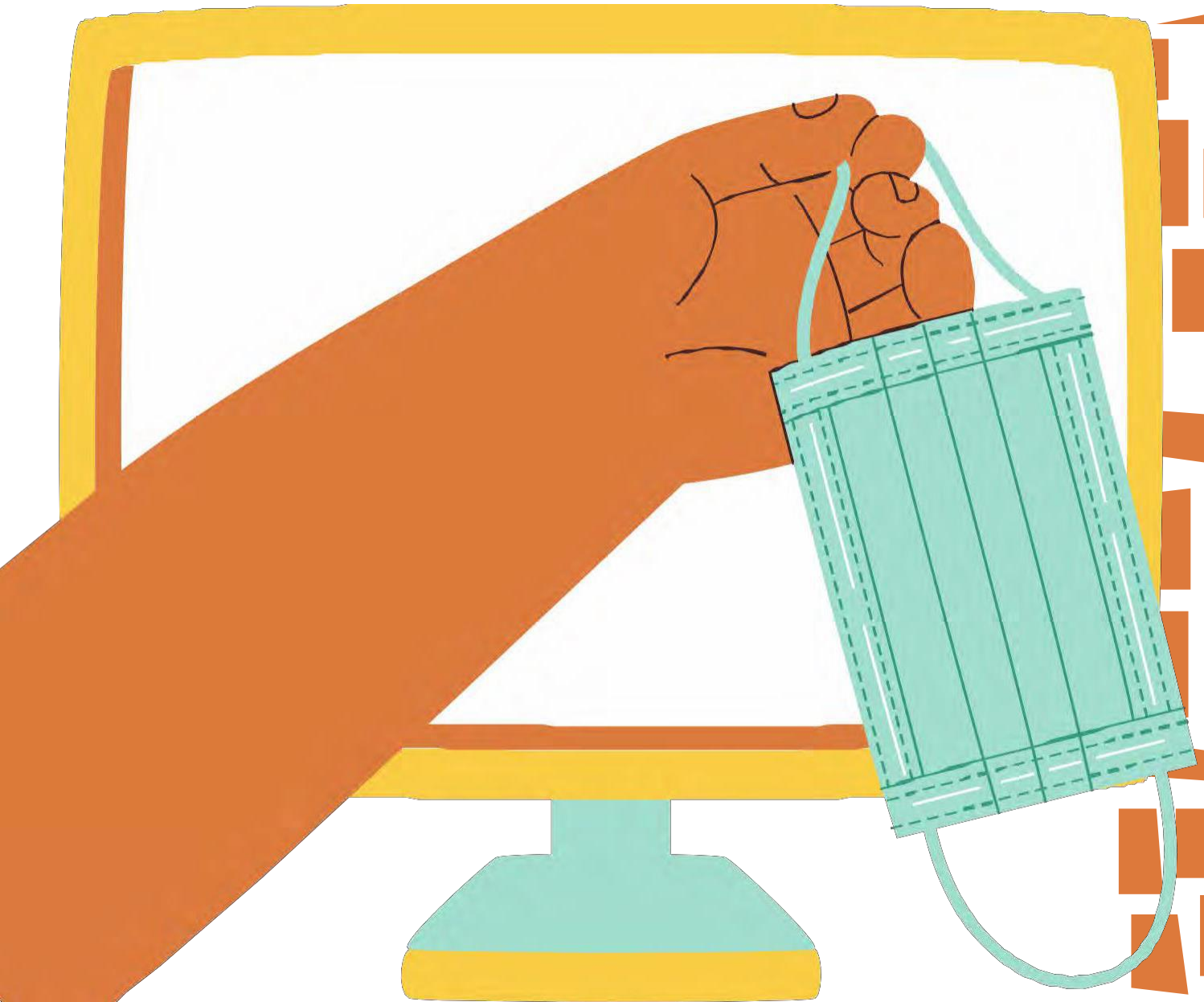


COVID-19 Prevention Program &

Return to Work GUIDELINES



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 8/24/2022 pursuant to Cal/OSHA, Title 8, §3205 et seq. COVID-19 Prevention and CA Department of Public Health Orders)

