



**SAN DIEGO COMMUNITY COLLEGE DISTRICT**

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**San Diego Community College District**

# **COVID-19 PREVENTION PLAN**

**Effective August 11, 2021**

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## PURPOSE

The San Diego Community College District (“District”), recognizing that the health, safety, and well-being of its employees is of paramount importance, affirms its commitment to create and maintain a safe and healthful working environment during the COVID-19 pandemic.

The District’s COVID-19 Prevention Plan (“Plan”) is a guide to assist college administrators and supervisors to promote the health and safety of all employees relative to COVID-19. The District recognizes implementation of some elements in this Plan may be subject to bargaining with exclusive employee representatives; accordingly, this Plan may state general requirements without providing specific details on implementation.

This document establishes methods to:

1. Set forth the District’s regulatory compliance measures, safety protocols, and best practices related to COVID-19.
2. Delegate responsibility for implementation and enforcement of the Plan at each of the District’s places of operation.
3. Create a system of communication between employees, supervisors, and management, which will promote a safe working environment relative to COVID-19.
4. Provide that all employees will comply with safe work practices related to COVID-19, giving recognition to employees who demonstrate compliance.
5. Provide training resources to all employees, supervisors, and managers regarding workplace hazards and proper safe work practices related to COVID-19.
6. Investigate exposures, potential exposures, and other health and safety matters related to COVID-19.
7. Correct unsafe or unhealthy conditions, work practices, or work procedures related to COVID-19 in a timely manner.
8. Provide for adequate recordkeeping and documentation.

## AUTHORITY CITATIONS

CCR, Title 8, § 3205

## DIVISION OF RESPONSIBILITIES

Unless the Chancellor has appointed one or more designees to act as the administrator of the Plan (“Plan Administrator”), the District’s Risk Manager shall be the Plan Administrator in accordance with the existing duties and chain of command of the Risk Manager job classification. The Plan Administrator has the authority and responsibility for overall implementation and oversight of the Plan. Pursuant to the Plan, the authority of the Plan Administrator is fully delegated to the Vice President of Administration of each institution with respect to campuses and facilities within their respective direct oversight, who may further delegate specific responsibilities as needed at their discretion.

All managers and supervisors are responsible for implementing and maintaining the COVID-19 Prevention Plan within their areas of responsibility and for answering questions about the COVID-19 Prevention Plan from employees or guiding employees to the appropriate resource. A copy of this plan will be made available to all employees and will be available for further distribution by supervisors to

their direct reports as needed, including to those employees who do not receive it, cannot locate it, or request a copy of it. Working within existing policies, collective bargaining agreements, and other applicable governance protocols, the Plan Administrator is authorized to implement procedures they deem necessary to ensure that the goals of this Plan are realized and/or recommend actions to the appropriate authority.

### Plan Administrator

The Plan Administrator, including their designee(s), if any, is responsible for the implementation and maintenance of this Plan, including:

- Ensuring and assisting with investigations of potential COVID-19 cases;
- Reporting and providing notifications regarding COVID-19 test positive cases, exposures, and potential exposures in accordance with applicable guidelines;
- Recommending additions or changes to this Plan;
- Assisting managers and supervisors in conducting COVID-19 related workplace hazard assessments to identify, evaluate, and correct COVID-19 related hazards;
- Reviewing campus specific plans for compliance with this plan, recommending revisions as needed, and approving campus specific plans;
- Providing guidance and assistance to managers and supervisors in complying with this Plan, planning for return to onsite activities, and communicating Plan requirements to staff; and
- Providing other support services as directed and needed to accomplish plan objectives.

### Managers and Supervisors

Managers and supervisors are responsible for the following aspects of this Plan:

- **NOTIFY RISK MANAGEMENT IMMEDIATELY**, at [sdccdriskmanagement@sdccd.edu](mailto:sdccdriskmanagement@sdccd.edu) or (619) 388-6953 when notified an employee has tested positive for COVID-19 or has been directed to quarantine/self-isolate.
- Ensure general adherence to infection prevention measures and protocols within their areas;
- Ensure adherence to protocols for when an employee within their supervision is suspected or confirmed positive for COVID-19 as set forth in this Plan;
- Ensure adherence to Return-to-Onsite Activities Criteria specified in this Plan with respect to employees under their supervision;
- Ensure adherence to protocols for social distancing, face coverings, basic hygiene, and cleaning practices within their areas as set forth in this Plan; and
- Provide and facilitate access to District-provided face coverings, sanitation supplies, and Personal Protective Equipment.

