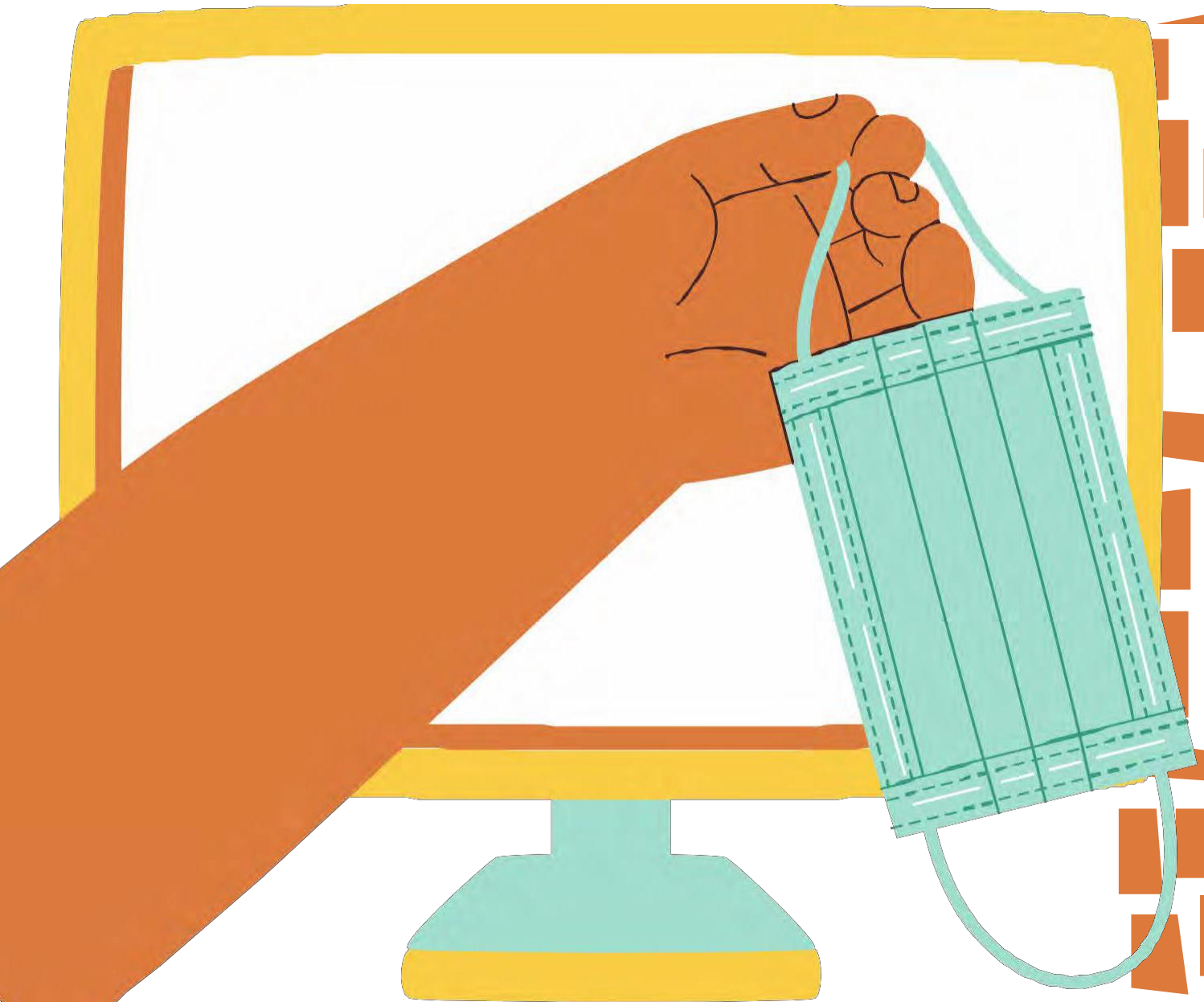


COVID-19 Prevention Program &

Return to Work GUIDELINES



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 02/03/2023 pursuant to Cal/OSHA, Title 8, §3205 et seq. COVID-19 Prevention and CA Department of Public Health Orders)