Table of Contents

PAGE	DESCRIPTION
3	KEEPING EMPLOYEES SAFE
3	AUTHORITY
4	DEFINITIONS
7	MANAGEMENT AND EMPLOYEE RESPONSIBILITIES
7	COMMUNICATION
7	IDENTIFICATION, EVALUATION, AND CORRECTION OF COVID-19 HAZARDS
7	INVESTIGATING AND REPORTING TO COVID-19 CASES IN THE WORKPLACE
9	TRAINING AND INSTRUCTION
10	FACE COVERINGS
11	ENGINEERING CONTROLS
12	BENEFITS FOR EXCLUDED EMPLOYEES
12	REPORTING, RECORDKEEPING, AND ACCESS
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
22	ADDITIONAL GUIDELINES
23	TRAINING AND SAFETY PRACTICES FOR EMPLOYEES
24	MENTAL AND EMOTIONAL WELL-BEING SUPPORT
25	APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS
26	APPENDIX B: COVID-19 INSPECTIONS FORM



Keeping Employees Safe

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 4/21/22 and effective on 5/7/2022, 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.

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 someone sharing the same indoor airspace, e.g., offices, cubicle work areas, lobbies, waiting rooms, staff lounges, bathrooms, etc., for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person’s (laboratory-confirmed or a clinical diagnosis) infectious period.

EXCEPTION: Employees have not had close contact while wearing respirators for specific work tasks as required by the District and used in compliance with the District’s Respiratory Protection Program, whenever they were within six feet of the COVID-19 case during the infectious period.

2. “COVID-19” means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus).
3. “COVID-19 case” means a person who:
 - A. Has a positive COVID-19 test; 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.
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 test for SARS-CoV-2 that is:
 - A. Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
and
 - B. Administered in accordance with the authorized instructions.
 - C. To meet the return-to-work criteria, a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).
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 infectious 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 people momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 10/4/2022 pursuant to Cal/OSHA, Title 8, §3205 et seq. COVID-19 Prevention and CA Department of Public Health Orders)

- 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 infectious 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

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 that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

- 9. "Infectious period" means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:
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 or 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.
- 10. "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.
- 11. "Returned case" means a COVID-19 case who returned to work pursuant to return to work criteria and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 10/4/2022 pursuant to Cal/OSHA, Title 8, §3205 et seq. COVID-19 Prevention and CA Department of Public Health Orders)

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 infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a workers’ personal residence or alternative work location chosen by the worker when working remotely.

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 infectious period.



Management and Employee Responsibilities

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

A. Communication

1. 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 or (949) 582-4984 to request accommodation.
2. 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 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 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 will follow up with a phone interview with the COVID-19 case to obtain information needed for reporting purposes such as, the date of 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.



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 10/4/2022 pursuant to Cal/OSHA, Title 8, §3205 COVID-19 Prevention and CA Department of Public Health Orders)

2. **Notification.** Within one business day of notification (or should have known) of a COVID-19 case, the District shall give to employees, independent contractors, and vendors who were on the premises at the same worksite as the COVID-19 case during the infectious period, written notice (via e-mail and/or letter sent via regular mail) along with a copy of the District's cleaning and 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. Additionally, the District shall provide written notice within one business day to the authorized representative, if any, of the COVID-19 case and of any employee who had a close contact, as well as any employee who was on the premises at the same worksite as the COVID-19 case during the infectious period.

