

*Contra Costa Medical Career College*



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Dear Students, Faculty, Staff and Partners,

3/18/2020

In these unprecedented times, Contra Costa Medical Career College wants to assure you that the entire CCMCC team, Faculty, Staff and Leadership, remain invested in your safety and success. We are actively monitoring the COVID-19 situation and understand it has created a great deal of anxiety and uncertainty for some of you. We are committed to each and everyone of you and pledge to maintain total transparency and continued open communication during this very difficult time.

It is the duty, obligation and commitment to Contra Costa Medical Career College's students, faculty and staff, our families and to the community to respond quickly and responsibly during this unprecedented COVID-19 pandemic crisis.

Contra Costa Medical Career College's First-Responder Team's primary responsibilities are to be available, provide reliable and accurate information and relay constant communication at all times. The First-responder Team has successfully begun the implementation of the Contra Costa Medical Career College Disaster Response Action Plan. Successful execution of this plan will ensure the safety and well-being of our students, faculty, staff and community. Contra Costa Medical Career College will accomplish this by doing the following:

- Provide flu-prevention supplies and distribute health messages and materials to students, faculty and staff who remain on campus.
- Supply tissues, trash baskets, disposable face masks, and at least a 60% alcohol-based hand sanitizer for staff and students who are on campus.
- Clean frequently touched surfaces and objects with disinfectant, sanitizers and/or regular soap and water.
- Offer resources that provide reliable pandemic flu information via the Contra Costa Medical Career College website. ([ccmcc.edu](http://ccmcc.edu))
- Address the potential fear and anxiety that may result from rumors or misinformation.
- Discontinue face-to-face classroom instruction in order to minimize the potential risk of exposure to Virus, Bacteria or Communicable Disease (COVID-19)
- Put into action strategies for continuing education and essential student services. (Web based classrooms)
- Stay informed on a constant basis, about the local Pandemic/flu situation.
- Get up-to-date information about local Pandemic/flu activity from public health officials.
- Keep lines of communication open via email, text, website and telephone conferences.
- The First-Responder team will be expected to actively participate in the communication chain and will effectively communicate in a timely manner, student issues, technology issues, disaster plan implementation updates and outcomes with students, faculty and staff as well as outside constituencies and community partners.
- Accommodate staff and students who are at high risk for flu complications.

- Provide staff who are at high risk for flu complications with alternative work arrangements. (if possible)
- Offer students who are at high risk for flu complications with options for completing class work. Encourage them to stay, or work from, home.
- Increase social space to at least 6 feet and limit face to-face contact between students, faculty, staff and visitors at the institution.
- Postpone or cancel all extracurricular activities or large events. Suspend plans for upcoming extracurricular activities and large events, career fairs, faculty and staff meetings, if recommended by public health officials.
- In the event of temporary school closure, a member designate from the First Response Team will provide information via text and/or email to students, faculty and staff that explains why and when the institution may be temporarily dismissed.
- The First Response Team will update everyone in the communication chain about updates from the county health department, the state and federal government leaders, and all accreditation and governing boards as to when the school will re-open.
- Provide resources for collecting unemployment benefits to faculty and staff of CCMCC who are/may be temporarily laid off due to decreased work load. Websites with up to date information regarding the situation will be shared with students, faculty and staff.

All Contra Costa Medical Career College programs and courses are temporarily being delivered via a live streamed, online platform. Students have the ability to access the platform through the email account assigned to them by Contra Costa Medical Career College. Students have been invited and have accepted these invitations. The platform shows when the students log in and log out. Instructors have the ability to visually monitor student attendance as well as verbally conduct roll call.

Aside from the mode of delivery CCMCC has not made changes to the curriculum, teaching methodology and/or exam structure. Instructors are lecturing live and students are able to respond to questions, ask questions and interact with each other. Quizzes and exams are delivered online as well. Students will be required to attend all scheduled classroom hours remotely via the web as if they were being taught face-to-face in the classroom.

Due to the nature of our programs, many of our programs require hands on laboratory skills practice. Per guidelines set forth by the Office of the Director of the County of Contra Costa Health Services: (UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF CONTRA COSTA (“HEALTH OFFICER”) ORDERS: SHELTER IN PLACE

10) Definitions and Exemptions.

