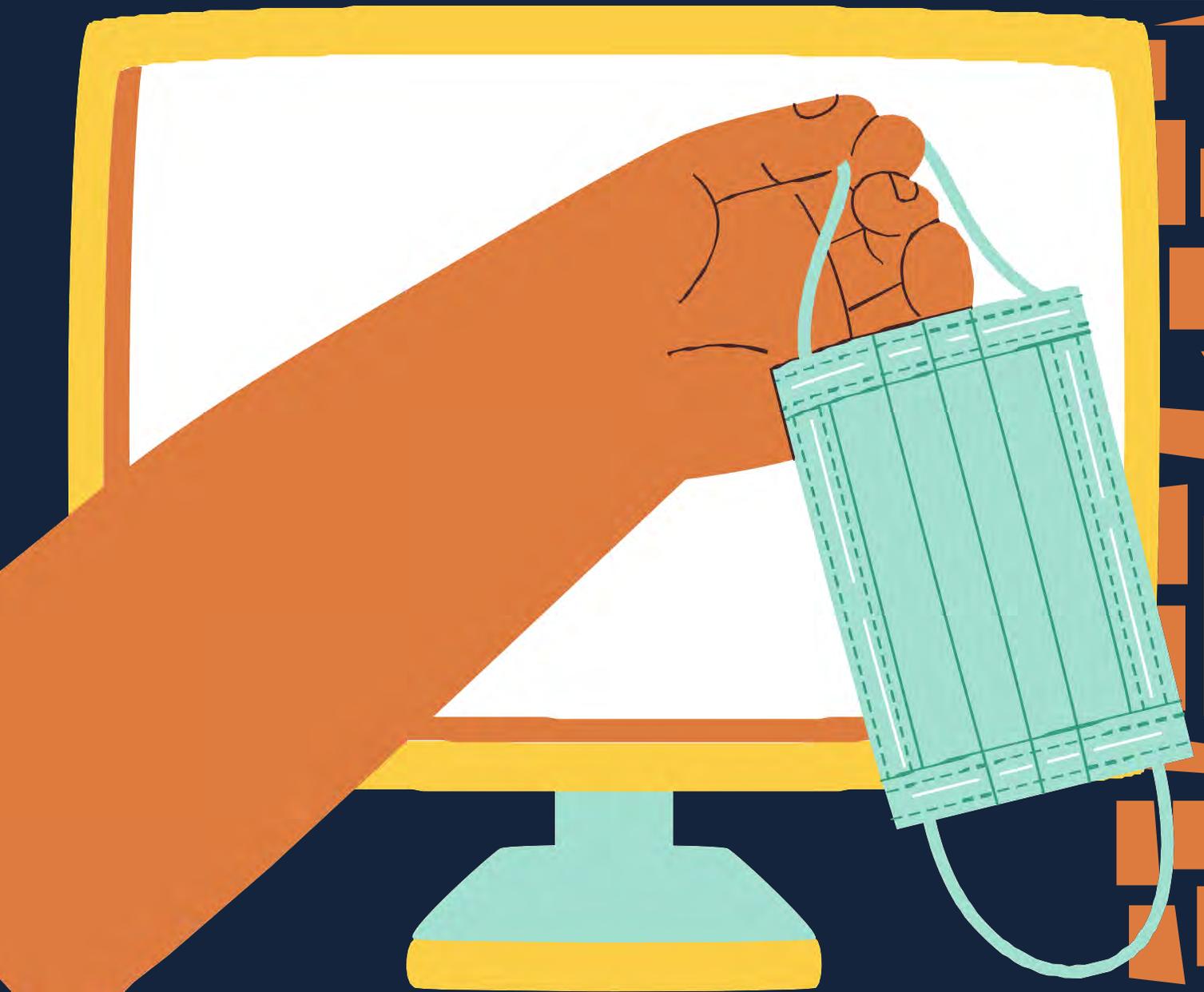


South Orange County Community College District

COVID-19 Prevention Program &

Return  
to Work

GUIDELINES



# Table of Contents

<b>PAGE</b>	<b>DESCRIPTION</b>
3	KEEPING EMPLOYEES SAFE
3	AUTHORITY
4	DEFINITIONS
6	MANAGEMENT AND EMPLOYEE RESPONSIBILITIES
6	COMMUNICATION
6	IDENTIFICATION, EVALUATION, AND CORRECTION OF COVID-19 HAZARDS
6	INVESTIGATING AND REPORTING TO COVID-19 CASES IN THE WORKPLACE
8	TRAINING AND INSTRUCTION
8	FACE COVERINGS
10	ENGINEERING CONTROLS
11	REPORTING, RECORDKEEPING, AND ACCESS
11	EXCLUSION OF COVID-19 CASES AND EMPLOYEES WHO HAD A CLOSE CONTACT
12	EMPLOYEE RESPONSIBILITIES
14	DAILY WELLNESS CHECK BEFORE REPORTING TO WORK
15	SYMPTOMS OF COVID-19
17	MINIMIZING THE SPREAD
20	RETURN TO WORK CRITERIA
21	ADDITIONAL GUIDELINES
22	TRAINING AND SAFETY PRACTICES FOR EMPLOYEES
23	MENTAL AND EMOTIONAL WELL-BEING SUPPORT
25	<b>APPENDIX A:</b> IDENTIFICATION OF COVID-19 HAZARDS
26	<b>APPENDIX B:</b> COVID-19 INSPECTIONS FORM



# Keeping Employees Safe

As we return to our campuses and workplace locations, the South Orange County Community College District ("District") continues to keep employee health and safety as its top priority, in adherence to the federal, state, and local guidelines specifically related to the COVID-19 pandemic. All employees are expected to commit to staying safe and healthy when reporting to work every day.

Pursuant to Cal/OSHA's revisions to the Emergency Temporary Standards (ETS) re-adopted on 6/3/21 and effective on 6/15/21, Title 8, Division 1, Chapter 4 California Code of Regulations (CCR), Section 3205 et seq., ETS in place for COVID-19 (coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)), the District's COVID-19 Prevention Program (CPP) and *Return to Work Guidelines* (RTWG), which is designed to control exposures and minimize the spread of COVID-19 in the workplace has been updated to incorporate the re-adopted ETS. The District's updated CPP and RTWG shall be effective immediately.

The District is following federal and county health and safety guidelines as well as guidance from the state, including regulations pursuant to Senate Bill 1159 and Assembly Bill 685. We have implemented practices for cleaning and social/physical distancing, among others, and will continue to modify these practices as the situation changes.

**Every employee plays a key role in avoiding exposure and limiting infection!**

## Authority

The Chancellor or designee has overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring that employees receive answers to questions about the Program in a language they understand.



# Definitions

1. "Close contact" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

2. "COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
3. "COVID-19 case" means a person who:
  - A. Has a positive "COVID-19 test" as defined in this section; or