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 close contact in the workplace. You can pick up your free COVID-19 test kit at the Student Health Center on each campus. Refer to the [CDPH guidelines](#) for testing related to individuals who had close contact. The District is not required to make COVID-19 testing available to returned cases.
- b. **Testing of Symptomatic Employees.** The District shall make testing available at no cost to employees with COVID-19 symptoms, during the employees' paid time. You can pick up your free COVID-19 test kit at the Student Health Center on each campus.
- c. **Testing of Exposed Group.** The District shall make testing available to all employees in an exposed group, regardless of vaccination status, and then again one week later. You can pick up your free COVID-19 test kit at the Student Health Center on each campus.
- d. **Voluntary Testing.** Should an employee voluntarily elect to obtain a COVID-19 test, the employee may obtain a free test kit at either the Irvine Valley College or Saddleback College Student Health Center, 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 [District web site](#).

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



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 10/4/2022 pursuant to Cal/OSHA, Title 8, §3205 COVID-19 Prevention and CA Department of Public Health Orders)

4. **Evaluation and Correction 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 made available in the *Cal/OSHA COVID-19 Protection Plan* that can be accessed 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 to request a respirator for voluntary use, without fear of retaliation and at no cost to employees. The District shall provide effective training and instruction to employees regarding:
 - How to properly wear the respirator provided; and
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
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) including:
 - i. The conditions under which face coverings must be worn at the workplace.
 - ii. The employee's right to request face coverings from the District at no cost and that they 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 District's COVID-19 policies and guidelines are 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



E. Face coverings.

1. Effective August 29, 2022, face coverings are no longer mandated, however are still highly encouraged district-wide. Regardless of lower positivity rates, wearing a face mask will help keep our campuses safe.

Updates about mask wearing requirements will be communicated to employees and students via email and on the District website.

Notes on face masks:

- A. Face coverings shall remain a requirement for all individuals regardless of vaccination status and while indoors at the Student Health & Wellness Centers.
- B. The District shall provide face coverings and ensure they are worn (over the nose and mouth) by employees when required by orders from CDPH.

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

2. The District will continue to provide clean and undamaged face coverings (as defined under the "Definitions" section herein) to its employees upon request. When worn, it is recommended that employees wear a surgical mask under a well-fitted cloth mask for optimal safety.

Please refer to [Job Aid - Requisition for Face Masks](#) for instructions on how to obtain face coverings.

3. The following are **exceptions if face coverings are required by CDPH:**

- A. When an employee is alone in a room or vehicle.
- B. While eating and drinking in cafeterias, break rooms, or while at your desk or workstation.

Faculty in the classroom are permitted to step away from students to take a drink of water or liquid refreshment, such as soda, juice, coffee, etc.

All employees are permitted to take a sip of water or liquid refreshment, such as soda, juice, coffee, etc. while in a meeting in a conference room so long as they immediately place their mask back over their face.

- C. Employees wearing respirators for specific work tasks as required by the District and used in compliance with the District's Respiratory Protection Program.
- D. 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. Employees exempted from wearing face coverings for any reason mentioned in this Subsection, shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. If their condition or disability does not permit a non-restrictive alternative, the employee shall be tested at least thrice weekly for COVID-19 during paid time and at no cost to the employee.
- E. 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.



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 10/4/2022 pursuant to Cal/OSHA, Title 8, §3205 COVID-19 Prevention and CA Department of Public Health Orders)

Note: Any employee not wearing a face covering, pursuant to this Subsection, shall be tested at least twice weekly for COVID-19 during paid time and at no cost to the employee.

4. 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.
5. When face coverings are not required, the District shall provide face coverings to employees upon request, regardless of vaccination status.
6. The above face covering guidance shall also be applicable to non-District employees while working on District premises.

F. Engineering Controls, Cleaning and Disinfecting, and Personal Protective Equipment.

1. **Ventilation.** For indoor locations, the District will maximize ventilation with outdoor air for the highest level of efficiency, compatible with the existing ventilation system and where reasonable use portable High Efficiency Particulate Air (HEPA) filtration units to reduce the risk of COVID-19 transmission. 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. The District will periodically review and implement guidance from the State of California and CDPH in relation to ventilation, filtration, and air quality in indoor environments.
2. **Cleaning and Disinfecting.** Please refer to [COVID-19 Cleaning and Disinfection Plan](#), which outlines COVID-19 specific procedures for cleaning the workplace. The COVID-19 Cleaning and 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) 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).

