
<td>DMM</td>
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</table>

**CONTINGENCY CHANGES TO MORE RESTRICTIVE PHASES/STAGES**

Should Federal, State, or Local guidelines change to more restrictive regulations that will impact the Athletics/PE program, the following guidelines will be implemented to meet the more restrictive requirements:
1. In-person classes will revert to the appropriate Phase/Stage based upon the updated State of California Tier and local regulations. Changes may include a reduction of occupancy numbers within a room/facility/area, or a complete return to online instruction.

2. The change to a more restrictive Phase/Stage shall be implemented as soon as possible when increased COVID protection is required.

3. When restrictions are lifted/eased, the College will evaluate and coordinate returning of individual programs/classes to the less restrictive requirements.