### Employees

Employees are responsible for following the following aspects of this Plan:

- **NOTIFY THEIR SUPERVISOR AS SOON AS POSSIBLE** if they have:
  - tested positive for COVID-19;
  - had close contact with a person who has tested positive for COVID-19; or
  - been advised by a public health agency or a treating health care provider to quarantine or isolate at home due to COVID-19.
- Participate in required training programs related to COVID-19;

- Adhere to healthful and safe practices in the workplaces relative to COVID-19; and
- Advise their supervisors of potential COVID-19 hazards in the workplace.

Employees who experience possible COVID-19 symptoms when they are not physically present at a District worksite, which they cannot reasonably attribute to a known condition, should notify their supervisor and seek medical attention promptly to determine if they have been infected with COVID-19.

Employees who first experience possible COVID-19 symptoms when they are physically present at a District worksite, which they cannot reasonably attribute to a known condition, must immediately inform their supervisor and leave the worksite. After leaving the worksite, they should seek medical attention promptly to determine if they have been infected with COVID-19.

In informing their supervisor regarding symptoms of COVID-19, employees are not required to specify the exact symptoms and it is sufficient if they inform their supervisor that they have had one or more known symptom of COVID-19, which they cannot reasonably attribute to a known condition.

Possible symptoms of COVID-19 include:

- 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

## COMMUNICATION AND NOTIFICATION

The District will communicate with potentially affected employees of COVID-19 cases in accordance with local guidelines and directives from the San Diego County Public Health Department. Employees will notify their immediate supervisor about COVID-19 symptoms, possible exposure to COVID-19, and possible COVID-19 hazards in the workplace, with no reprisal to employees. The District will provide information about vaccination and access to COVID-19 testing as required by federal, state, and local guidelines. If COVID-19 vaccination or testing is implemented, the District will inform affected employees of the reason for the vaccination or testing requirements, and the possible outcome of a positive test.

## COVID-19 POSITIVE TESTS AND POTENTIAL EXPOSURES

The following guidelines apply with respect to employees who:

1. Tested positive for COVID-19;
2. Have been directed by a local health agency or a health care provider to isolate or quarantine due to COVID-19; or

3. Have had close contact (less than 6 feet for 15 minutes or more, cumulatively over a 24 hour period) with someone who has tested positive for COVID-19.

Supervisors must adhere to the following:

- **Notify Risk Management immediately** at [sdccdriskmanagement@sdccd.edu](mailto:sdccdriskmanagement@sdccd.edu) or (619) 388-6953.
- All employees who were physically present at the same worksite as a test-positive employee during the infectious period will be informed within one business day regarding potential exposure and provided information regarding when they may safely return to work.
- Employees will be instructed to stay home in accordance with Return-to-Onsite Activities Criteria, below.
- After the case is reported to Risk Management, the above duties may be shared by the supervisor and Risk Management in order to expedite and assure compliance with notification requirements.

Employees must adhere to the following:

- **Promptly notify your supervisor** if you have tested positive for COVID-19, have had close contact with a person who has tested positive, or have been advised by a public health agency or a treating health care provider to quarantine or isolate at home;
- **Stay at home.** Do not enter any District worksite if you are experiencing possible COVID-19 symptoms, have tested positive for COVID-19, have had close contact with a person who has tested positive, or have been advised by a public health agency or a treating health care provider to quarantine or isolate at home;
- Be prepared to be contacted by Risk Management and provide information related to the positive test or potential exposure, including recent entry into any District worksite and contact with other employees or students.

### Return To Onsite Activities Criteria

- COVID-19 cases with COVID-19 symptoms will not return to onsite activities until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- If an order to isolate or quarantine is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be as specified above.
- A negative COVID-19 test will not be required for an employee to return to work. If any of these criteria conflict with any requirements of any local, state, or federal order by an agency with jurisdiction, the District and its employees shall comply with the local, state, or federal order.
- The District will follow Cal OSHA requirements when an employee is exposed to an individual who has tested positive for COVID-19.

