

South Orange County
Community College District

COVID-19 Prevention Program & Return to Work Guidelines



COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 3/28/2023 pursuant to Cal/OSHA, Title 8, §3205. *COVID-19 Prevention* and CA Department of Public Health Orders)

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(Updated on 3/28/2023 pursuant to Cal/OSHA, Title 8, §3205 *COVID-19 Prevention* and CA Department of Public Health Orders)

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*, the District’s COVID-19 Prevention Program (CPP) & 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 COVID-19 Prevention regulations, which were adopted by the Office of Administrative Law on 02/03/2023. The 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 reducing 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.
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 U.S. Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
 - B) Administered in accordance with the authorized instructions; and



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- 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, 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:
- A) 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.
 - 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 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.
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 as defined by [CDPH guidelines](#):
- A) For symptomatic COVID-19 cases, two (2) days before the date of symptom onset (Day 0) through Days 5-10 after symptoms first appeared AND 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
 - B) For asymptomatic COVID-19 cases, two (2) days before the positive specimen collection date (Day 0) through Day 5 after positive specimen collection date for their first positive COVID-19 test.
10. “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.
11. “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.



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12. “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.
13. “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.
14. “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

The District has established, implemented, and maintained effective COVID-19 policies and guidelines, which are identified within this document and are accessible via the District's website under [COVID-19 Information](#). Additionally, the District has an effective Injury and Illness Prevention Program, which can be accessed on District SharePoint, under Business Services, Risk Management [here](#).

In determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 hazards, the District shall consider all persons to be potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.

A. 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.
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, even if they test negative for COVID-19.
3. The Office of Human Resources (HR) 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, HR ADA Compliance and Leave Administration Manager ("Cindy Barron-Murray") will contact the COVID-19 case via telephone and begin the interview and contact tracing process.
4. . When determining measures to prevent the transmission of COVID-19, an airborne infectious disease, the District shall follow all applicable state and local health guidelines. COVID-19 preventions may include, but are not limited to, physical distancing, reducing the density of people indoors, moving indoor tasks outdoors, implementing separate shifts and/or break times, restricting access to the work area, and other prevention measures.

B. Investigating, Responding, and Notification to COVID-19 Cases at the Workplace

1. **Investigation.** Cindy Barron-Murray, will investigate COVID-19 cases in the workplace. Notification of COVID-19 cases shall be submitted to Cindy Barron-Murray at cbarron@socccd.edu or (949) 582-4984. 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, HR will follow up with a phone call or email to the COVID-19 case to obtain information needed for reporting purposes such as, the date of the onset of COVID-19 symptoms, close contacts they may have had at the workplace, COVID-19 test results, demographics, etc.
2. **Responding.** HR shall immediately exclude from the workplace all COVID-19 cases. The District shall review current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission. The following requirements shall apply:
 - a. COVID-19 cases who do not develop COVID-19 symptoms shall not return to work during the infectious period;
 - b. COVID-19 cases who develop COVID-19 symptoms shall not return to work during the shorter of the following: the infectious period (see [CDPH Isolation/Quarantine Guidelines](#) below for the most recent CDPH guidelines on infectious period); or through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of



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fever-reducing medication.

- c. The requirements herein apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or if they were part of an exposed group.
- d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted.
- e. 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.

3. 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.
- d. Upon request, and when required by law, the District shall provide unredacted COVID-19 case information to the local health department, CDPH, and the National Institute for Occupational Safety and Health (NIOSH).

C. 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, including employees in an exposed group. COVID-19 testing is available at both Irvine Valley College and Saddleback College campuses through [Campus Clinic](#). 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>

NOTE: The District is not required to make COVID-19 testing available to returned cases.

2. **Voluntary Testing.** Should an employee voluntarily elect to obtain a COVID-19 test, the employee may obtain testing on site with Campus Clinic or local testing centers, through their personal health plan. 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 Plan](#) details are available on the District website.



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D. Face Coverings

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.