For purposes of this Order, individuals may leave their residence only to perform any of the following “Essential Activities.” But people at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care.

f) For the purposes of this Order, “Essential Businesses” means:

xi) Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing “**essential functions**”, provided that social distancing of six-feet per person is maintained to the greatest extent possible;

Taking into consideration the fact that laboratory exercises cannot be performed using the web-based, online method of curriculum delivery, the County of Contra Costa Office of Health Services has confirmed that these “Essential Activities” are permitted. CCMCC is allowing very small cohorts of students (10 max) per program, per laboratory session to come in and participate in laboratory exercises. CCMCC has set mandatory protocols that are being strictly enforced at all times.

These protocols include the following:

- Students must be pre-scheduled to be permitted to be on-campus. No student will be allowed on campus that has not been pre-scheduled. The Program Instructors will contact each student to schedule their lab time.
- No more than 10 students will be allowed to join a laboratory cohort at any time.
- Body temperature of all students will be collected prior to entry into the lab. Anyone with a temperature that exceeds 99 will be sent home immediately. Make-up for missed lab time will be allowed.
- Students are required to keep a safe social distance of at least 6 feet at all times while on campus. (excluding the laboratories)
- Students are provided with personal protective equipment which must be worn at all times in the lab, when 6 feet of social space is not possible due to partnered laboratory skills assignments.
- Mandatory handwashing protocols will be enforced including washing with soap and water for at least 20 seconds as often as possible and the required use of hand sanitizer that contains at least 60% alcohol.
- Disinfecting disposable wipes will be provided so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students, staff, and faculty before each use.
- Students will be required to appropriately cover coughs and sneezes
- CCMCC has partnered with Contra Costa Community Outreach Clinic and Laboratory which is available to triage, screen, and test students for the coronavirus if necessary. This screening is not automatic and it is not free. Testing will be done if and when the licensed Practitioner deems it necessary after screening and it will cost the student \$55.00 to be tested.

Due to the nature of our programs, many of our programs require students to successfully complete clinical rotations or externship hours at facilities off-campus. These facilities include clinics, hospitals, private medical practices, surgery centers and laboratories. While the majority of our partner facilities continue to host our students, some are experiencing serious shortages of Personal Protective Equipment (PPE) and have been regretfully forced to send our student home. These facilities do not have the resources to provide the necessary level of protection for our students let alone their own staff. This is a very unfortunate and unforeseen circumstance that has been created by the COVID-19 pandemic. At this time, we are asking for patience and understanding from everyone involved. This situation is beyond our control. We are recommending that the students who have NOT been dismissed from their Clinical Site/Externships should continue as scheduled. Use the proper precautions and follow all protocols established by your host facility. Students who have been dismissed from their Clinical Site/Externships will be given two options. These options are as follows:

**Option #1.-** The student may be placed on a leave of absence (LOA). This leave of absence allows you to stop your clinical rotation without consequence. You **will not** lose the hours you have already completed. You will be **required** to restart your clinical rotation **as soon as the situation at hand (COVID-19) has been resolved and as soon as the Career Services team is able to arrange your assignment.** You **will not** be charged any additional fees. You **will not** be dropped from the program; you **will not** be penalized in any way shape or form. The Career Services Team will do everything in their power to place you at the same facility where you were originally placed once you return from the leave of absence, although this cannot be guaranteed.

**Option #2-** The student may request that the Career Services Team attempt to find an alternate externship site that will accept students.

We understand that COVID-19 has created a great deal of stress, anxiety and uncertainty for some of you. If you are currently attending your Clinical/Externship rotation and wish to discontinue, we will accommodate your request. We will extend **Option #1** to you due to the circumstances.

Contra Costa Medical Career College wants to assure you that we truly do care about you and that your safety and success is our first priority. We will accommodate you to the best of our ability. Please, if you have any questions or concerns don't hesitate to reach out to any member of the CCMCC team. Now, if never before, is the time that we need to show support and humanity towards one another. The storm of COVID-19 will pass and the sun will shine. We will figure this out and get through it. We need to stick together.

Stay well and stay positive,  
Sincerely,

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#### **Contra Costa Medical Career College - First-Responder Team**

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