- Vaccinated employees will only be required to quarantine following a confirmed exposure if they are experiencing COVID-19 symptoms.
- Unvaccinated employees will be required to quarantine following a confirmed exposure, regardless of whether they are experiencing COVID-19 symptoms.
- Employees required to quarantine who are not experiencing symptoms will be required to work remotely while in quarantine if their job duties can be performed remotely. Employees experiencing symptoms or whose job duties cannot be performed remotely will be placed on leave while in quarantine.

The criteria set forth above may be modified from time to time in accordance with local, state and federal guidelines and regulations, to ensure the District is following the latest guidance.

### Previously Infected and Vaccinated Employees – Exceptions to Quarantine

Employees who have had a “close contact” potential exposure as defined in this Plan are not required to quarantine if either one of the following applies:

1. The potentially exposed employee tested positive for COVID-19 within the three (3) months preceding the exposure and has fully recovered; and the employee did not develop any symptoms associated with COVID-19 following the recent exposure; or
2. The employee has been fully vaccinated against COVID-19 preceding the exposure; and the employee did not develop any symptoms associated with COVID-19 following the recent exposure. An employee qualifies as “fully vaccinated” if it has been at least two (2) weeks following receipt of the second (2nd) dose in a two-dose series, or at least two (2) weeks following receipt of one (1) dose of a single-dose vaccine.

## IDENTIFICATION AND REMEDIATION OF COVID-19 HAZARDS

Periodic inspections to identify and evaluate potential COVID-19 exposure hazards shall be performed by managers and supervisors when on site consistent with, and limited by, District guidelines regarding access to facilities while in remote operations.

Periodic inspections are performed according to the following schedule:

- When the District initially establishes this COVID-19 Prevention Plan;
- When a campus specific plan is initially established;
- When individuals of the public, including students, are observed on campus without appropriate face coverings or social distancing and in violation of District guidelines; or congregated in such a manner as to increase the risk of transmission;
- When employees are observed within District facilities and worksites without appropriate face coverings or social distancing, and in violation of District guidelines; or congregated in such a manner as to increase the risk of transmission;
- When a confirmed COVID-19 exposure has occurred at a District facility; and
- Whenever workplace conditions reasonably warrant an inspection.

## Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting Risk Management for at [sdccdriskmanagement@sdccd.edu](mailto:sdccdriskmanagement@sdccd.edu) or (619) 388-6953.

Employees will promptly inform their supervisors of any perceived workplace hazard related to COVID-19 and may elevate their concern to an up-line manager as needed. Supervisors, managers and administrators may contact Risk Management for assistance at [sdccdriskmanagement@sdccd.edu](mailto:sdccdriskmanagement@sdccd.edu) or (619) 388-6953.

## Correction of COVID-19 Hazards

The District has a commitment to correct unsafe or unhealthful work conditions in a timely manner, based on the severity of potential hazards. Supervisors will provide a report of observed violations of this Plan that require correction to their manager and to other department(s) as deemed necessary by the manager in consultation with the supervisor and, if needed, with the responsible administrator. The supervisor of the inspected unit is responsible for making and documenting all corrective actions. If the unsafe condition cannot be immediately abated, a suitable timetable for correcting the unsafe condition based on the severity of the hazard shall be established by the appropriate college administrator(s).

If a hazard presents an imminent danger to employees or building occupants and the hazard cannot be immediately corrected without endangering personnel and/or property, then all exposed personnel will be evacuated from the area. Employees remaining to correct the identified hazardous condition may do so only if they are properly trained and properly using appropriate PPE.

## ANONYMOUS AND CONFIDENTIAL HAZARD REPORTING

Any person may anonymously report a hazard or health and safety concern, including COVID-19 related hazards, to Risk Management at [sdccdriskmanagement@sdccd.edu](mailto:sdccdriskmanagement@sdccd.edu) or (619) 388-6953.

## ANTI-REPRISAL POLICY

Employees and students shall not be discharged or adversely treated in any manner for bona fide reporting of health and safety hazards, including COVID-19 related hazards, to the San Diego Community College District, its representatives, or to an appropriate federal, state, or local governmental agencies.

Employees will be informed of this policy and encouraged to report workplace hazards to management.