1. Effective August 29, 2022, face coverings are no longer required, however recommended for employees who are vulnerable, or when infection levels are high. This does not apply to indoor high-risk and health care settings such as the Student Health & Wellness Centers.
2. Effective April 3, 2023, face coverings shall not be required at indoor high-risk and health care settings such as the Student Health & Wellness Centers. However, regardless of COVID-19 community levels, [CDPH recommends](#):
 - Wearing a mask around others if respiratory symptoms exist (e.g., cough, runny nose, sore throat).
 - Wearing a mask for 10 days when significantly exposed to someone who has tested positive for COVID-19.
 - The following CDPH recommendations applies to employees in high-risk and health care settings such as the Student Health & Wellness Centers related to COVID-19 community levels:

CDC COVID-19 Community Level	Recommendations applicable to the Student Health & Wellness Centers
Low: There is lower community spread and impact on healthcare system of COVID-19	For all staff and patients: Wearing a mask should be considered.
Medium: There is medium community spread and impact on healthcare system of COVID-19	For all staff and patients: Wearing a mask is recommended.
High: There is high community spread and impact on healthcare system of COVID-19	For all staff and patients: Wearing a mask is strongly recommended.

Note: COVID-19 community levels are updated weekly on the CDC website at [COVID-19 by County | CDC](#)

3. The District will provide face coverings (as defined under the "Definitions" section herein) to its employees upon request. 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:
 - a. When an employee is alone in a room or vehicle.
 - b. While eating and drinking at the workplace, provided employees are at least six feet apart (indoors) and the supply of outside or filtered air has been maximized to the extent feasible.
 - c. 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.
 - d. All employees are permitted to take a sip of water or liquid refreshment, such as soda, coffee, etc. while in a meeting in a conference room so long as they immediately place their mask back over their face.
 - e. Employees wearing respirators required for specific work tasks and used in compliance with the District's *Respiratory Protection Program*.



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

E. Respirators

The District's *Respiratory Protection Program* identifies the employees that are required to use respirators. Employees shall refer to the District's *Respiratory Protection Program*, located on District SharePoint, under Risk Management, Information, and [Safety Programs](#), for guidelines in evaluating the need for respiratory protection.

Upon request the District will provide respirators for voluntary use to employees working indoors or in vehicles with more than one person. The District shall provide effective training and instruction to employees regarding:

1. How to properly wear the respirator provided;
2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn;
3. Facts about respirator use, including that facial hair interferes with a seal.

F. Ventilation

1. For indoor workplaces, the District shall review CDPH and the Division guidance regarding ventilation. 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 would cause a hazard to employees, for instance from excessive heat or cold;
 - b. Installing air filters with a Minimum Efficiency Reporting Value (MERV) of 13, or the highest level of filtration compatible with the existing mechanical ventilation system; and
 - c. Using High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
2. The District shall comply with 8 CCR 5142 *Mechanically Driven Heating, Ventilating and Air Conditioning Systems to Provide Minimum Building Ventilation* and 8 CCR 5143 *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. When operating a District vehicle, employees shall maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.
4. The District shall comply with the ventilation requirements related to outbreaks (8 CCR 3205.1) and continue to comply with the ventilation requirements above even after the outbreak has passed.



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G. 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. Retain Notices identified within section Notification identified herein.
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

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

- A) View/Read:** Prior to reporting to their worksite for the first time, employees shall read these guidelines and view the training videos that are available via Workday Learning.
- B) Self-Check:** Must self-check daily, prior to reporting to work, for symptoms using the checklist provided herein.
 1. Employees shall stay home if sick and inform their supervisor.
 2. Employees will utilize their available sick leave balances.
- C) Report COVID-19 Symptoms and Close Contacts:** Employees shall immediately report to their direct supervisor, COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace.
- D) Report Symptoms During Workday:** If symptoms appear during a workday, employees shall notify their supervisor and are advised to return home immediately.
- E) Keep District Informed:** Employees shall 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.
- F) Track Work Locations:**
 1. Employees electing a Trase Fob shall follow instructions reflected in "Requesting a Fob" job aid to obtain a fob. Employees with a fob shall periodically log into [Mytrase.com](https://mytrase.com) to ensure that the system has appropriately identified their locations. If the Trase dashboard does not show recent locations which the employee has visited, this indicates that their fob is not functioning. The employee should replace the fob battery and test location tracking again if they don't want to manually enter the information into Mytrase.com. For the most part, manual reporting will not be necessary.
 2. Employees without a Trase Fob shall, before leaving work, 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.