  - B. Has a positive COVID-19 diagnosis from a licensed health care provider; or
  - C. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
  - D. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
4. "COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
5. "COVID-19 symptoms" means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
6. "COVID-19 test" means a viral test for SARS-CoV-2 that is:
  - A. Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
  - B. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
7. "Exposed group" means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes restrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
  - A. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
  - B. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
  - C. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.



## COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated pursuant to Cal/OSHA's re-adoption on 6/17/21, effective immediately)

NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.

8. "Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
9. "Fully vaccinated" means the employer has documentation showing that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization (EUA) from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).
10. "High-risk exposure period" means the following time period:
  - A. For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
  - B. For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.
11. "Respirator" means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
12. "Worksite," for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

NOTE: The term "worksite" is used for the purpose of notice requirements in the investigating and responding to COVID-19 cases in the workplace section, specifically pertaining to the requirement for the employer to give written notice within one business day to all employees, independent contractors, and other employers at the worksite. The same notice shall also be given to the authorized representative of any employee at the worksite during the high-risk exposure period.



# Management and Employee Responsibilities

## I. **Management Responsibilities.** All managers and supervisors must ensure:

### A. **Communication**

#### 1. **Communication.**

- a. Should an employee have medical or other conditions that put them at increased risk of severe COVID-19 illness, they shall contact Cindy Barron in the Office of Human Resources ("Cindy Barron") at [cbarron@socccd.edu](mailto:cbarron@socccd.edu) or (949) 582-4984 to request an accommodation.
- b. The District shall provide information about COVID-19 hazards, as well as policies and procedures to employees, the District's contractors and vendors, and persons and entities within or in contact with the District's workplace.