## TRAINING AND INSTRUCTION

All employees, including managers and supervisors, shall be provided information regarding and resources for training and instruction on COVID-19. Employees who receive training will document their participation in a manner that is reasonable for the type of training, such as an email to their supervisor confirming individual training, an attendance roster for a webinar, or by other reasonable methods based on circumstance. Documentation will be maintained for not less than one year. The following training resources will be provided to employees:

1. Signs and symptoms of COVID-19 (how it spreads):



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

2. Social distancing measures:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
3. How employees can protect themselves:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
4. Proper handwashing practices and the use of hand sanitizer stations:  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
5. Cough and sneeze etiquette:  
[https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)
6. Routine infection control precautions, such as the proper use, care and disposal of masks or face coverings:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
7. District Specific policies and procedures to protect employees from COVID-19 hazards:  
<https://www.sdccd.edu/about/departments-and-offices/human-resources/risk-management/covid-employees.aspx>
8. Information regarding COVID-19 related benefits to which employees may be entitled under applicable federal, state, or local laws:  
<https://www.sdccd.edu/docs/District/employee/COVID.FMLExpansion.pdf>

The above training resources shall be provided to all current employees when the Plan is formally adopted and whenever a supervisor becomes aware of specific areas requiring additional training. All employees hired after this Plan is formally adopted shall be provided the training resources upon hire.

## REMOTE OPERATIONS AND LIMITED ONSITE WORK

Whenever Emergency Health Orders declared by the State of California or observed by the County of San Diego Public Health so require, all District operations will be carried out remotely, except as specifically permitted below.

Employees able to perform the essential tasks of their position will do so remotely. Employees who are unable to perform essential functions of their position remotely may be allowed limited access to District worksites. These employees will be determined by their supervisor and will be contacted to report on-site to complete specific duties. Designated employees will be allowed on-site access for the period of time needed to complete specific tasks that cannot be performed remotely.

The Chancellor may authorize specific instructional programs, student service programs, and administrative support functions to resume onsite in accordance with applicable public health requirements and guidelines and this Plan.

If an employee is granted access to a District worksite in accordance with the above guidelines, the

following health and safety preventative measures have been put in place for onsite activities.

### [COVID-19 Employee Screening Checklist](#)

All employees must conduct a self-assessment for COVID-19-related symptoms before reporting to work at any District facility. Any employee experiencing symptoms must report their symptoms to their supervisor and request leave or work remotely.

The District will not broadly require temperature checks when employees report to work onsite; however, each College, District Division, and specific programs may implement additional screening measures, including temperature checks, as appropriate to maintain health and safety and/or comply with regulatory requirements as part of a reopening plan approved by the Risk Management Department.

### [Physical Distancing](#)

Unless required by a public health agency with jurisdiction, individuals are not required to be physically distanced while working, attending classes, or receiving services at a District facility.

Physical distancing may be required as an added safety measure where appropriate. Each College and District Division may determine specific activities, programs, and work locations where physical distancing will be provided.

Physical distancing may be provided to individual employees as part of a reasonable accommodation for medical needs, as determined in consultation with the District's Risk Management Department.

Physical distancing may be required by the Plan Administrator or appropriate manager for a work unit where multiple COVID-19 infections and/or a major outbreak, as defined by Cal OSHA regulations, have occurred.

### [Face Coverings](#)

**All individuals must** wear face coverings while indoors at a District facility regardless of vaccination status, unless they have a medical exemption approved by the Plan Administrator.

Face coverings means a surgical mask, a medical procedure mask, a respirator worn voluntarily (N95 mask), or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must, cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

Face coverings may be removed while individuals are outdoors and physically distanced (six feet apart), when alone in a workspace, when in a vehicle alone, while eating or drinking and physically distanced, while performing duties that cannot be done safely while wearing a face covering, or for specific meetings or events attended only by fully vaccinated individuals as approved by the Plan Administrator.

The District will provide face coverings to employees, students, and other visitors as needed, including N-95 masks upon request.

CDPH's guidance for the use of face coverings:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)

Additional guidance from the CDC regarding proper use and care for face coverings is available at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Face Covering Accommodations: Employees who are unable to wear a face covering as required by this Plan will inform their supervisor before coming onsite in a District facility. Supervisors will follow the process outlined in the “ACCOMMODATIONS” section, below, and may contact Risk Management at [sdccdriskmanagement@sdccd.edu](mailto:sdccdriskmanagement@sdccd.edu) or (619) 388-6953 for assistance with requests for accommodation.

