

From: [Communications](#)
To: [Communications](#)
Subject: COVID-19 Update - Essential Face Masks/Coverings on Campus
Date: Friday, April 10, 2020 3:06:25 PM

Greetings Staff and Faculty:

All of the campuses within the South Orange County Community College District remain closed to students, faculty and staff, however, there are select positions that have been authorized to work on campus. As such, I am sharing a district-wide message that was created by and shared with Irvine Valley College (IVC) yesterday.

Please find below, recommendations for the use of cloth face coverings for employees coming to campus. Additionally, if you are receiving district/college mail at your home address, please also see guidelines for opening mail and packages. The Orange County Health Care Agency has also released [guidance](#) on wearing face masks when leaving your home to carry out an essential tasks or functions.

On March 23, 2020, the SOCCCD Board of Trustees passed a [resolution](#) declaring a State of Emergency and delegating authority to me to close campuses. In addition, the Board established several positions as “[essential functions](#)” and authorized the employees within these positions to work on the campuses as needed to ensure the continuity of instruction. The Board of Trustees designated authority to me to also amend the list of essential functions as necessary and to advise the Board of Trustees of any such action taken.

In order to follow the resolution, a process has been established for making changes to the list of essential functions. If an employee needs to access any campus (IVC, Saddleback or ATEP), her/his supervisor should send an email to the respective VP and/or the President specifying the dates/times and purpose for the visit. The supervisor will be notified once the approval is granted. Please note that IVC and Saddleback Campus Police have the employee names/positions included in the approved essential function list and will not allow anyone on campus who is not on the list.

Employees accessing the campuses for a brief period, are advised to wear their own masks. For longer access, the District has provided IVC and Saddleback Police with a limited number of masks that will be assigned to the employee. Please follow the guidelines issued by the IVC Health Center when wearing the mask.

Many thanks to IVC for your leadership on how to implement the use of face masks across the District.

RECOMMENDATIONS FOR CLOTH FACE COVERINGS

PLEASE NOTE: the COVID virus can spread between people interacting in close proximity — for example, speaking, coughing or sneezing – even if those people are NOT exhibiting symptoms.

When wearing a face-covering please follow these guidelines:

1. Wear a cloth face-covering in public settings
2. Secure facecloth around your mouth and nose
3. Continue to maintain a 6 feet distance from all others
4. Do not maintain close contact with anyone for longer than 2 minutes
5. Turn your head or face to the side when someone is speaking to you
6. Do not touch the inside of your face mask
7. WASH your facemask daily
8. WASH YOUR HANDS with every contact
9. Clean your surfaces daily and when others come close

10. DO NOT touch your nose, face, eyes or mouth at anytime
 11. Wipe down your area daily include pens, keyboards, phones etc.
- Guidelines per [CDC.gov](https://www.cdc.gov), Dept of Labor and NIH.

GUIDELINES FOR HANDLING ANY MAILED ITEMS TO HOME:

The CDC says that it isn't likely that the virus can survive long in transit, a study in the New England Journal of Medicine indicated that it can live on cardboard for up to 24 hours.

The study stated: COVID-19 was detectable up to 4 hours on copper, up to 24 hours on cardboard and up to 2 - 3 days on plastic and stainless steel. The virus is acquired through the air/droplet and touching contaminate objects.

PLEASE NOTE: the CDC/WHO have not said there is a case of transmission from the packaging.

Guidelines for delivery of packages at home:

1. Remove your product from the shipping package, dispose of that box/package immediately in the trash can.
2. Wipe down the surface of the inside package with a Clorox wipe or similar product. Then **WASH YOUR HANDS!**
3. If the inside is a paper document--place in a secure area and leave for 24-48 hours before touching or use gloves to handle.

Option:

- Leave the entire package outside or in a remote location for a period of time.
- It is unknown how long this particular virus can survive on cardboard packaging, If the virus can survive for 24 hours then leaving it outside may kill it.

Remember: If you feel safer please leave the package in your garage for a few days, then wipe it down otherwise you can disassemble the package, wipe it down and

WASH YOUR HANDS for the safe process of any package.

Sincerely,

Kathleen F. Burke, Ed.D.
Chancellor
SOCCCD