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- G) 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-Murray in the Office of Human Resources.
- H) Report Hazards:** Employees shall immediately report to their direct supervisor/manager possible COVID-19 hazards at the worksite.
- I) Safe Working Practices:**
- 1. Physical Contact:** Avoid handshakes and hugs. Close contact spreads the virus.
 - 2. Cleaning and Disinfecting:** Employees are responsible for keeping their work and shared spaces/equipment clean via the products supplied to their departments.
 - 3. Hand Wash Frequently:** Employees shall wash their hands frequently and/or use hand sanitizer.
 - 4. 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.
 - 5. Cover:** Sneeze or cough into their elbows and wash their hands afterward.
 - 6. 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.
 - 7. Follow:** Follow District policies and practices for the safety and health of everyone on campus.
 - 8. 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-Murray 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 prior to 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

Diana Lerner, Interim Dean of Student Health & Wellness, Social Services, and Child Development
(949) 582-4606 dlerner@saddleback.edu

Irvine Valley College / ATEP

Ruby Villavisencio, Director, Health and Wellness Center
(949) 451-5273, rvillavisencio@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
- 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 [COVID-19 Return to Work from Isolation Authorization Request form](#) must be completed.



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<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

ES-317142-4



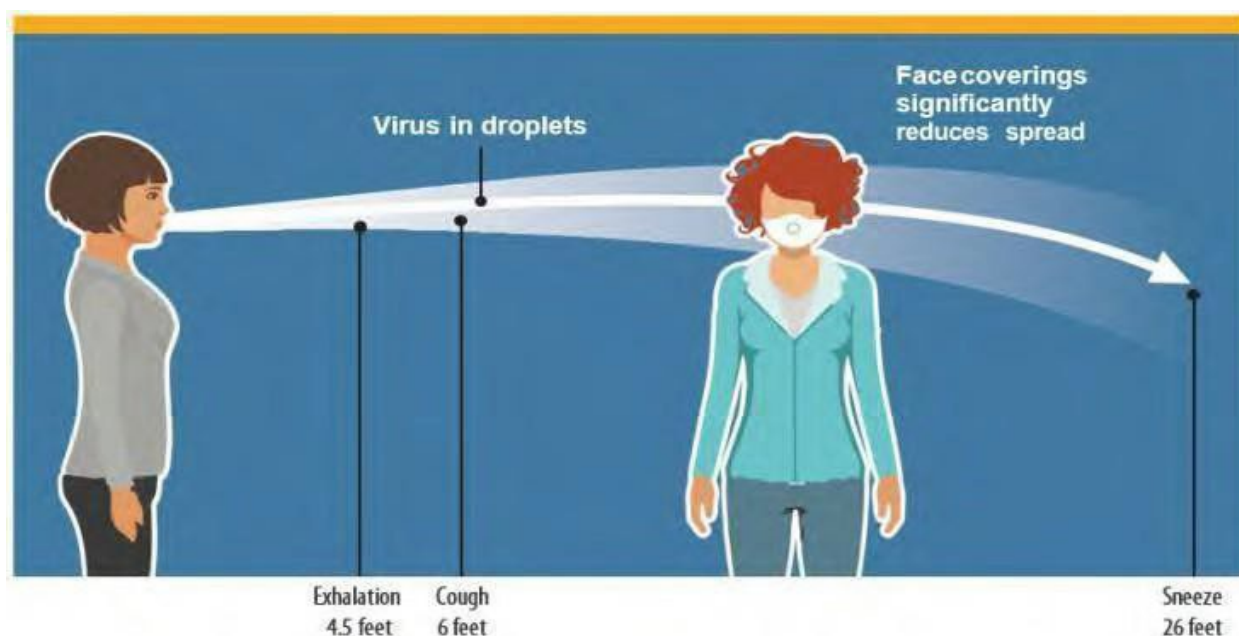
Minimizing the Spread

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 3/28/2023 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 everyone 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!



