



Issue #8

SPRING 2020



William R. Ward II
Vice Chancellor

Colleagues,

A lot has happened since the first announcement to close facilities was issued back on March 16, 2020. We have all been faced with the challenge to move forward, take each day as it comes, continue to serve our community, and help our students succeed!

Since March 20, 2020, Facilities and College Police have been holding daily COVID-19 briefings at our Incident Command Center, located at M&S, to ensure cohesion and consistency between the college units, external agencies and the contractors, all towards keeping us on mission. We would like to share and update everyone on the work that has taken place and our ongoing efforts.

Preventative Decontamination

With our focus firmly on saving lives, the Governing Board approved a contract to perform a preventative decontamination “deep clean” of our facilities. The main cleaning product is called Shockwave,[™] which is a disinfectant, sanitizer, cleaner, and fungicide proven to kill the Novel Coronavirus 2019 within 10 minutes after application. The targeted areas will be classrooms, laboratories, conference rooms, stairwells/corridors and common areas. Handrails, door handles, and other hard surfaces will be wiped down and care will be taken to protect sensitive equipment.



Individual offices will not be cleaned with this method. As each area is decontaminated, do-not-enter signage will be posted at the entrance(s) and Environmental Health & Safety has developed a plan to ensure the sites are not recontaminated.



Preventative Decontamination Schedule

Campus	Cleaning	Complete
Aviation Technology Center	4/4	✓
29th St. Coalition Center	4/4	✓
East Campus	4/5 - 4/6	✓
Desert Vista	4/7 - 4/8	✓
Downtown	4/9 - 4/11	✓
Northwest	4/12 - 4/13	✓
District Office	4/14 (A&B) - 4/15 (C&D)	
M&S and Truck Driving	4/16	
continued below		

West	4/17 - 4/21	
El Pueblo and El Rio	Coordinating with the City of Tucson	
DMAFB	Coordinating with the DMAFB	

Note: The contractor may be requested to address specific areas as determined including campuses/centers previously completed.

ACCESS PROTOCOLS for Non-Essential Personnel

If you need **emergency** access to a facility, the strict protocols outlined below must be followed:

- 1) The employee must email their supervisor and be clear on the details and purpose. Requests should be routed to the Executive Administrator for approval and strictly scrutinized prior to authorizing. The Executive Administrator will send an email to Acting Chief of Police Buddy Janes requesting his approval for entry. Access requests must be received at least 24 hours prior to arrival time.
- 2) **Access to any of our facilities will be approved or denied by Acting Chief of Police Buddy Janes.**
- 3) Access is granted for the day/time approved only.
- 4) The employee must call College Police Dispatch at 520-206-2700 upon arrival.
- 5) Go directly to the check-in point designated at each location.
 - a) Go to the bottom of this document for maps.
- 6) Go directly to ONLY the area for which access was approved.
- 7) Time limit - 30 minute MAX.
- 8) Call College Police Dispatch at 520-206-2700 when leaving the site.

Reentry into Decontaminated Areas:

Areas may **NOT be accessed until five days have passed since the decontamination was completed.** Great care will be taken to ensure that no disinfected areas will be accessed. Emergency entry will be granted only by approval of the Acting Chief of Police (see above for protocols) and will not be authorized until at least five days have passed since the decontamination.

The following personal protective gear is required for entry to decontaminated areas:

- Gloves
- Masks
- Over-the-shoe Booties
- Safety Vest

NEW CDC Guidelines

On April 8th, the CDC issued a new Interim Guidance for Implementing [Safety Practices for Critical Infrastructure Workers](#) who may have had exposure to a person with suspected or confirmed COVID-19. The interim guidance pertains to critical infrastructure workers. Employers should implement the recommendations to prevent and slow down the spread of COVID-19 in the workplace.