### B. **Identification, evaluation, and correction of COVID-19 hazards.**

1. Employees and authorized employee representatives shall participate in the identification and evaluation of COVID-19 hazards by completing **Appendix A: Identification of COVID-19 Hazards** form and submit to College Facilities, Maintenance & Operations for handling.
2. Prior to reporting to work, all employees shall evaluate their own symptoms, pursuant to the requirements and process identified in the **Return-to-Work Criteria** (page 20) section herein.
3. The District's Office of Human Resources will respond effectively and immediately to individuals at the workplace who are deemed a "COVID-19 case" to prevent or reduce the risk of transmission in the workplace. Upon notification of a COVID-19 case, Cindy Barron will contact the COVID-19 case via telephone and begin the interview and contact tracing process. The District shall continuously evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls related to correction of COVID-19 hazards, physical distancing, and engineering controls. Additionally, each college's Facilities and Maintenance Offices (FMO) shall conduct workplace-specific identification and inspections of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards by completing the **Appendix B: COVID-19 Inspections** form.

**Note:** For purposes of this section, the District shall treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

### C. **Investigating and responding to COVID-19 cases in the workplace.**

1. **Investigation.** Cindy Barron will investigate COVID-19 cases in the workplace. In order for the District to conduct contact tracing effectively once notified of a positive COVID-19 test result directly from the COVID-19 case or via the positive COVID-19 test result recorded via Trase, the District



## COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated pursuant to Cal/OSHA's re-adoption on 6/17/21, effective immediately)

will follow up with a phone interview with the COVID-19 case to obtain information needed for reporting purposes such as, the onset of COVID-19 symptoms, close contacts the COVID-19 case may have had while in the workplace, COVID-19 test results, and demographics, etc.

2. **Notification.** Within one business day of notification (or should have known) of a COVID-19 case, the District shall give to employees, authorized employees' representatives, independent contractors, and vendors, written notice along with a copy of the District's disinfection plan, in a form readily understandable, in a way that does not reveal any personal identifying information of the COVID-19 case (unless disclosure is required or permitted by law), that people at the worksite may have been exposed to COVID-19.

Verbal communication (in a language understandable by the employee) may be warranted in the event the District has reason to believe the employee has not received the notification.

The District shall provide unredacted COVID-19 case information to the local health department, California Department of Public Health, the Division, and the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

### 3. COVID-19 Testing.

- a. **Testing Due to Close Contact.** COVID-19 testing is available at no cost, during paid time, to all employees who had a close contact, except those persons who fall under the following categories:
  - i. Fully vaccinated employees prior to the close contact and who do not have COVID-19 symptoms.
  - ii. COVID-19 cases who:
    - 1) without the use of fever-reducing medications, for at least 24 hours, have not had a fever of 100.4 degrees Fahrenheit or higher; and
    - 2) have improved COVID-19 symptoms; and
    - 3) at least 10 days have passed since COVID-19 symptoms first appeared; or
    - 4) tested positive but never developed COVID-19 symptoms and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- b. **Testing of Symptomatic Employees.** The District shall make testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during the employees' paid time.
- c. **Voluntary Testing.** Should an employee voluntarily elect to obtain a COVID-19 test, the employee may obtain testing through their personal health plan or local testing centers. For information regarding testing locations, please go to <https://occovid19.ochealthinfo.com/covid-19-testing> The District's Benefit Plan details are available on the Employee Benefits site at <https://intranet.socccd.edu/bs/empben/default.aspx>.



## COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated pursuant to Cal/OSHA's re-adoption on 6/17/21, effective immediately)

**Note:** Any out-of-pocket expenses related to voluntary testing is not eligible for reimbursement by the District.

4. **Evaluation of COVID-19 Exposures.** The District shall determine if workplace conditions could have contributed to the risk of the COVID-19 exposure and what could have been done to reduce the exposure to COVID-19 hazards. If the District finds that something could have been done to reduce exposure, the District shall implement those measures.

### D. Training and instruction.

In accordance with the ETS, the District provides training and instruction to employees in the following areas:

1. Identification and evaluation of COVID-19 hazards;
2. COVID-19-related benefits to which employees may be entitled to under applicable federal, state, or local laws;
3. Facts about COVID-19 - Coronavirus awareness and prevention training will be accessible via Workday Learning. Instructions on how to access training will be available in each employee's Workday inbox;
4. The combination of physical distancing, use of face coverings, increased ventilation indoors, and respiratory protection can decrease the spread of COVID-19;
5. The District's Respiratory Protection Program and the right of employees who are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation and at no cost to employees;
6. Hand hygiene and using hand sanitizer when access to a sink/hand washing facility is unavailable;
7. Proper use of face coverings (that are not respiratory protective equipment):
  - i. The conditions under which face coverings must be worn at the workplace (face coverings are recommended outdoors for those who are not fully vaccinated if six feet of distance between people cannot be maintained.)
  - ii. Inform employees of their right to request face coverings from the District at no cost and can wear them at work, regardless of vaccination status, without fear of retaliation;
8. Protocols when experiencing COVID-19 symptoms and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID symptoms;
9. The location where employees will find the District's COVID-19 policies and guidelines. (The District has made the policies and guidelines accessible via the District's website under [COVID-19 Information and Updates](#);) )
10. COVID-19 testing: Please refer to the COVID-19 testing section herein for details regarding testing;
11. The importance of vaccinations, including that vaccinations are effective at preventing COVID-19, and protecting against both transmission and serious illness or death. Please contact the Student Health & Wellness Center at your college for information regarding the COVID-19 vaccinations; and
12. All elements of this CPP.