To ensure the health and safety of students, employees, volunteers, and community members, there may be periods of time when the wearing of gloves, masks, or other personal protective equipment (PPE) may be required in the workplace. The Board delegates authority to the Chancellor, after consultation with the Board President, to institute PPE mandates.

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 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.



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 10/4/2022 pursuant to Cal/OSHA, Title 8, §3205 COVID-19 Prevention and CA Department of Public Health Orders)

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

G. Benefits for Excluded Employees.

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 rights to their former job status, as if the employee had not 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. This section does not apply when the District demonstrates that the close contact is not work-related.

H. 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.

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.



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 10/4/2022 pursuant to Cal/OSHA, Title 8, §3205 COVID-19 Prevention and CA Department of Public Health Orders)

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 permitted to work 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, the employee shall periodically log into [Mytrase.com](https://mytrase.com) to ensure that the system has appropriately identified their locations. For the most part, 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 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 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 or taste

If you answered **YES** to any of the above, you will NOT be permitted to report to work until you provide a negative COVID-19 test. DO NOT come to your work location without a negative COVID-19 test. Once you have a negative COVID-19 test and return to work, you will be required to wear a mask until you are free of symptoms for at least three days. If you choose not to take a COVID-19 test, then you will NOT be permitted to return to work until you have been free of symptoms for at least three days.

In the past 7 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

Student Health Center (949) 582-4606

Irvine Valley College / ATEP

Health and Wellness Center (949) 451-5221



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
- Headache
- 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. 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.



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

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
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

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

03-37192.A



Minimizing the Spread

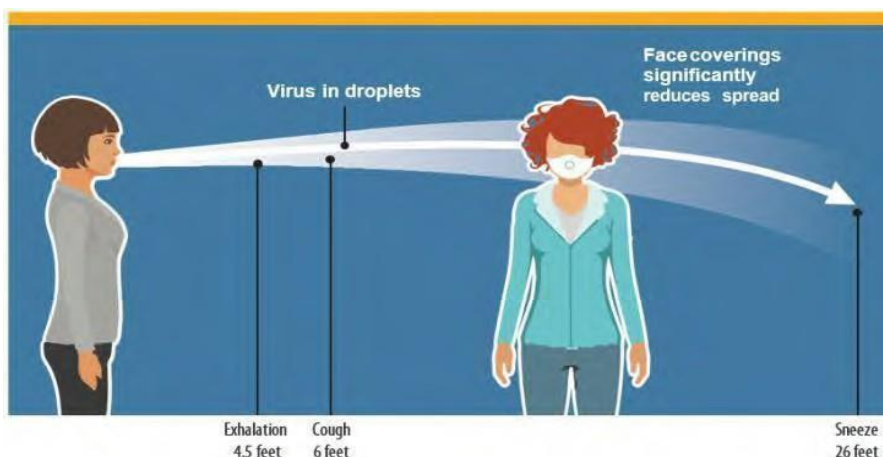
Know How the Virus Spreads

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

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.



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 10/4/2022 pursuant to Cal/OSHA, Title 8, §3205 COVID-19 Prevention and CA Department of Public Health Orders)

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 prohibits 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.



Wash your hands!



1

Wet your hands
(with warm or cold water)



2

Apply soap and rub your hands together



3

Scrub your hands for 20 seconds
(don't forget the backs of your hands and between your fingers)



4

Rinse your hands with clean water



5

Dry your hands with a clean towel
(or air dry)



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.