Chancellor Tours Campuses and Centers

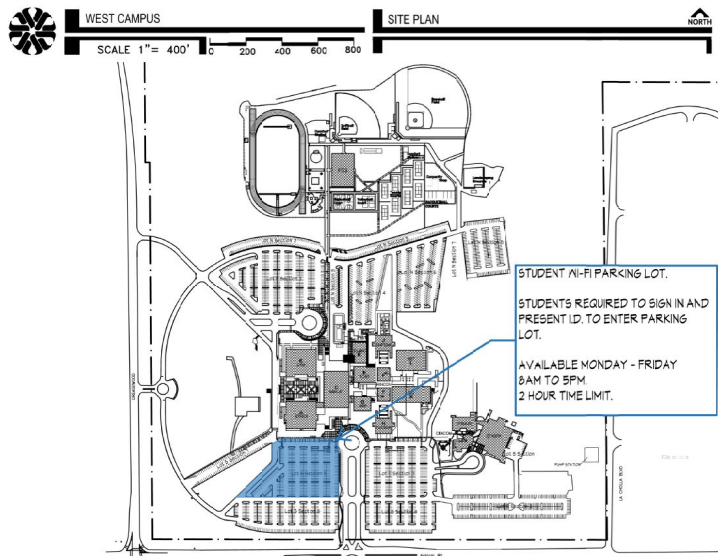
Chancellor Lee Lambert and Vice Chancellor Bill Ward have been touring the district campuses together and practicing social distancing, while providing encouragement and support for everyone working in the field, and gaining valuable insight on how the teams are functioning during the closure.

Thank you Chancellor!



WiFi Access for students

On April 6, 2020, the parking lots at our West Campus opened up to students who need access to WiFi. We would like to thank the Information Technology department which has been working at all campuses to ensure the signal could be accessed from vehicles. Facilities and College Police are organizing and will continue to manage the access. We have had volunteer staff from all units of the College on temporary assignment who have stepped up to assist with this effort.



Thank you to everyone supporting our students!

We are seeing students in their vehicles taking advantage of the WiFi each day and the parking lots have also been accommodating individuals showing up to the West Campus utilizing public transportation and those cycling and/or walking to the campus.



Training for CAT Team Administrators

As we continue to work toward reopening the College, Facilities will be reaching out to Campus Emergency Management Team (CEMT) administrators and inviting them back to the campus to participate in a "Train-the-Trainer" exercise. Demonstrations will be given on the proper methods for cleaning individual offices when the restrictions have been lifted and employees begin reporting back to their work sites.

Environmental Health & Safety will be coordinating the training day details and reaching out to participants. The proposed date is currently scheduled for April 30, 2020.

Special Recognition

Tucson Fire Department has some individuals who are fabricating their own masks to distribute with their team members. They have plenty of fabric, but were running low on the necessary elastic to keep the masks snug. This news made it to one of our Facilities staff and she has donated 75 yards of cotton 1/4" elastic to the Tucson Fire Department to help their cause.

Thank you Charlie McConnell!

Recently Sergeant Josh Blum received the *Sons of the American Revolution Award* for his overall dedication to our profession. Originally this award would have been presented to him at an award ceremony but with the times we are living in, that was not possible.

Josh is a dedicated police sergeant and very deserving of this award so please take a moment to congratulate him.

Congratulations Sergeant Blum!

Facilities & College Police Activity Updates

Vice Chancellor Bill Ward is serving as the Point of Contact (POC) with all of our local municipalities, jurisdictions and districts, including coordinating with the higher education institutions within Arizona. Leading over two-hundred personnel (including custodial teams) which has continued to work in the field, working multiple shifts around the clock.

Facilities Personnel and shifts:

Facilities personnel are working seven days a week right now and covering shifts across the District for the 28th straight day. In addition to the regular shift (6:00 a.m. to 5:00 p.m.) covered by our facilities personnel, we have 27 facilities staff members working overtime, Monday-Friday from 5:00 p.m. to 8:00 pm and 28 facilities staff members working overtime on the weekends from 6:00 a.m. to 8:00 p.m.

College Police Personnel and shifts:

College Police Officers and staff continue to cover patrol duty at all locations and our Dispatch service is still running 24/7. The Community Service Officers (CSO) are reporting to their posts seven days a week in support of the college closure and have provided additional support to campus personnel who are working remotely. Our College Police Officers are working an incredible amount of overtime to ensure that we maintain functional staffing levels for every shift.

