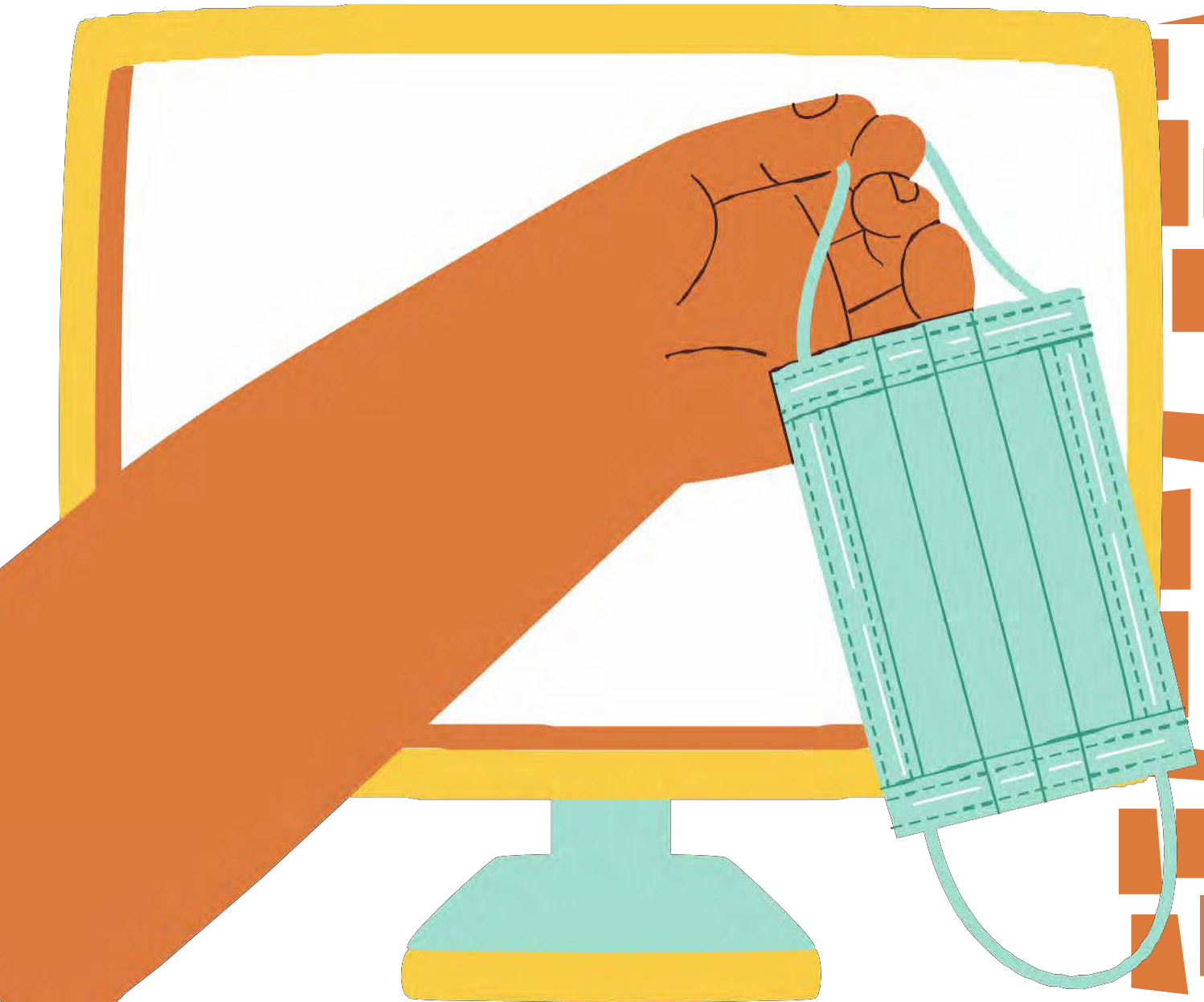


South Orange County  
Community College District

# COVID-19 Prevention Program & Return to Work Guidelines



# COVID-19 PREVENTION PROGRAM AND RETURN TO WORK GUIDELINES

(Updated on 1/31/2024 pursuant to Cal/OSHA, Title 8, §3205. *COVID-19 Prevention* and CA Department of Public Health Orders)

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

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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*, 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 and until February 3, 2025

The District follows federal and county health and safety guidelines as well as guidance from the state...

On October 17, 2022, California Governor Gavin Newsom announced that the COVID-19 State of Emergency will end on February 28, 2023. On May 5, 2023 the World Health Organization (WHO) declared the Public Health Emergency of International Concern (or PHEIC) should end and COVID-19 is no longer a “global health emergency.” Additionally, the Department of Health and Human Services (HHS) ended the Federal COVID-19 Public Health Emergency on May 11, 2023. The California Department of Public Health (CDPH) has also sunset *Guidance for the Use of Face Masks* and posted updates to their guidelines on June 20, 2023.

