

Dear IVC Faculty, Staff and Management,

With the updated [Return-to-Work Guidelines](#), we would like to provide additional information/reminders on dining and campus access protocols.

Dining on Campus

Effective this week, the cafeteria indoor dining space is no longer available for dining to prevent the spread of COVID-19. The outdoor covered dining spaces in the SSC food court and on the second floor deck will remain open. In addition, per the updated Return-to-Work Guidelines, portable air purifiers equipped with HEPA filters have been added to all staff breakrooms. The capacity in all staff break rooms has been reduced to **one person at a time**, and five minutes have transpired since the last employee was in the break room without a mask on.

Food and coffee vendors will resume their operations on February 7, 2022. Pepsi and snack vending machines can be found in the back of SSC next to the staircase. We are working with coffee and food vending companies to increase the variety of food and coffee on campus, including through “smart vending” machines by February 7 as well.

Workday Training Videos

As a reminder, prior to an employee reporting to their worksite for the first time, they shall read Return-to-Work Guidelines and watch Coronavirus awareness and prevention training videos that are available via Workday Learning. Instructions on how to access training will be available in each employee’s Workday inbox.

Electronic Key (Staff ID) Cards

If you don’t have an electronic key (staff ID) card yet, please schedule an appointment with IVC Police Services by visiting [Staff ID Card Appointment](#) page. Please review this video containing [Instructions on how to use an Electronic Key Card](#).

Trase Fobs/Manual Reporting

In accordance with AB 685, all employees district-wide are required to choose from one of the two following options to ensure compliance with the reporting requirements set forth by the bill in order to effectively respond to potential COVID-19 exposures:

Automated Entry: Use a District issued Trase fob programmed to facilitate automated recording of employees’ campus/building visits. Employees must carry the Trase fob at all times while on District property, including when moving from one location/building to another for the automated tracking to work. With this option, no manual entry is required in Trase. Employees opting for a fob will need to make a request via Workday.

Manual Entry: Manually record campus/building visits (if in any building for 15 minutes or longer) in Trase.

Please [visit this page](#) and review Job Aids for a) new user registration, b) Trase Login and user instructions and c) how to request a Trase fob. Note that although both staff IDs and Trase fobs are issued by Police Services, it usually takes longer to issue a Trase fob compared to a staff ID. Employees may choose to wait until their Trase fob is available (see process above) and make an appointment to pick up both the fob and the staff ID together, or they may choose to obtain the staff ID first and the Trase fob later when it becomes available.

If there are any questions about the Staff ID Cards or Trase Fobs, please contact Erik Aguilar, Police Services Specialist.

Have a great spring semester!

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