I applaud the Facilities and College Police teams for their amazing commitment and dedication to the College - *Bill Ward*



Safety and Security

Unfortunately College Police and Facilities have had to intercept PCC employees trying to gain access to facilities that had been denied access by their administrator.

Several communications have clearly stated the protocols for accessing the site during the closure and we will continue to enforce the restrictions. College Police, and Facilities teams are in the field protecting and serving the District to keep us all safe; please consider how your actions could impact their families.

COVID-19 Restriction actions:

- Unauthorized attempts by individuals to gain access will be escorted off of the property.
- Facilities/College Police staff turn away an average of:
 - 300 vehicles and 150 pedestrians **each** weekday; and
 - 150 vehicles and 200 pedestrians **daily** on the weekends.



Environmental Health and Safety

EH&S continues to provide occupational health and safety support to all college critical functions.

Environmental and Custodial Services actions:

- Preventative decontamination is continuing at each location per the schedule shown above.
- Custodial staff members are supporting the decontamination project by covering sensitive equipment (smart boards, computers, keyboards, paper, etc.) with plastic prior to decontamination. They are taking the utmost care for our nation's flag and are using proper flag folding techniques in preparation for decontamination.
- Custodial staff continues to support facilities and college police staff by cleaning high touch areas frequently. A high frequency cleaning schedule for the Wi-Fi access areas is being supported by custodians.
- EH&S staff preparing training materials to provide returning employees with instructions on how to safely and adequately disinfect their office spaces. Chemical safety and PPE use will be included as part of the training.
- An inspection to identify asbestos/lead containing building materials was conducted in the F-Building at West Campus in preparation for the abatement of hazardous materials in support of the Science Lab Remodeling Project.
- Demolition of the former Fortuna Inn (II) is scheduled to begin on April 20, 2020.



Occupational Health and Safety actions:

- EH&S staff has been busy assembling approximately 170 Personal Protective Equipment (PPE) starter kits that have been distributed to Facilities and College Police employees; as well as, other employees from other departments accessing the campuses from the Chancellor's office, Finance, IT, and volunteers assisting with WiFi support.
- The PPE kits contain gloves, masks, vest, instructions on how to remove gloves safely and how to properly put on and take off a disposable mask, along with a copy of the OSHA mask protection Appendix D for compliance.
- Distribution of PPE will continue for employees working at the campuses and who interact with the public until the College resumes operations:
 - Nitrile Gloves = 6,100 weekly
 - Masks = 160 weekly
 - As part of the PPE requirements for re-entry to decontaminated areas, over the shoe booties will be provided to essential employees and contractors.
- Continue to provide safety and health assistance, including training and processing



accident/injury/near misses reports, conducting investigations and arranging physical assessments with safety sensitive activities (respiratory medical evaluations, respirator's fit testing, etc.)

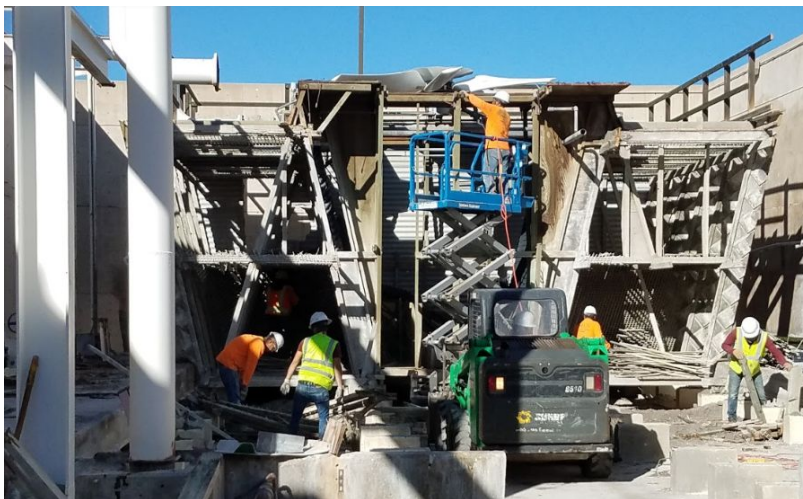
- Our most sincere appreciation goes to the Safety Committee members who graciously accepted our invitation to attend our monthly meeting virtually on March 26th. All members of the committee were able to attend and the COVID-19 situation was discussed; the written Communicable Disease program will be reviewed by the designated sub-committee members discussed at our next meeting scheduled for April 23, 2020.