### Hand Sanitizing

In order to implement effective hand sanitizing procedures:

- The District has evaluated handwashing facilities and will re-evaluate as necessary to determine the need for additional facilities or supplies if conditions change.
- Employees will be allowed the reasonable and appropriate time to wash their hands frequently for 20 seconds with soap throughout the work day, including before and after using common-use or shared equipment; before and after eating; after coughing or sneezing; after classes where employees handle shared items, such as outside recreation, art, or labs; and before and after using the restroom.
- Hand sanitizer can be used but should not regularly replace handwashing for 20 seconds or more.

### Personal Protective Equipment

The District has procured Personal Protective Equipment (PPE). When needed or required, appropriate PPE will be made available to employees. Campus or facility management will maintain and provide updated information regarding availability. PPE must not be shared. As indicated above, employees need to wear a face covering or mask when entering any District facility.

### Other Workplace Controls

- Shared Items: Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools shall not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the employees who use such equipment, as described below in the Cleaning and Disinfecting section.
- Air Quality: In District buildings with mechanical or natural ventilation, or both, steps have been taken to maximize the quantity of outside air provided to the extent feasible with existing systems. Wherever possible, the District has upgraded air filters in accordance with American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Guidance as recommended by the Centers for Disease Control. If conditions change sufficiently to warrant recalibration, additional adjustments will be made to maximize air flow to the extent feasible with existing systems.

## ACCOMMODATIONS

The District will make accommodations for employees with medical or other qualifying conditions that affect compliance with this Plan, in accordance with applicable laws and regulations and relevant District policies and procedures. Employees who believe they are at an increased risk of COVID-19 are encouraged

to speak with their supervisors to discuss appropriate reasonable accommodations that may be available. Supervisors must contact Risk Management at [sdccdriskmanagement@sdccd.edu](mailto:sdccdriskmanagement@sdccd.edu) or (619) 388-6953 for assistance with accommodations related to COVID-19 safety measures that would involve non-compliance with this Plan, such as an exemption from wearing a face covering. The District will engage in an interactive process to determine if it can reasonably accommodate the employee's needs so that they can perform the essential functions of their position with such accommodation(s), unless providing such accommodation(s) would create an undue hardship or cause a direct threat to workplace safety.

## CLEANING AND DISINFECTING

The District has instituted regular COVID-19 compatible sanitation and cleaning practices, which includes cleaning and disinfecting common surfaces, workplace common areas, frequently used tools and equipment, and other frequently touched surfaces and objects (e.g. doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels) in the workplace. Employees should regularly perform basic sanitation of their assigned and common-use work areas.

The District has implemented the following cleaning and disinfecting procedures:

- Using disinfectants that are EPA approved for use against the viruses that causes COVID-19.
- Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before and after use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, protective equipment, proper dilution, contact time).
- Following safe work practices such as never mixing products together and using adequate ventilation.
- Cleaning visibly dirty surfaces first before disinfection. Disinfectants are less effective if used on soiled surfaces.
- Ensuring there are adequate supplies to support cleaning and disinfection practices, including cleaning products and tools and chemical resistant gloves. Such disinfectants and supplies will be available to workers commensurate with their responsibilities for cleaning and disinfecting.
- Cleaning and disinfecting workstations and/or District-owned vehicles between shifts and between employees where applicable.
- Closing breakroom areas or cleaning them at least once per day when in use by employees who have been issued proper PPE, such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Frequently changing all trash receptacles at worksites where employees have been granted limited access in accordance with this Plan, by someone wearing nitrile, latex, or vinyl gloves.
- Encouraging employees who have been granted limited access in accordance with this Plan to routinely clean frequently touched surfaces in their workspace, such as keyboards, mice, telephones, and desks.
- Thoroughly cleaning and disinfecting restrooms on a regular basis in areas that have been opened for use in accordance with this Plan.

## COVID-19 TESTING

The District may implement a COVID-19 testing requirement for employees as needed to prevent the spread of COVID-19 in the workplace or as required by public health agencies with jurisdiction. No employee required to be tested for COVID-19 by the District will be required to pay for the cost of the test.