### E. Face coverings.

1. **Fully vaccinated employees** – Face coverings are not required unless the employee is directly



## COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated pursuant to Cal/OSHA's re-adoption on 6/17/21, effective immediately)

serving students or in a student populated area.

2. **Unvaccinated employees or those that choose not to provide proof of vaccination** – Face coverings are required. Managers and supervisors will ensure that face coverings are worn (over the nose and mouth) by unvaccinated employees and those that have not provided proof of vaccination to District Human Resources, pursuant to the following guidelines, when they are:
  - a. Indoors,
  - b. In vehicles,
  - c. When required by orders from the CDPH,
  - d. Less than six feet away from another person, or
  - e. Where required by orders from the CDPH or local health department.

**Note:** Face shields are not a replacement for a face covering, although they may be worn together.

3. The District will provide clean and undamaged face coverings (Defined as a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers without any visible holes/openings.) to its employees. Please refer to [Job Aid - Requisition for Face Masks](#) for instructions on how to obtain face coverings.
4. The following are **exceptions** to the face coverings requirement:
  - a. The employee is fully vaccinated and has provided proof of vaccination to District Human Resources.
  - b. The employee is alone in a room or vehicle.
  - c. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
  - d. Unvaccinated employees wearing respirators for specific work tasks as required by the District and used in compliance with the District's Respiratory Protection Program.
  - e. Unvaccinated employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person must be approved for this accommodation by Human Resources. However, if the unvaccinated employee's condition/disability permits:
    - o The unvaccinated employee shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom.
  - f. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
5. The District shall not prevent any employee from wearing a face covering when not required by this section, unless it creates a safety hazard, such as interfering with the safe operation of equipment.
6. The District shall provide face coverings to employees as required and when face coverings are not required by this section, the District shall provide face coverings to employees upon request, regardless of vaccination status.



## COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated pursuant to Cal/OSHA's re-adoption on 6/17/21, effective immediately)

7. The above face covering guidelines shall also be applicable to non-District employees while working on District premises.
8. **The above face covering guidelines shall not be applicable to employees, visitors, and students in learning spaces and student support service areas (i.e. any area interfacing with students). Everyone in these areas must wear face coverings regardless of vaccination status.**

### F. Engineering Controls.

1. **Ventilation.** For buildings with mechanical or natural ventilation, or both, the District shall maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
2. **Cleaning and Disinfecting.** Please refer to [COVID-19 Disinfection Plan](#), which outlines COVID-19 specific procedures for cleaning the workplace. The COVID-19 Disinfection Plan can also be found on District SharePoint under Business Services tab, Risk Management, Information, COVID-19 Information (AB 685).
3. **Personal Protective Equipment (PPE).** The District will evaluate the need for PPE (e.g., gloves, goggles, and face shields) as required by CCR Title 8, Sections 3380 and 5144, to prevent exposure to COVID-19 hazards and provide such PPE as needed. PPE must not be shared (e.g., gloves, goggles, and face masks/shields.)

Upon request, the District will provide respirators of the correct size for voluntary use in compliance with CCR, Title 8, § 5144, to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

Employees shall refer to the District's Respiratory Protection Program, located under the District SharePoint, Risk Management, Information, and Safety Programs, for guidelines in evaluating the need for respiratory protection when the physical distancing requirements are not feasible or maintained.

The District shall provide and ensure use of eye protection and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

4. **Shared Tools and Equipment.** Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, printers, copiers, writing materials, instruments, and tools shall not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees no longer using the shared tool or equipment.  
Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example,



## COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated pursuant to Cal/OSHA's re-adoption on 6/17/21, effective immediately)

steering wheels, door handles, seatbelt buckles, armrests, shifters, etc.) will be cleaned and disinfected between users by the employees leaving the vehicle.