Fire/Life and Construction Safety actions:

- The National Fire Protection Association (NFPA) required Arc Flash analysis in support of the College's fire safety program. This analysis is aimed to reduce the potential for equipment and property loss as required by the NFPA 70E standard, by identifying improvements needed to the electrical system and proper labeling requirements for employee safety.
- The evaluation of fire doors at West Campus has continued.
- Periodic inspections of the Fire Safety Detection and Protection systems continue to be completed to ensure proper system functionality in the event of a fire related emergency.

Facilities Operations and Construction

Campus Facilities Operations and District Crafts personnel have been augmenting College Police to provide security at all District facilities. In addition to the COVID-19 safety and security measures implemented, major construction projects are also moving forward to keep the Educational and Facilities Master Plan timelines on track and upgrading or maintaining critical infrastructure.



West Campus Central Plant Tower



Modular getting ready for transport to the West Campus

Facilities Operations and Construction actions:

- West Campus Parking Lot Sealcoat.
- Staging and replacing air filters as part of the preventative decontamination process.
- The workforce is definitely delivering on their commitment to serve, overtime hours are hitting approx. a total of 1,066 hrs/weekly.
- West Campus sitework for Modular Building & Restroom Building - Kittle Construction.
- District Office security vestibule entry construction-Kittle Construction.
- Exterior door rekey to B system at West Campus.
- Card access and camera cabling and equipment installations at the District Office.
- Downtown, West and Northwest Campus-Honeywell.
- Hyperspike mass notifications system programmed and tested successfully at M&S.
- Replacement of drywall and plywood for IDF LB-141 at Downtown Campus.
- Remodel construction at East Campus E2-208 and E-208A.
- EMCS controls replacement at the District Office.
- West Campus central plant tower commissioning.
- Landscaping work at Northwest Campus-Brightview.
- Downtown Campus installation of Modulares continuing - Kittle Construction.
- New Automotive Technology Innovation Center building construction - Chasse Builders.



Automotive Technology Innovation Center at Downtown

Fiscal and Management Operations

Facilities Fiscal and Management Operations oversees a multitude of College services that have continued to perform in the field to ensure operational continuity.

Fiscal and Management Operations actions:

- **Business Office**
 - Oversees ongoing processing of purchase requisitions and invoices.
- **Property Control:**
 - Processing capital and controllable assets.
- **Warehouse:**
 - Boxed up and loaded PPE donation to Pima County.
 - Ongoing receipt of purchase order shipments.
- **Fleet:**
 - Ongoing support of fleet maintenance and repairs with focus on College Police vehicles.
- **Contracts:**
 - Ongoing development and management of Facilities contracts, support for lease/license holders and real estate transactions.
- **Mail Services:**
 - Establishing a single Point of Contact for mailing critical identified items to key College units for processing.
 - Continue to pick up Accounts Payable and Student Refund checks for mailing.
 - Working with the Grants Office on Trio student packages for the summer.
 - Preparing to mail Veteran students their graduation stoles with a letter from the Chancellor.
- **Work/Access Control:**
 - Keep personnel informed of schedule changes and workflow alternatives to assist with decontamination measures and card access.
 - Continue working with Card Access contractor to upgrade the security and access system.
 - Coordinating with Lockshop to modify access at all locations to prevent recontamination of disinfected areas.