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Keeping Employees Safe

South Orange County Community College District (“District”) continues to keep employee health and safety as its top priority, in adherence to federal, state, and local guidelines 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 California Code of Regulations (CCR) Title 8, Division 1, Chapter 4, Subchapter 7 *General Industry Safety Orders*, Section 3205 *COVID-19 Prevention Non-Emergency Regulation*, the District’s COVID-19 Prevention Program (CPP) and Return to Work Guidelines (RTWG) are designed to control exposures and minimize the spread of COVID-19 in the workplace. The CPP and RTWG have been updated to incorporate the adopted Non-Emergency COVID-19 Prevention Regulations, which were adopted by the Office of Administrative Law on 02/03/2023. The District’s updated CPP and RTWG shall be effective immediately.

The District follows 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.



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Definitions

1. "Close contact" means the following, unless otherwise defined by regulation or order of the California Department of Public Health (CDPH), in which case the CDPH definition shall apply:
 - A) In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, regardless of the use of face coverings.

Note: All indoor spaces at ATEP, IVC, and SC fit within this definition.

- B) In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, regardless of the use of face coverings.

Note: No spaces of this size exist at ATEP, IVC, or SC so this definition does not apply to the District.

- C) Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the District and used in compliance with CCR, Title 8, Section 5144 and the District's *Respiratory Protection Program*, whenever they would otherwise have had a close contact under the above definition 1. A) or 1. B).

2. "COVID-19" (Coronavirus 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).
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.
- D) "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.
- E) "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.



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- F) “COVID-19 test” means a test for SARS-CoV-2 that is:
- 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);
 - Administered in accordance with the authorized instructions; and
 - 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).
- G) “Exposed group” means all employees at a work location, working area, or a common area at work, within employer-provided transportation, 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:
- For the purpose of determining the exposed group, a place where people momentarily pass through, without congregating, is not a work location, working area, or a common area at work.
 - 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.
 - 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 the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

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

- H) “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.

- I) “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 the date of symptom onset until:
 - Ten days have passed after symptoms first appeared, or through day five if testing negative on day five or later; and
 - Twenty-four hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.



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- b. For COVID-19 cases who never develop COVID-19 symptoms, from two days before the positive specimen collection date through 10 days (or through day five if testing negative on day five or later) after the date on which the specimen for their first positive test for COVID-19 was collected.
- J) “Major Outbreaks” means if 20 or more employee COVID-19 cases in an exposed group, visited the worksite during their infectious period within a 30-day period.
- K) “Outbreak” means if three or more employee COVID-19 cases within an exposed group, visited the worksite during their infectious period at any time during a 14-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period, in which case this section applies when the number of cases at the worksite constitutes an outbreak under CDPH’s definition. This shall apply until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.
- L) “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.
- M) “Returned case” means a COVID-19 case who was excluded from work but 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 30 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 30 days after the first positive test. If a period of other than 30 days is required by a CDPH regulation or order, that period shall apply.
- N) “Worksite,” for the limited purposes of COVID-19 prevention regulations, 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.



COVID-19 Prevention Protocols

COVID-19 is a workplace hazard and the District has established procedures to implement and maintain an effective CPP, which can be found in [Appendix F of its Injury and Illness Prevention Program](#) (link). All employees must adhere to the following:

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 ADA Compliance and Leave Administration Manager 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/vendors, and persons/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. Employees that are feeling sick and have any symptoms related to COVID-19 are highly encouraged to stay home from work until such symptoms resolve, regardless if they test negative for COVID-19.
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**.
4. 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.

Note: For purposes of this section, the District shall consider all persons to be potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.



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C. Investigating and Responding to COVID-19 Cases in the Workplace

1. **Investigation.** Cindy Barron will investigate COVID-19 cases in the workplace. 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 Office of Human Resources 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 at the workplace, COVID-19 test results, demographics, etc.

The District's COVID-19 policies and guidelines are accessible via the District's website under [COVID-19 Information](#) (link).