### G. Reporting, Recordkeeping, and Access.

It is the District's policy to:

1. Report information about COVID-19 cases and outbreaks in the workplace to the local health department whenever required by law, and provide any related information requested by the local health department, as required by Labor Code section 6409.6 (AB 685).
2. Maintain records of the steps taken to implement the District's written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
3. Make the District's written COVID-19 Prevention Program available at the workplace to employees, employees' exclusive representatives, and to representatives of Cal/OSHA immediately upon request.
4. Track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test.

### H. Exclusion of COVID-19 Cases and Employees Who Had a Close Contact.

The District shall ensure that COVID-19 cases are excluded from the workplace until the **Return to Work Criteria** (page 20) have been met.

The District shall exclude from the workplace employees who had a close contact until the **Return to Work Criteria** (page 20) have been met, with the following exceptions:

1. Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
2. COVID-19 cases who returned to work pursuant to **Return to Work Criteria** (page 20) and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test.

In order for the employee quarantine period to end and before being approved to return to work, the Return to Work from Quarantine / Isolation Form must be submitted.

Where the District has a COVID-19 case in the workplace, the District will limit transmission by ensuring that COVID-19 cases are excluded from the workplace until the District's **Return to Work Criteria** (page 20) are met.

Employees excluded from the workplace shall continue to receive their wages and will maintain their seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. This will be accomplished by utilizing the employee sick/extended sick leave benefits or other available accrued leave, where permitted by law and when not covered by workers' compensation or temporary disability.



# COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated pursuant to Cal/OSHA's re-adoption on 6/17/21, effective immediately)

## II. Employee Responsibilities

All District employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a healthy and safe work environment. All District employees shall adhere to the following:

1. **View/Read:** Prior to an employee reporting to their worksite for the first time, they shall read these guidelines and view the training videos that are available via Workday Learning.
2. **Self-Check:** Must self-check daily for symptoms using the checklist provided in this guide. This is to be done each day prior to reporting to work.
  - a. Employees shall stay home if sick and inform their supervisor.
  - b. Employees experiencing illness will utilize their available sick leave balances.
3. **Report COVID-19 Symptoms and Close Contacts:** Without fear of reprisal, employees shall immediately report to their direct supervisor/manager, COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace.
4. **Report Symptoms during Workday:** If symptoms appear during an on-site workday, employees shall notify their supervisor/manager and are advised to return home immediately. If symptoms persist, employees should contact their health care provider.
5. **Keep District Informed:** Employees shall always keep Human Resources informed if an extended absence is required and must complete the appropriate leave paperwork in a timely manner. This expectation applies whether the employee is working from home or at the worksite.
6. **Track Work Locations:**
  - a. If employees do not have a Trase Fob, when working on campus, before leaving work, employees shall go onto [Mytrase.com](https://mytrase.com) and report each building and floor they have visited for 15 minutes or more during the time they were on campus.
  - b. If employees elect to use a Trase Fob, they shall follow instructions reflected in "Requesting a Fob" job aid to obtain a fob. Once a fob has been obtained, manual reporting will not be necessary.
7. **Report Positive Test Results:** If an employee tested positive for COVID-19, they shall immediately report via [Mytrase.com](https://mytrase.com) their positive test date (date specimen was collected) and contact Cindy Barron in the Office of Human Resources.
8. **Report Hazards:** Employees shall immediately report to their direct supervisor/manager possible COVID-19 hazards at the worksite.
9. **Safe Working Practices:**
  - a. **Physical Contact:** Avoid handshakes and hugs. Close contact spreads the virus.
  - b. **Cleaning and Disinfecting:** Employees are responsible for keeping their work and shared spaces/equipment clean via the products supplied to their departments.
  - c. **Hand Wash Frequently:** Employees shall wash their hands frequently and/or use hand sanitizer.
  - d. **Travel:** Employees shall notify their supervisor if traveling out of state or internationally and



## COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated pursuant to Cal/OSHA's re-adoption on 6/17/21, effective immediately)

then follow CDC and/or CDPH guidelines before returning to work.

- e. **Cover:** Sneeze or cough into their elbows and wash their hands afterward.
- f. **Avoid Sharing:** Avoid using other employees' phones, desks, offices or other work tools and equipment, whenever possible. If spaces are shared, clean thoroughly between use and/or shifts.
- g. **Follow:** Follow District policies and practices for the safety and health of everyone on campus.
- h. **Employee Assistance:** If you need reasonable accommodations under the Americans with Disabilities Act (ADA) and/or the Fair Employment and Housing Act (FEHA) due to COVID-19 requirements, please contact Cindy Barron at [cbarron@socccd.edu](mailto:cbarron@socccd.edu) or (949) 582-4984.