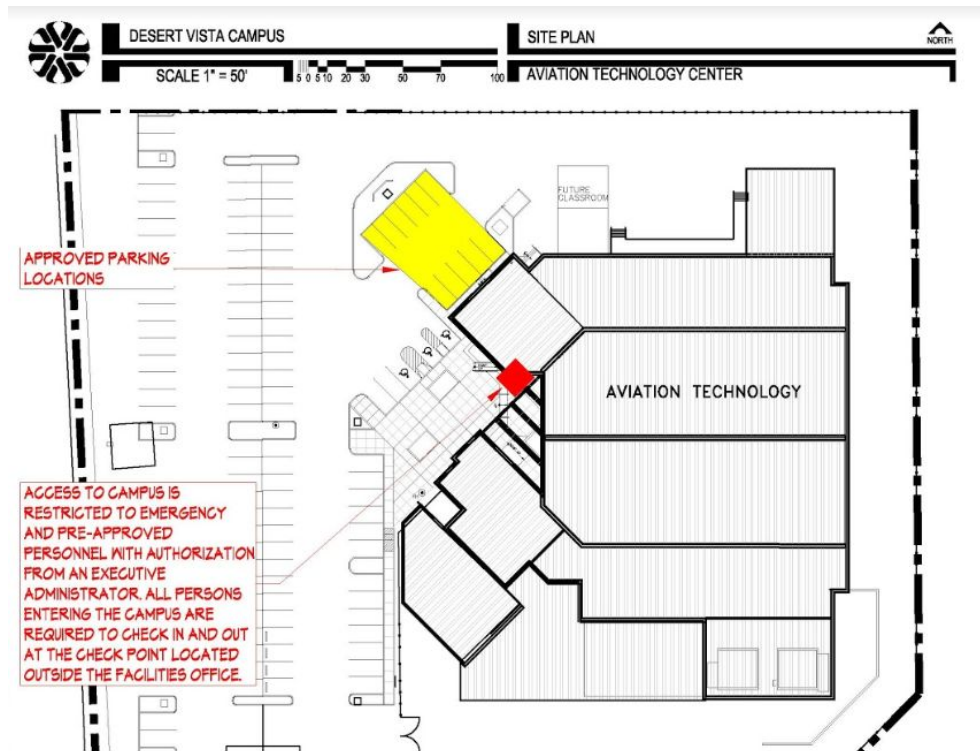
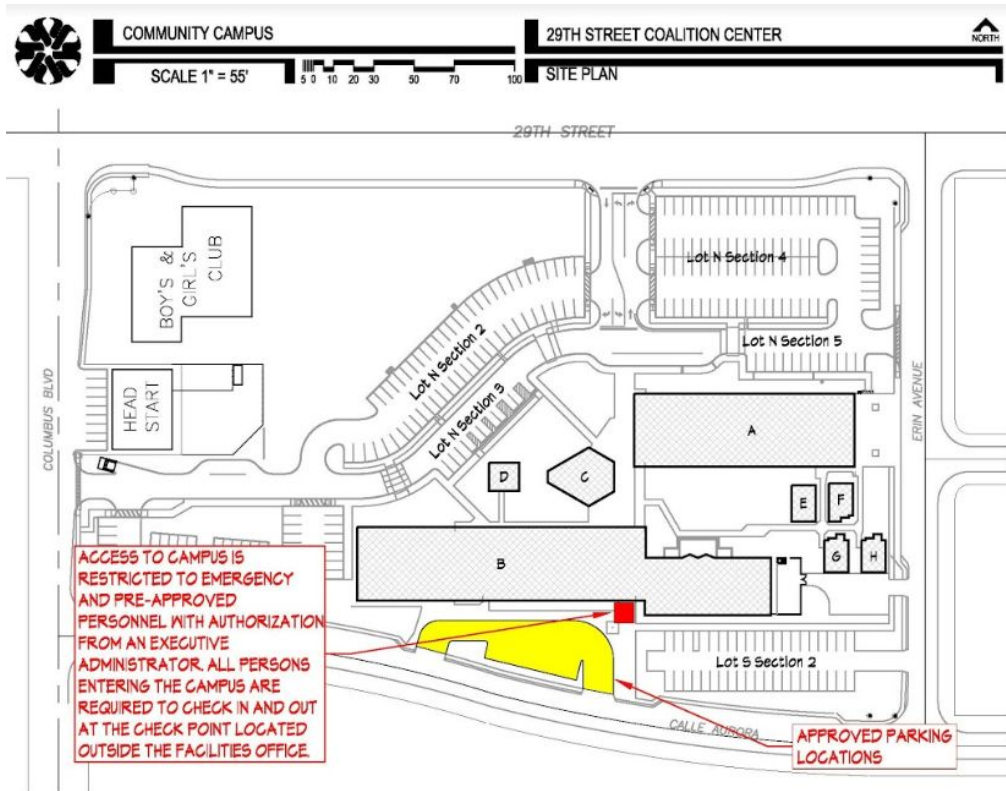