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



Return to Work Criteria

A. Isolation and Quarantine

The California Department of Public Health (CDPH) provides the following guidance related to Isolation and Quarantine:

1. Definitions:
 - a. **Isolation:** Separates those infected with a contagious disease from people who are not infected.
 - b. **Quarantine:** Restricts the movement of susceptible persons who were exposed to a contagious disease in case they become infected.
2. If an order to isolate, quarantine, or exclude an employee is issued by a local/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 is specified, then the period shall be in accordance with the return-to-work periods specified in this section.
3. The employee must submit a [COVID-19 Return to Work from Isolation Authorization Request form](#) in order for their quarantine period to end.
4. All persons with COVID-19 symptoms, regardless of vaccination status or previous infection, shall adhere to the following:



CDPH Isolation/Quarantine Guidelines

Table 1: Persons Who Should Isolate

Persons Who Test Positive for COVID-19	Recommended Actions
<p>Everyone, regardless of vaccination status, previous infection, or lack of symptoms.</p> <p>Note: All individuals in healthcare setting such as the Student Health and Wellness Centers should follow the recommendations and requirements as identified in:</p> <p>https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx</p>	<p>Stay home for at least 5 days after start of symptoms (Day 0) or after date of first positive test (Day 0) if no symptoms).</p> <ul style="list-style-type: none"> • Isolation can end after Day 5 if: <ul style="list-style-type: none"> ○ Symptoms are not present, or are mild and improving; AND ○ Fever-free for 24 hours (without the use of fever-reducing medication). • If fever is present, isolation should be continued until 24 hours after fever resolves. • If symptoms, other than fever, are not improving, continue to isolate until symptoms are improving or until after Day 10. • If the infected person has severe symptoms, or is at high risk of serious disease or has questions concerning care, they should contact their healthcare provider for available treatments. • Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings. <ul style="list-style-type: none"> ○ After ending isolation (no fever without the use of fever-reducing medications and symptoms are improving), the infected person may remove their mask sooner than Day 10, if they have two sequential negative tests at least one day apart. Evidence of such negative test shall be provided to HR. • After you have ended isolation, if your symptoms recur or worsen, get tested again and if positive, restart isolation at Day 0.

Table 2: Close Contacts – (No Quarantine)

Asymptomatic Persons who are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Actions
<p>Everyone, regardless of vaccination status.</p> <p>Persons infected within the prior 30 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. • Per CDPH masking guidance, 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. • Strongly encouraged to get vaccinated or boosted. • If symptoms develop, test, and stay home, AND • If test result is positive, follow recommendations above (Table 1).



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.anthemead.com Phone: (800) 999-7222

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 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.





South Orange County Community College District
COVID- 19 Return to Work from Isolation
Authorization Request Form

Employee Name: Last _____ First _____ Middle _____

Job Title: _____

Academic Administrator Classified Management Classified Staff Faculty POA Short-term/Hourly

Department/Division/Operating Unit: _____

Location: District Irvine Valley College Saddleback College ATEP

Instructions: This form is to be completed by the employee returning from isolation and forwarded to Cindy Barron (cbarron@socccd.edu) at District Human Resources for approval.

Prior to ending your isolation and resuming work the District requires confirmation that you meet the safety guidelines outlined by the California Department of Public Health and the Center for Disease Control and Prevention.
After your request is reviewed, you will be notified whether your return to work has been authorized or if further information and/or documentation is needed.

Date symptoms started or testing positive (whichever came first): _____

Please check the following boxes to confirm that you meet the requirements to safely return to work and be within the same vicinity of others:

- 5 days have passed since symptom onset or testing positive (whichever came first); AND
At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
Feeling well with no symptoms, or symptoms are mild or improving

Please indicate the severity of your symptoms (CDC Symptoms of Coronavirus):

- Mild
Severe*

* If you are under the care of a health care provider for severe COVID-19 related symptoms, you may be required to submit a medical release prior to returning to work.

Please note: you must wear a well fitted facial mask for 10 days after the onset of symptoms or testing positive. You may remove your mask sooner than 10 days by submitting to two sequential negative COVID-19 antigen tests, one day apart. Submit a photo of your two negative tests with a time and date stamp to cbarron@socccd.edu and you will be approved to remove your mask sooner than the 10-day requirement. You only need to submit proof of negative tests if you would like to request to remove your mask sooner than 10 days. Otherwise, you may discontinue wearing a mask after 10 days have passed.

By e-mailing this form to Cindy Barron at District Human Resources, I am electronically certifying that the above information is true, accurate and complete to the best of my knowledge.

HR Rev. 3/14/23