# Daily Wellness Check Before Reporting to Work

All employees must self-check daily for any symptoms of COVID-19 and perform a temperature check prior to leaving home and entering the workplace.

**Answer all the following criteria pertaining to the last 24 hours. Do you have:**

- Temperature above 100.4°F within the past 24 hours without the use of fever-reducing medications
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Sore throat
- New loss of smell/ taste

If you answered **YES** to any of the above, you will NOT be permitted to report to work until you have been free of symptoms for at least three days. DO NOT come to the work location.

**In the past 14 days, have you had:**

- Contact with an individual who has tested positive for COVID-19?
- Contact with an individual who is being tested to rule out COVID-19 or has been instructed to self-quarantine or self-isolate?

If you answered **YES** to either of the two questions above, contact your supervisor and the Health and Wellness Center for your site as listed below.

If you start feeling sick at any point during your shift, contact your supervisor and Human Resources IMMEDIATELY. If you have questions about your exposure, have a recorded temperature of greater than 100.4 degrees, or have any of the symptoms listed above, you should contact your medical provider for an assessment and COVID-19 testing. In the event of a positive test result, do not report to work, notify your supervisor and the following at your respective work location:

**Saddleback College/District Services**  
Dr. Jeanne Harris-Caldwell  
Dean of Wellness, Social Services and  
Child Development Center  
(949) 582-4606  
[jharriscaldwell@saddleback.edu](mailto:jharriscaldwell@saddleback.edu)

**Irvine Valley College/ATEP**  
Nancy Montgomery  
Assistant Dean, Health,  
Wellness and Veterans Services  
(949) 451-5221  
(949) 333-0260 (Video Phone)  
[nmontgomery@ivc.edu](mailto:nmontgomery@ivc.edu)



# Symptoms of COVID-19

**Center for Disease Control (CDC) COVID-19 Symptom Guidelines:** Employees who have symptoms when they arrive at work or become sick during the day, should immediately be sent home.

Employees with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The above list does not include all possible symptoms. To learn more about symptoms, visit the Center for Disease Control and Prevention's (CDC) website.

If you are sick or are experiencing any of the above symptoms, stay home and do not report to work. In order for your quarantine or isolation period to end, and before you will be approved to return to work, a [Return to Work from Quarantine / Isolation form](#) must be completed.



## Symptoms of Coronavirus (COVID-19)

**Know the symptoms of COVID-19, which can include the following:**



**Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.**

### **Seek medical care immediately if someone has Emergency Warning Signs of COVID-19**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Centers for Disease  
Control and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



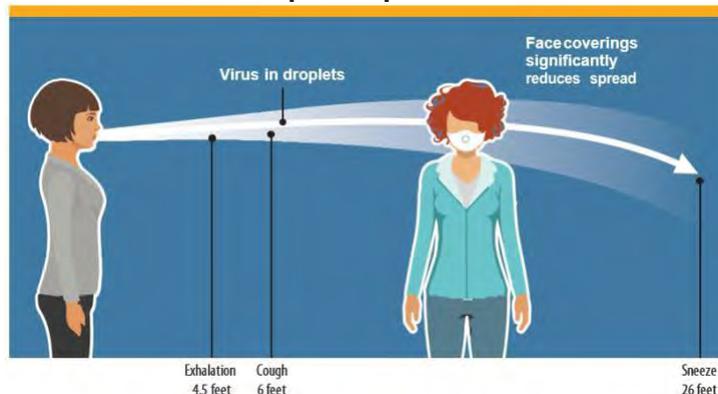
# Minimizing the Spread

## Know How the Virus Spreads

The best way to prevent illness is to avoid being exposed to the virus. The virus is thought to spread mainly from person to person:

- Between people who are in close contact with one another (within about six feet and for 15 cumulative minutes over a 24-hour period).
- Through respiratory droplets produced when an infected person coughs, sneezes, talks, or sings. These droplets can:
  - Land in the mouths or noses of people who are nearby.
  - Possibly be inhaled into the lungs.

## How Far COVID-19 Droplets Spread Without a Face Cover



## Studies have suggested that COVID-19 is spread by:

- People who are infected, but not yet showing symptoms.
- Young people who may have few or no symptoms.

## Avoid Close Contact

- Remember that people without symptoms may be able to spread the virus.
- Avoid close contact with people who are sick, even inside your home.
- If possible, maintain six feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
- Avoid physical contact with others, such as shaking hands and/or hugging.