2. Notification.

- a. The District shall notify employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact. Notice shall be provided as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements are met.
- b. The District shall provide notice of a COVID-19 case, in a form readily understandable to employees. Notice shall be given to all employees, employers, and independent contractors at the worksite in accordance with the applicable law.
- c. The District shall provide notice in accordance with the applicable law to the authorized representative, if any, of the COVID-19 case and of any employee who had a close contact. The District shall also provide notice in accordance with the applicable law to the authorized representative, if any, of all employees on the premises at the same worksite as the COVID-19 case within 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.

D. COVID-19 Testing

1. **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. COVID-19 testing is available at both Irvine Valley College and Saddleback College campuses through [Campus Clinic](#) (link). Refer to the CDPH guidelines for testing related to individuals who had close contact:

<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/EmployeeTestingGuidance.aspx>

2. The District is not required to make COVID-19 testing available to returned cases.
3. **Testing of Symptomatic Employees.** The District shall make testing available at no cost to employees with COVID-19 symptoms, during the employees' paid time.
4. **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.



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- 5. Voluntary Testing.** Should an employee voluntarily elect to obtain a COVID-19 test, the employee may obtain testing on site with Campus Clinic, through their personal health plan, or local testing centers. For information regarding testing locations, please go to <https://occovid19.ochealthinfo.com/covid-19-testing>

Note: Any out-of-pocket expenses related to voluntary testing are not eligible for reimbursement by the District. The District's [Employee Benefits](#) (link) Plan details are available on the District website.

E. Face Coverings

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

1. Face coverings shall remain a requirement for all individuals, regardless of vaccination status, while indoors at the Student Health & Wellness Centers.

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

2. The District shall provide face coverings and ensure they are worn (over the nose and mouth) by employees when required by orders from CDPH. When a CDPH regulation or order requires face coverings indoors, that includes spaces within vehicles.
3. 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.
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. **If face coverings are required by CDPH**, all employees are required to wear a face covering with the following exceptions:
 - When an employee is alone in a room or vehicle.
 - While eating and drinking in cafeterias, break rooms, or while at your desk or workstation, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
 - 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.
 - Employees wearing respirators for specific work tasks as required by the District and used in compliance with the District's *Respiratory Protection Program*.
 - 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



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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 twice weekly for COVID-19 during paid time and at no cost to the employee.

- Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

6. The above face covering guidance shall also be applicable to non-District employees while working on District premises.

F. Respirators

The District's *Respiratory Protection Program* identifies the employees that are required to use respirators; however, all employees may request a respirator of the correct size for voluntary use, without fear of retaliation and at no cost to employees. The District shall provide effective training and instruction to employees regarding:

- a. How to properly wear the respirator provided; and
- b. 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.

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.

G. Ventilation

1. For indoor workplaces, the District shall review CDPH and the Division guidance regarding ventilation, including "Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments. The District has developed, implemented, and maintained effective methods to prevent transmission of COVID-19 including:
 - a. Maximizing the supply of outside air 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;
 - b. Installing air filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system; and
 - c. Using High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
2. The District shall comply with Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation and General Requirements of Mechanical Ventilation Systems, as applicable. This includes heating, ventilating, and air conditioning (HVAC) systems to be operated continuously during working hours, with limited exceptions.
3. The District shall continue to comply with ventilation requirements identified above even after an outbreak has passed.



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H. Benefits for Excluded Employees

For employees excluded from the workplace based on COVID-19 or a close contact, the District shall give the employee information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.

I. Reporting, Recordkeeping, and Confidentiality

It is the District's policy to:

1. Keep a record of and 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 and/or COVID-19 diagnosis. These records shall be retained for two years beyond the period in which the record is necessary to meet the requirements.
2. Maintain records of the steps taken to implement the District's written COVID-19 Prevention Program.
3. Keep personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department with jurisdiction over the workplace, CDPH, the Division, and NIOSH immediately upon request, and when required by law.

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 permitted to work from home or at the worksite.



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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 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.



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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



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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			