Employee experiencing recognized COVID-19 symptoms and employees who have been exposed to COVID-19 should be tested promptly. The District provides no-cost health insurance options to all eligible employees. Additionally, the Families First Coronavirus Response Act ensures that COVID-19 testing is free to anyone in the U.S., including the uninsured, and free testing is available in San Diego County. With respect to workplace exposure that falls within workers' compensation, the District will make testing available through its medical provider network. Upon request, the District will assist an employee in using these resources. Employees may contact Risk Management at [sdccdriskmanagement@sdccd.edu](mailto:sdccdriskmanagement@sdccd.edu) or (619) 388-6953 for assistance.

For information about San Diego County Testing (including free testing):

[https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/testing.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/testing.html)

If the District establishes a comprehensive testing program, it will provide information to all employees as appropriate.

## REPORTING, RECORDKEEPING, AND ACCESS

To the extent required by, and in accordance with applicable laws and regulations, the District and its employees will:

- Report information about COVID-19 cases within the District to the local health department, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in their place of employment or in connection with their employment.
- Maintain records of the steps taken to implement this Plan.
- Upon request, make this Plan available to employees, authorized employee representatives, and representatives of Cal/OSHA.
- Keep a record of COVID-19 cases and the information collected in connection with such cases as required by applicable laws and regulations, and provide such information to an employee or their authorized representative as required or permitted by law or regulation.
- Maintain the confidentiality of personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, except when such information must be provided to local health departments, government agencies, or other persons or entities, in accordance with applicable laws and regulations.

## CAMPUS SPECIFIC PLANS

Each institution within the District may prepare and implement its own COVID-19 prevention plan, provided that it is in alignment with this Plan and complies with local, state, and federal laws and

regulations. Prior to implementation, a campus specific plan must be approved by the Risk Management Department.

## REOPENING

### **Phased-in Return to Onsite Work**

Beginning July 1, 2021, all fully vaccinated employees who have submitted the required forms to Human Resources may resume working onsite. Unvaccinated employees who have an approved exemption from Human Resources may also resume working onsite. Employees who have been working onsite throughout the pandemic will continue to work onsite regardless of vaccination status.

Beginning August 16, 2021, employees who have been working remotely may be required to return to onsite work up to two (2) days per week, regardless of vaccination status. Supervisors must give employees at least 10 days' notice before they are required to resume onsite work.

Beginning September 7, 2021, employees who have been working remotely may be required to return to onsite work up to four (4) days per week, regardless of vaccination status. Supervisors must give employees at least 10 days' notice before they are required to increase the number of days of onsite work required.

Beginning September 20, 2021, employees who have been working remotely may be required to return to onsite work completely, regardless of vaccination status. Supervisors must give employees' at least 10 days' notice before they are required to return to onsite work completely.

While employees may be required to return to work as outlined above, supervisors are encouraged to work with employees to continue to provide remote work flexibilities.

If an employee can provide evidence that the place of care for an employee's dependent is closed or no longer available due to COVID-19, the timelines for return to onsite work may be extended. Supervisors must contact the Human Resources Division when notified by an employee of a COVID-19-related dependent care concern.

\*\*\*Supervisors are encouraged to give as much advanced notice as possible before requiring any employee to resume working onsite\*\*\*

## Appendix A

### Return to Onsite Activities Checklist

Prior to resuming onsite instructional, student services, or administrative support activities at a District or college site, the following items must be addressed and submitted to the Plan Administrator for approval.

Instructions: Check each box that applies for the activities that will resume onsite.

#### A. Social/Physical Distancing Protocols

Optional Elements (physical distancing is not generally required, but may be used as a health and safety measure)

- Adjustments to work/activity areas have been made to provide physical distancing during activities
- An appropriate individual has been designated to monitor compliance with physical distancing requirements and report unresolved noncompliance to the appropriate manager
- A communication plan has been developed to ensure all participants are aware of and understand physical distancing protocols prior to engaging in onsite activities