## Cover Your Coughs and Sneezes

If around other people who do not have on face coverings, remember to always:

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not ever spit. Throw used tissues in the trash.
- After sneezing or coughing, immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60 percent alcohol.



## **Handwashing and Sanitizing**

The District does the following in order to implement effective hand washing and sanitizing procedures:

- Evaluates handwashing facilities
- Determines the need for additional handwashing facilities
- Encourages and allows time for employee handwashing
- Provides employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol)
- Encourages employees to wash their hands for at least 20 seconds each time

## **The Importance of Handwashing**

Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy. Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. You can help yourself and your coworkers stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before and after touching your eyes, nose, or mouth (because that's how germs enter bodies).
- Before, during, and after preparing food.
- Before eating food.
- After using the toilet or urinal.
- After preparing or eating food and drinks.
- After touching contaminated surfaces or objects.
- After blowing your nose.
- After coughing or sneezing into your bent arm and elbow.



## Handwashing Basics



When employees do not have immediate access to a sink or hand washing facility, hand sanitizer containing at least 60 percent alcohol shall be used. Hand sanitizer does not work if the hands are soiled.

### Follow these five steps every time you wash your hands:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

# Return to Work Criteria

COVID-19 cases will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; and
- COVID-19 symptoms have improved; and
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- Once a COVID-19 case has met the requirements of this section, a negative COVID-19 test shall not be required for an employee to return to work.

Persons who had a close contact may return to work as follows.

1. If the person with the close contact never developed symptoms, they may return to work when 10 days have passed since the last known close contact.
2. If the person who had a close contact and developed any COVID-19 symptom, they cannot return to work until the requirements of this section have been met, unless all of the following are true:
  - a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
  - b. At least 10 days have passed since the last known close contact; and
  - c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
3. During critical staffing shortages, when there are not enough staff to provide essential services, critical infrastructure workers (health care and emergency response workers) may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5 and did not develop COVID-19 symptoms.
4. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return-to-work periods specified in this section.
5. If no violations of local or state health officer orders for isolation, quarantine, or exclusion would result, the Department of Industrial Relations may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the District shall develop, implement, and maintain effective control measures to prevent transmission in the workplace, including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.
6. The employee must submit a [Return to Work from Quarantine / Isolation form](#) in order for their quarantine period to end and prior to being approved to return to work.



# Additional Guidelines

## Shared Break Room and Kitchens

- Please follow the guidance posted in each location.

## Restrooms

- Please follow the guidance posted in the location.
- Wash your hands thoroughly with soap and water afterward, to reduce potential transmission of the virus.

## Use of Elevators

- Please follow the guidance posted in the location.
- Wash your hands or use hand sanitizer upon departing the elevator.

## Water Bottle Stations

Use of personal water bottles to obtain water from a drinking fountain or refillable water bottle station is a better option than drinking water directly from fountain spigots.

## Signage and Posters

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevators, stairs, restrooms, and common use areas and walkways.



# Training and Safety Practices for Employees

As we continue to navigate working remotely, the District is pleased to offer the following training related to COVID-19 prevention and awareness. Pursuant to Cal/OSHA Emergency Temporary Standards (effective 12/1/20), training is now required for all employees. Please note, training courses #1 and #2 provide all of the elements required by Cal/OSHA, therefore are mandatory for all employees.

## **1** Coronavirus Awareness

10 minutes

The current Coronavirus outbreak, called COVID-19, has dominated the news cycle since late 2019, and it's normal and understandable to feel anxious about the recent spread of this disease. This course is designed to give a brief overview of the rise and nature of this new virus. Topics covered include symptoms and risk factors; what you can do to help reduce your chances of becoming infected; and where to find reliable news and information about the COVID-19 outbreak. The situation surrounding the COVID-19 pandemic is changing constantly, and the latest guidelines may vary state to state. Please refer to your local government resources, the Centers for Disease Control, and the World Health Organization (WHO) for the latest, up-to-date information.

## **2** Coronavirus Cleaning and Disinfecting Your Workplace

10 minutes

Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. This course will provide you with practical guidance from the Centers for Disease Control and Prevention (CDC) for cleaning and disinfecting rooms or areas where those with confirmed COVID-19 have visited. The situation surrounding the COVID-19 pandemic is changing constantly, and the latest guidelines may vary state to state. Please refer to your local government resources, the Centers for Disease Control, and the World Health Organization (WHO) for the latest, up-to-date information.

