



COVID-19: Office Safety-Returning to Work

The San Diego Community College District is following California Occupational Safety and Health Administration (CalOSHA) and San Diego County Health and Human Services guidance to assist colleagues in safely returning to work during the evolving Coronavirus Disease 2019 (COVID-19) pandemic.

The SDCCD has utilized this guidance to develop policies and procedures to ensure the safety and health of all our colleagues. This guidance focuses on the following:

- Employee Training
- Infection Prevention Measures (Social Distancing/Face Covering)
- Basic Hygiene
- Personal Protective Equipment

IMPORTANT: If you have recently had **close contact** with a person with COVID-19 or have experienced flu like symptoms, fever, cough, shortness of breath, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or diarrhea, **stay home, immediately contact your supervisor**, and seek medical attention if necessary.

EMPLOYEE TRAINING

The training videos listed below cover the topics required in the new CalOSHA guidelines. The training should be completed and confirmed in an email to your immediate supervisor prior to returning to work at a District facility if possible, otherwise as your first function upon returning to a District facility.

1. Signs and symptoms of COVID-19 (how it spreads): <https://www.youtube.com/watch?v=cm8TCgDzs-l>
2. Social distancing measures: <https://www.youtube.com/watch?v=GDDDz89EhSU>
3. How employees can protect themselves: <https://www.youtube.com/watch?v=QH5zpa8xbic>
4. Proper handwashing practices and the use of hand sanitizer stations: https://www.youtube.com/watch?v=GQ-zpQEPq_U
5. Cough and sneeze etiquette: <https://www.youtube.com/watch?v=unCsGsCx9BQ>
6. Routine infection control precautions, such as the proper use, care and disposal of masks or face coverings: <https://www.youtube.com/watch?v=dSvff0QljHQ>

REMINDER: When you have completed each of the training videos listed above, please confirm in an email to your immediate supervisor.

SOCIAL DISTANCING

While at work, practice social or physical distancing by staying at least 6 feet (about two arms' length) from other people who are not from your household in both indoor and outdoor spaces.

- Maintain 6 feet of distance from others whenever possible
- Use Zoom or other videoconference platforms for meetings
- Use the phone and email for communication
- Limit restroom use so that 6 feet of distance can be maintained if possible
- Limit use of the elevator to one person at a time
- Maintain 6 feet of distance in the lunch/break room when possible
- Greet others with a verbal greeting; handshakes and hugs should be avoided
- Don't socialize in communal areas
- Limit meetings to 15 minutes or less in person

FACE COVERING (Masks)

To properly wear a face covering or mask:

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- **Don't** put the mask around your neck or up on your forehead
- Try to fit it snugly against the sides of your face
- **Don't** touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect
- Make sure you can breathe easily

Wear a face covering or mask whenever:

- You are entering or exiting any work facility
- You are in the hallway or other communal area
- You are in any indoor space where the general public is permitted
- It is not possible to maintain at least 6 feet of distance

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. Employees who are unable to wear a face covering/shield due to medical reasons should inform their supervisor before coming to work on-site in a District facility. Supervisors may contact Risk Management at sdccdriskmanagement@sdccd.edu or (619) 388-6953 for assistance with requests for accommodation.

BASIC HYGIENE

- Wash hands frequently, avoiding contact with eyes, nose, and mouth.
- Wash hands for 20 seconds with soap, rubbing thoroughly after application.
- Cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Use hand sanitizer when hand washing is not practicable. Sanitizer must be

rubbed into hands until completely dry.

- Do not use any hand sanitizer that may contain methanol per FDA advisory. Methanol is dangerous to both children and adults. (Hand sanitizer provided by the District does not contain methanol.)

WORK STATION CLEANING

Please clean your work station, copiers, computers, printers, cabinets and all surfaces you came in contact with after each use adhering to the following:

- Contact your Supervisor for cleaning materials
- Frequently disinfect surfaces and objects touched by multiple people.
- Use no more than the amount recommended on the cleanser's label.
- Use water at room temperature for dilution (unless stated otherwise on the label).
- Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening.
- When necessary depending on the type of cleaning product used, wear skin protection (gloves) and consider eye protection (goggles) for potential splash hazards.

IF YOU DEVELOP FLU LIKE SYMPTOMS WHILE AT WORK

- Ensure your face covering is secure, stop work activities and notify your supervisor.
- Prior to leaving, clean your work station (as noted above).
- Limit your contacts, maintain social distancing, and avoid socializing in communal areas as you exit the facility.
- Go directly home. Do not stop for errands on the way home.
- Promptly consult your medical provider.

WHEN CAN YOU RETURN TO WORK?

People with COVID-19 who have mild to moderate symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptoms began, (or after first positive COVID-19 test if person is asymptomatic);
- Have not had a fever for 24 hours without taking fever reducing medications; and
- Other symptoms have resolved.

A limited number of people who have severe or critical illness or are severely immunocompromised are recommended to consult with their physician.

IMPORTANT: While you are unable to work due to Covid-19, you should maintain regular communication with your immediate supervisor. If you are severely ill and unable to communicate, contact your supervisor when you become able to do so.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The SDCCD has procured Personal Protective Equipment. Please ask your direct supervisor for details. Remember, you need to wear a mask or face covering when entering any District facility.

The California Department of Public Health has amended the Travel Advisory today due to the surge in COVID-19 Cases.

TRAVEL

Non-Essential Travel

- Californians should avoid non-essential travel to any part of California more than 120 miles from one's place of residence, or to other states or countries
- Non-essential travelers from other states or countries are strongly discouraged from entering California, and should adhere to the quarantine procedures

Quarantine Post-Travel

- All persons arriving in or returning to California from other states or countries, should self-quarantine for 10-days [ii] after arrival, except as necessary to meet urgent critical healthcare staffing needs or to otherwise engage in emergency response. Additionally, this recommendation does not apply to individuals who routinely cross state or country borders for essential travel
- A Local Health Officer may determine if and when the situation within the Local Health Officer's jurisdiction warrants measures that are more restrictive than this statewide order, and retains authority to implement such measures
- Non-essential travel" includes travel that is considered tourism or recreational in nature
- International travel requires a negative test 3 days prior to travel into the United States, and a 14-day self-quarantine upon arrival.