If Applicable

- Physical distancing is being provided as part of a reasonable accommodation

#### B. Face Coverings and PPE

Select as Applicable

- All activities will require constant use of effective face coverings with limited exceptions as allowed in the COVID Prevention Plan (eating and drinking; working in an isolated area; etc.)
- One or more activities will be performed without face coverings in accordance with public health authority guidelines
  - i. If yes, please describe other mitigation efforts to reduce the likelihood of the spread of COVID-19: \_\_\_\_\_
- One or more activities require use of specific PPE (N95 respirator; protective clothing, gloves, helmets, etc.)
- Required PPE will be provided to all participants

Required Elements:

- Effective face coverings, including N95 masks, will be provided to all participants upon request
- An appropriate individual has been designated to monitor compliance with face covering and PPE requirements and report unresolved noncompliance to the appropriate manager

- A communication plan has been developed to ensure all participants are aware of and understand face covering and PPE protocols prior to engaging in onsite activities

### C. Air Flow and Ventilation

Select as Applicable

- The activities will occur exclusively outdoors
- One or more activities will occur indoors (check all that apply)
  - Doors and/or windows will be open to provide outside air flow and ventilation
  - HVAC system for areas where activities will occur has been upgraded to MERV-13 and/or with HEPA filters
  - Air systems will be run constantly while activities are being performed to increase air flow and ventilation
  - Portable air cleaners and/or fans will be used while activities are being performed
  - Other: \_\_\_\_\_

### D. Cleaning and Sanitation

Required Elements:

- Routine cleaning supplies will be available for participants (cleaning solutions do not require special training or PPE for use)
- Specialized cleaning will be conducted before and/or after activities by appropriate staff
  - Daily
  - 2-3 times per week
  - Weekly
  - Every two weeks
- Hand sanitizer will be available for use by participants
- An appropriate individual has been designated to monitor compliance with sanitation and cleaning requirements and report unresolved noncompliance to the appropriate manager

### E. Screening, Vaccination Status, and Testing

Select as Applicable

- Employees will be required to be fully vaccinated prior to participating in onsite activities
- Employees will be required to undergo temperature checks when reporting to work.
- Employees will be required to have a negative COVID-19 test (PCR, antigen, or other test approved by appropriate public health authorities for detecting infectiousness); check all that apply:
  - Testing will occur only at the start of the program
  - Testing will occur periodically (weekly, biweekly, etc.)
  - Testing will occur each time a participant comes onsite
  - Testing will be available onsite
  - Testing will be available at an offsite location within five miles



- Individuals will be responsible for finding a testing site
- Testing will be conducted by a District employee
- Participants will be required to self-report test outcomes
- Students will be required to have a negative COVID-19 test (PCR, antigen, or other test approved by appropriate public health authorities for detecting infectiousness); check all that apply:
  - Testing will occur only at the start of the program
  - Testing will occur periodically (weekly, biweekly, etc.)
  - Testing will occur each time a participant comes onsite
  - Testing will be available onsite
  - Testing will be available at an offsite location within five miles
  - Individuals will be responsible for finding a testing site
  - Testing will be conducted by a District employee
  - Participants will be required to self-report test outcomes

Required Elements:

- A communication plan has been developed to ensure all participants are aware of and understand screening, vaccination, and/or testing requirements for engaging in onsite activities

#### **F. Reporting, Recordkeeping, and Confidentiality**

Select as Applicable

- Screening information will be recorded by a District employee
- Testing information will be recorded by a District employee
- Participants will be required or encouraged to use an application on a personal or District-provided device to record screening and/or testing information

Required Elements:

- District employees responsible for collecting, recording, and/or maintaining screening and/or testing information have been informed of confidentiality requirements
- Appropriate measures have been implemented to protect the security and confidentiality of screening and/or testing information
- An appropriate person has been designated to report positive COVID-19 exposures, possible COVID-19 symptoms, possible COVID-19 close contacts, and similar concerns to the Risk Management Department

#### **G. COVID Positive Cases and Potential Exposures**

Required Elements:

- Appropriate employees have been advised of the responsibility to assist the Risk Management Department with information gathering regarding potential COVID-19 exposures and to maintain confidentiality

- An appropriate person has been designated to provide and/or assist the Risk Management Department in providing:
  - Instructions to employee(s) regarding quarantine requirements
  - Instructions to employee(s) regarding when they can safely return to work
  - Cleaning and disinfection protocols following COVID-19 positive cases
  - Appropriate PPE to employees with a job-related need to enter facilities where a recent COVID-19 exposure has occurred