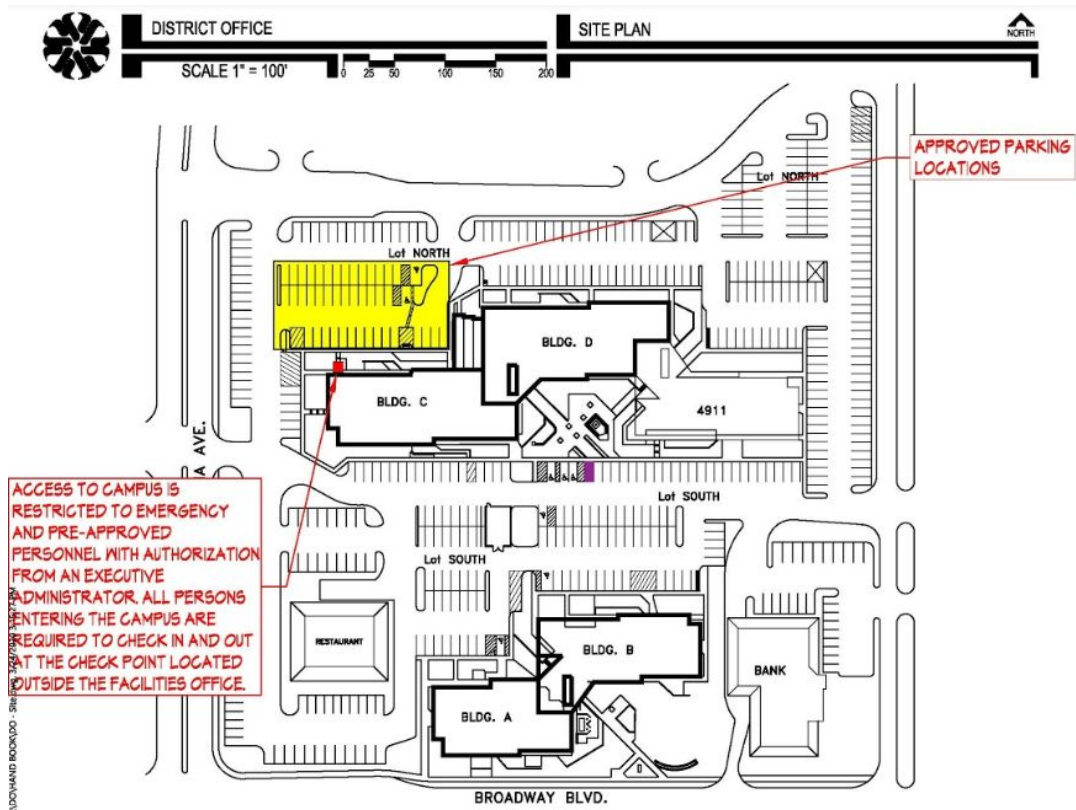
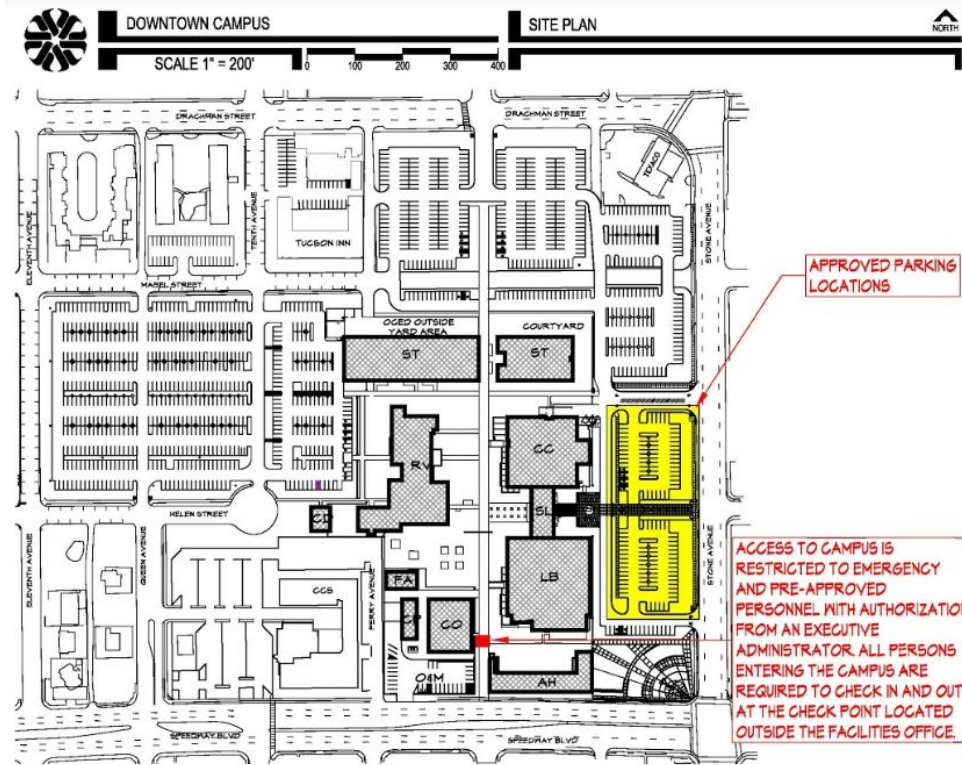
We all have important roles to play for the District and we are continuously impressed by how adaptive and supportive our college community has been, faculty moving to virtual instruction, and support services redeploying to work from home all over the county. We will continue to support each other through this period and keep our campuses and centers secure for the day when these restrictions are lifted.