**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 for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures for a total of 15 minutes) during the confirmed 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 confirmed case for a cumulative total of 15 minutes or more over a 24-hour period during the confirmed 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. “Confirmed case” means a person who has received a positive result of the presence of SARS-CoV-2 virus as confirmed by a COVID-19 viral test or [clinical diagnosis](#).

3. “COVID-19” (Coronavirus 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

4. “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.

5. “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.

6. “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.

7. “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);



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- B) Administered in accordance with the authorized instructions; and
- 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).
8. “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.

9. “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.

10. “Infectious period”\* means the following as defined by [CDPH guidelines](#):
- A) For symptomatic confirmed cases, from the date of symptom onset until 24 hours have passed with no fever, without the use of fever-reducing medications, AND symptoms are mild and improving.
- B) For asymptomatic confirmed cases, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

\* The potential infectious period is 2 days before symptoms began or the positive test date (if no symptoms) through 10 days after symptoms began or testing positive.

11. “Isolation” separates those infected with a contagious disease from people who are not infected.
12. “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.
13. “Outbreak”, as defined by [CDPH guidelines](#), and for the purposes of defining an outbreak in non-healthcare settings, such as to determine when employee COVID-19 cases are part of an exposed group, the following



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definition shall apply: At least three COVID-19 cases during a seven (7) day period.

14. "Quarantine" restricts the movement of susceptible persons who were exposed to a contagious disease in case they become infected.
15. "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.
16. "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.
17. "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") 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 will investigate COVID-19 cases in the workplace. Notification of COVID-19 cases shall be submitted to Cindy Barron at [cbarron@socccd.edu](mailto:cbarron@socccd.edu) or (949) 582-4984. Once notified of a positive COVID-19 test result directly from the COVID-19 case, 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



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hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of 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. 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 tests are 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 test kits are available for pick up at both colleges' Student Health & Wellness centers. Refer to the CDPH guidelines for testing related to individuals who had close contact:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Updated-COVID-19-Testing-Guidance.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 at a local testing center, through their personal health plan. For information regarding testing locations, please go to <https://covid19.ca.gov/>

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.

## 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. Face coverings are no longer required throughout the District, however recommended for employees who are vulnerable or when infection levels are high. online tips and resources, including *Get the Most Out of Masking*, please go to the CDPH website [here](#).





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2. Effective June 20, 2023, the CDPH recommends all Californians consider the following:
  - Wear a mask around others if you have respiratory symptoms (e.g., cough, runny nose, sore throat).
  - Consider wearing a mask in indoor areas of public transportation and transportation hubs.
  - If you have had a significant exposure to someone who has tested positive for COVID-19, wear a mask for 10 days.
  - When choosing to wear a mask, ensure your mask provides the best fit and filtration.
  - Wearing a mask is increasingly important for those that are at higher risk for getting very sick from COVID-19, and as the risk for transmission increases in the community.
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 employees are required to wear face coverings by CDPH, as with positive cases and close contacts,** the employees are required to wear a face covering for 10 days 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 over their face.
  - e. Employees wearing respirators required for specific work tasks and used in compliance with the District's *Respiratory Protection Program*.
  - 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



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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.

## 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) Report Positive Test Results:** If an employee tested positive for COVID-19, they shall immediately report their positive test date (date specimen was collected) and contact Cindy Barron in the Office of Human Resources.
- G) Report Hazards:** Employees shall immediately report to their direct supervisor/manager possible COVID-19 hazards at the worksite.
- H) 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 at [cbarron@socccd.edu](mailto:cbarron@socccd.edu) or (949) 582-4984.



# 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 [Symptoms of COVID-19 | CDC](#).

Print resource [Symptoms of COVID-19 \(cdc.gov\)](#).

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.