Return to Work Criteria

1. COVID-19 vaccine mandate, pursuant to Board Policy 7330 - *Communicable Diseases - Employees*.

Beginning January 8, 2022, all employees and volunteers must be fully vaccinated (as defined by the Centers for Disease Control) against COVID-19 unless approved as exempt due to a verified disability/medical condition or sincerely held religious belief (as defined in federal or state laws and regulations).

The following are current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.

CDPH Definitions:

Isolation: Separates those infected with a contagious disease from people who are not infected.

Quarantine: Restricts the movement of persons who were exposed to a contagious disease in case they become infected.

CDPH Isolation/Quarantine Guidelines

Vaccination Status	Isolation or Quarantine	Period of Time to Be Excluded from Work
1. All employees with COVID-19 symptoms, regardless of vaccination status or previous infection	Isolate	<ul style="list-style-type: none"> • Must test as soon as possible and be excluded from the workplace while waiting for test results. • For symptomatic employees who have tested positive within the previous 90 days, antigen test preferred. • If test is negative with antigen test (particularly if tested during first 1-2 days of symptoms), consider continuing to isolate and retesting in 1-2 days.
2. All employees that test positive for COVID-19, regardless of vaccination status, previous infection, or lack of symptoms	Isolate	<ul style="list-style-type: none"> • Must be excluded from the workplace for at least 5 days after start of symptoms (or after date of first positive test if no symptoms). • An employee can return to work after day 5 if they do not have symptoms and test negative (antigen test preferred). • If fever is present, isolation should be continued until 24 hours after fever resolves.



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 10/4/2022 pursuant to Cal/OSHA, Title 8, §3205 COVID-19 Prevention and CA Department of Public Health Orders)

		<ul style="list-style-type: none"> • If symptoms, other than fever, are not resolving, employee must continue to isolate until symptoms are resolving or until after day 10. • Must wear a face covering around others for a total of 10 days, especially in indoor settings.
<p>3. All Asymptomatic employees, regardless of vaccination status, who are exposed to someone with COVID-19 (Close Contact).</p>	<p>No Quarantine</p> <p>Employees infected within the prior 90 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.</p>	<ul style="list-style-type: none"> • Test within 3-5 days after last exposure. • Employees who have had close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease. • If symptoms develop, test and isolate. If test is positive, follow isolation recommendations in #2 above.

Note: Day 0 is the day you were last around the person with COVID-19. When determining day to test, count from Day 1 (the day **after** your last exposure).

2. 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.
3. 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

Pursuant to Cal/OSHA Emergency Temporary Standards, training is required for all employees. Please note, training course #1 provides all of the elements required by Cal/OSHA, therefore is mandatory for all employees.

1 Cal/OSHA COVID-19 Protection Plan Training

20 minutes; mandatory for all employees

The COVID-19 pandemic has had a massive impact on public health – globally, locally, and personally. In California, it’s changed nearly every aspect of daily life and work. In late 2020, California approved emergency temporary standards on COVID-19 infection prevention, and has made various updates to the standard since then. These temporary standards apply to most workers in California not covered by Cal/OSHA’s Aerosol Transmissible Diseases standard. This course provides employees in California with an overview of COVID-19 as well as several methods for prevention required by California law. However, employees shall also adhere to information contained herein.

2 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.

Should you have any questions or experience any difficulties with accessing the above courses, please contact Maria Feoktistova at 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.

Anthem EAP

Webpage: www.anthemeap.com

Phone: (800) 999-7222



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 10/4/2022 pursuant to Cal/OSHA, Title 8, §3205 COVID-19 Prevention and CA Department of Public Health Orders)

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, and Ventilation



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 10/4/2022 pursuant to Cal/OSHA, Title 8, §3205 COVID-19 Prevention and CA Department of Public Health Orders)

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
Engineering			
Ventilation (Amount of fresh air and filtration maximized)			
Additional Room Air Filtration			
Administrative			
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 (when required) (Cleaned sufficiently often)			
Gloves			
Face Shields/Goggles			
Respiratory Protection			