From all of us at Facilities and College Police, be safe and well.

Check-In points for campuses/centers







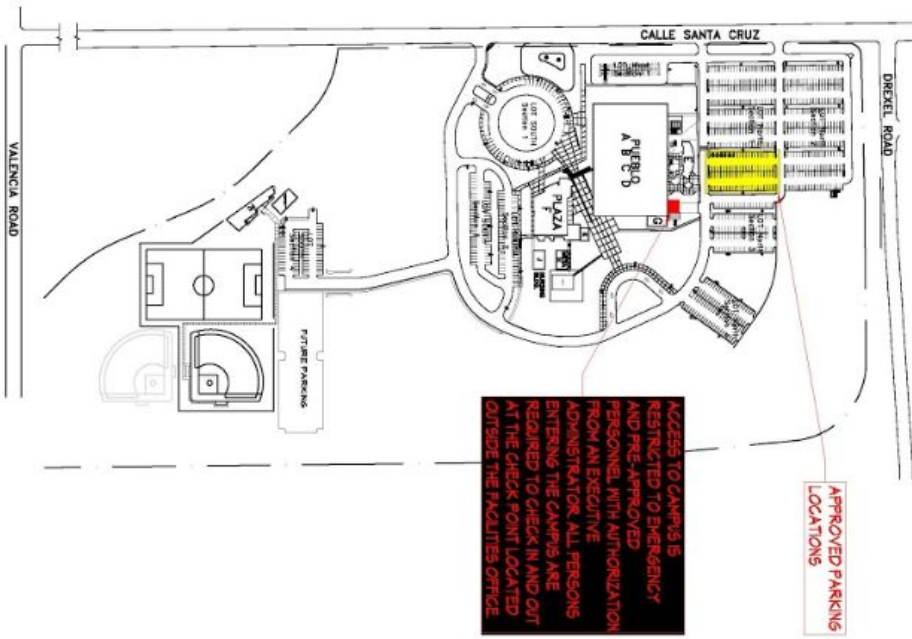
DESERT VISTA CAMPUS

SCALE 1" = 300'

0 100 200 300 400 600

SITE PLAN

NORTH



EAST CAMPUS

SCALE 1" = 300'

0 100 200 300 400 600

SITE PLAN

NORTH