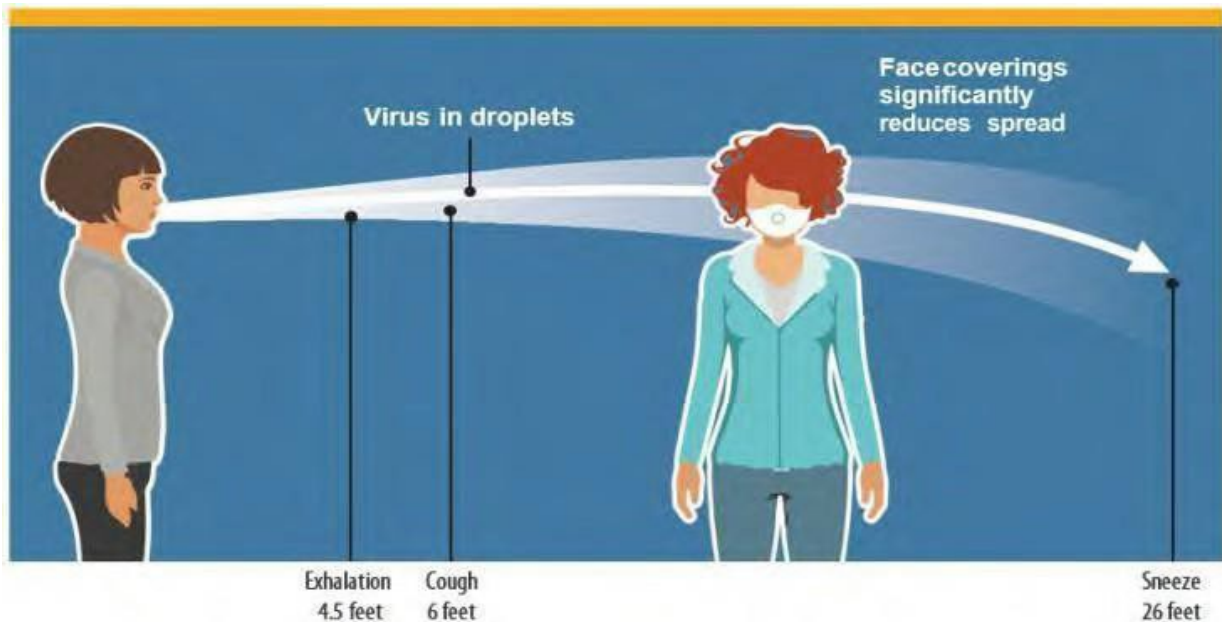
# Minimizing the Spread

## 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.



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## 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.



## CDPH Isolation Guidelines

The California Department of Public Health (CDPH) now recommends the following actions to align with common practice of other respiratory viruses. These actions outline what to do when an individual tests positive for COVID-19 and how to protect others, including the most vulnerable in the community. All persons with COVID-19 symptoms, regardless of vaccination status or previous infection, shall adhere to the following:

### Recommendations for people who test positive

1. **Stay home if you have COVID-19 symptoms**, until you have not had a fever for 24 hours without using fever reducing medication AND other [COVID-19 symptoms](#) are mild and improving.
  - o If you do not have symptoms, you should follow the recommendations below to reduce exposure to others.
2. **Mask** when you are around other people indoors for the 10 days\* after you become sick or test positive (if no symptoms). You may remove your mask sooner than 10 days if you have two sequential negative tests at least one day apart. Day 0 is symptom onset date or positive test date, whichever came first.
3. **Avoid contact with people at higher-risk for severe COVID-19 for 10 days\***. Higher-risk individuals include the elderly, those who live in congregate care facilities, those who have immunocompromising conditions, and that put them at higher risk for serious illness.
4. **Seek Treatment**. If you have symptoms, particularly if you are at [higher risk for severe COVID-19](#), speak with a healthcare provider as soon as you test positive. You may be eligible for [antiviral medicines](#) or other treatments for COVID-19. COVID-19 antiviral medicines work best if taken as soon as possible, and within 5-7 days from when symptoms start.
  - o Call 1-833-422-4255 if you are unable to contact a healthcare provider, or use the [treatment options](#) to find one.

\*The potential infectious period is 2 days before the date of symptoms began or the positive test date (if no symptoms) through Day 10. (Day 0 is the symptom onset date or positive test date).

### Recommendation for close contacts of cases

- If you have [new COVID-19 symptoms](#), you should stay home, [test](#) and mask right away.
- If you do not have symptoms, and are at [higher risk](#) of severe COVID-19 infection and would benefit from treatment, you should test within 5 days.
- If you do not have symptoms and have contact with people who are at higher risk for severe infection, you should mask indoors when around such people for 10 days. Consider testing within 5 days after the last exposure date (Day 0) and before contact with higher-risk people. For further details, see [CDPH COVID-19 testing guidance](#).

### Healthcare Settings

Healthcare facilities should follow the guidance for management of exposed or infected patients/residents in the [CDC COVID-19 Infection Prevention and Control Recommendations](#).

### Child Care Programs

For guidance on the management of infected and exposed people in child care settings, such as the Child Development Center at Saddleback College, see the [Guidance for K-12 Schools and Child Care Settings to Mitigate the Spread of Communicable Disease, 2023 -2024 School Year](#).



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

(Updated on 1/31/2024 pursuant to Cal/OSHA, Title 8, §3205. *COVID-19 Prevention* and CA Department of Public Health Orders)

# 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](http://www.anthemead.com) Phone: (800) 999-7222

## Training and Safety Practices for Employees

Pursuant to Cal/OSHA COVID-19 Prevention standards, training regarding COVID-19 is required for all employees. Training course #1 is available via Workday and provides all the elements required by Cal/OSHA, and 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.

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