## **3** Coronavirus: Managing Stress and Anxiety

12 minutes; recommended for everyone

Crises such as the COVID-19 outbreak can certainly induce an incredible amount of worry and stress on anyone. Stress is our body's way of responding to physical, emotional, or mental demands, such as those imposed by COVID-19 pandemic. This course discusses signs and symptoms of stress and explains the physical and emotional effects of built up stress, such as anxiety. This course also discusses stress management techniques, treatment options, and lifestyle changes to help alleviate stress during such difficult times.



### **4** **Coronavirus: Preparing Your Household** 9 minutes; recommended for everyone

A COVID-19 outbreak could last for a long time in your community. Creating a household plan can help protect your health and the health of those you care about in the event of an outbreak in your community. This interactive online course will provide you with practical guidance from the Centers for Disease Control and Prevention (CDC) to help you get your household ready for community transmission of the disease. The situation surrounding the COVID-19 pandemic is changing constantly, and the latest guidelines may vary state to state. Please refer to your local government resources, the Centers for Disease Control, and the World Health Organization (WHO) for the latest, up-to-date information.

Should you have any questions or experience any difficulties with accessing the above courses, please contact Maria Feoktistova at [mfeoktistova@socccd.edu](mailto:mfeoktistova@socccd.edu).

## Mental and Emotional Well-being Support

It is recognized that COVID-19 may create stress from fear of infection, of becoming ill, of loved ones becoming ill, impacts on normal routines, including social distancing and financial insecurity. We, therefore, want to ensure that all employees are aware of the District's support resources, which include the following:

Employee Assistance Program (EAP) is confidential and open to all family members (please see the flyer on the next page):

- Call 855.RSL.HELP
- Email [rsli@acieap.com](mailto:rsli@acieap.com)
- Download the myACI Benefits app





*employee assistance*



ACI's Employee Assistance Program (EAP) provides professional and confidential services to help employees and family members address a variety of personal, family, life, and work-related issues.

**Confidential and professional assessment and referral services for employees and their family members**

**EAP and Work-Life Benefits:**

From the stress of everyday life to relationship issues or even work-related concerns, the EAP can help with any issue affecting overall health, well-being and life management.

- Unlimited Telephonic Clinical Assessment and Referral
- Up to 3 Sessions of Professional Assessment for Employees and Family Members
- Unlimited Child Care and Elder Care Referrals
- Legal Consultation for Unlimited Number of Issues per Year
- Financial Consultation for Unlimited Number of Issues per Year
- Unlimited Pet Care Consultation
- Unlimited Education Referrals and Resources
- Unlimited Referrals and Resources for any Personal Service
- Unlimited Community-based Resource Referrals
- Online Legal Resource Center
- Affinity™ Online Work-Life Website
- myACI App for Mobile Access
- Multicultural and Multilingual Providers Available Nationwide

EAP benefits are free of charge, 100% confidential, available to all family members regardless of location, and easily accessible through ACI's 24/7, live-answer, toll-free number.

EAP services are provided by ACI Specialty Benefits, under agreement with Reliance Standard Life Insurance Company.

Reliance Standard Life Insurance Company is licensed in all states (except New York), the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam. In New York, insurance products and services are provided through First Reliance Standard Life Insurance Company, Home Office: New York, NY. Product availability and features may vary by state.

**Additional Questions?**

Contact Human Resources or contact ACI Specialty Benefits toll-free at

**855-RSL-HELP**

(855-775-4357)

[rsli@acieap.com](mailto:rsli@acieap.com)

<http://rsli.acieap.com>



**RELIANCE STANDARD**  
A MEMBER OF THE TOKIO MARINE GROUP



## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, restrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other third-party entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person Conducting the Evaluation:**

**Date:**

**Name(s) of Employee and Authorized Employee Representative that Participated:**

Interaction, Area, Activity, Work Task, Process, Equipment and Material that Potentially Exposes Employees to COVID-19 Hazards	Places and Times	Potential for COVID-19 Exposures and Employees Affected, including Members of the Public and Employees of Other Employers	Existing and/or Additional COVID-19 Prevention Controls, including Barriers, Partitions and Ventilation



## Appendix B: COVID-19 Inspections Form

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation (Amount of fresh air and filtration maximized)			
Additional Room Air Filtration			
<b>Administrative</b>			
Physical Distancing			
Surface Cleaning and Disinfection (Frequently enough and adequate supplies)			
Hand Washing Facilities (Adequate numbers and supplies)			
Disinfecting & Hand Sanitizing Solutions Being Used According to Manufacturer Instructions			
PPE (Not shared, available, and being worn)			
Face Coverings (Cleaned sufficiently often)			
Gloves			
Face Shields/Goggles			
Respiratory Protection			

