SJECCD
COVID-19 PREVENTION PROGRAM (CPP)

The District is required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). This plan has been tailored to our District’s multiple workplaces including San José City College (SJCC), Evergreen Valley College (EVC), Milpitas Extension (ME), and the District Office (DO), in compliance with Cal/OSHA and is meant to support our existing Injury and Illness Prevention Program (IIPP).

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This CPP is designed to control employees' exposures to the SARS-CoV-2 (COVID-19) virus that may occur in our workplace.

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AUTHORITY AND RESPONSIBILITY

The District Chancellor has overall authority and responsibility for implementing the provisions of this CPP in all District workplaces, including San José City College (SJCC), Evergreen Valley College (EVC), Milpitas Extension (ME), and the District Office (DO). In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We will implement the following in our workplace:

- Document the vaccination status of our employees by using MyHealth, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who have COVID-19 in order to prevent or reduce the risk of transmission in the workplace. Maxient will be used to report the positive case and begin contact tracing.
- Review applicable orders and general and industry-specific guidance from the State of California, CAL/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Ensure regular area inspections are conducted by administrators using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- San José – Evergreen Community College District's Resolution No. 083121-3, passed and adopted August 31, 2021, requires all students and employees to be fully vaccinated consistent with applicable legal requirements, including eligible exceptions for medical conditions or disability, or sincerely held religious beliefs.

Employee Participation

Employees and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any COVID-19 related unsafe workplace conditions to their immediate supervisor or, if they wish to remain anonymous, they may enter their concern into Maxient via the COVID-19 Employee Reporting Form. To assure anonymity, employees should enter Jane/John Doe or N/A in fields requesting identifiable information.
Employee Screening

All employees are required to perform a self-assessment each day before arriving at any district facility, including San José City College, Evergreen Valley College, the Milpitas Extension, and the District Office.

The link to the Centers for Disease Control and Prevention Coronavirus Self-Checker is located on the District’s webpage (https://www.sjeccd.edu), under the COVID-19 Operational Changes and Resources section, or at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

Employees reporting to campus are required to conduct the self-assessment process and check-in utilizing the Facilitron QR codes on all the building locations. This process is in place to assist with contact tracing and providing and promoting safe working environments.

Employees experiencing any of the following, with or without COVID-19 symptoms must notify their supervisor, who must enter the information immediately into Maxient and report the situation to Benefits Coordinator Michelle McKay in Human Resources, or other designated employee:

- Any one of the reported symptoms related to COVID-19, and/or
- Have been in contact with anyone experiencing any one of the reported symptoms related to COVID-19 in the previous 5 days, and/or
- Have been advised to quarantine or isolate by a medical professional within the previous 5 days, and/or
- Have tested positive for COVID-19.

These employees are prohibited from being in the workplace until cleared by Human Resources.

CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices, or procedures are documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

- Managers and Supervisors (Administrators) are responsible for timely correction.
- The administrator will assess the hazard severity and determine correction time frames in collaboration with other affected administrators (i.e. Custodial, Maintenance).
- The administrator of the affected area is responsible for and directs follow-up measures to ensure timely correction.
- When necessary, access to hazardous areas will be closed until corrected or determined to be no longer a risk.
- Documentation of corrections will be completed within 24 hours of being made. A report of all incidents, including how they were resolved, must be sent to District’s Risk Manager Terrance DeGray, Police Chief Thomas Morales; SJCC and DO Vice President Christopher Hawken; EVC Vice President Andrea Alexander; Acting District Risk Manager is Associate Vice Chancellor of Physical Plant Development & Operations, Terrance DeGray.
- Employees are encouraged to report unsafe and unhealthy hazards to their supervisor immediately. Unsafe or unhealthy hazards will be documented and addressed in a timely manner.
CONTROL OF COVID-19 HAZARDS

Physical Distancing

All employees are encouraged to respect other’s personal space and continue to practice social distancing when practical:

» The District instituted telework during the County of Santa Clara’s Shelter in Place Order as a primary means to remove the need for workers to be in the workplace and prevent the spread of COVID-19.
» Staggered arrival, departure, work, and break times will be addressed by individual department administrators as needed.
» Adjusted work processes or procedures may be necessary in some areas to allow greater distance between employees.
» Methods to physically distance employees have been put into place districtwide, including plexiglass barriers and floor markers to indicate proper separation. The District encourages departments to continue to mark their areas with visual cues, such as signs and floor markings.

Face Coverings

Employees, students, and visitors should bring their own clean, undamaged face covering and ensure it is properly worn over their nose and mouth when indoors, as required by District mandate. The District will provide masks for those who arrive onsite without a mask or whose mask becomes damaged or dirty during the visit/workday. N-95 masks, and clear masks for those communicating with someone who is hearing impaired, are available to any employee who requests one, at each District site.

As of January 14, 2022 the California Department of Public Health (CDPH) recommends a wearing a surgical mask, a surgical mask combined with a cloth mask (KF94/KN95), or an N-95 mask. If not available, a cloth mask that fits well and has at least three layers is recommended made of fabrics that do not let light pass through when held up to a light source 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.

Any employee who is unable to wear a mask due to a medical condition must contact Benefits Coordinator Michelle McKay at michelle.mckay@sjeccd.edu, or other designated employee, to request an accommodation. Students unable to wear a mask on campus due to medical reasons must request an accommodation through the Vice President of Student Services Office on the campus they attend.

Employees who encounter other employees or visitors to campus who are not wearing a mask indoors or in large group settings should treat the situation as an unsafe work environment and immediately report it to their supervisor, or anonymously through Maxient.

Face coverings are required to be worn indoors at all District sites in any social setting. All prevention measures must continue to be implemented, even by those who have completed the vaccination process.

The following are exceptions to the use of face coverings in our workplace:

» When an employee is alone in a room and visitors/coworkers are not expected.
» When an employee is alone in a vehicle.
» While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
» Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
» Employees who cannot wear face coverings due to a medical or mental health condition or disability and have gone through an interactive accommodation process with the District’s Benefits Coordinator, or who are
hearing-impaired or communicating with a hearing-impaired person (at a safe distance). Alternatives will be considered on a case-by-case basis.

Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart (this exception applies under certain conditions for employees in the Nursing, Cosmetology, Medical Assisting, EMT, and/or Dental Assisting Programs only).

An employee will not be prevented from wearing a face covering when it is not required unless it would create a safety hazard.

**Engineering Controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Plexiglass partitions and barriers have been provided to campus and DO locations after a physical space assessment and return to work plan was conducted.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Monitoring the air quality index to account for circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
- Circulating outside air throughout the building whenever possible and practicable.
- The Facilities Department maintains campus buildings with appropriate Minimum Efficiency Reporting Value (MERV)-rated filter and maintains Heating Ventilation and Air Conditioning (HVAC) systems with the appropriate air changes per hour and replaces filters, as necessary.

**Cleaning and Disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensure adequate supplies and adequate time for cleaning to be done properly.
- Provide custodial support for all worksites. Custodial staff perform daily cleaning and disinfecting of all frequently touched shared surfaces in the workplace, such as workstations, handrails, light switches, elevator buttons, and doorknobs, using cleaning products and disinfectants approved by the EPA.
- Cleaning supplies are available for each department so employees may adequately clean their own workspaces, shared or unshared, including District vehicles.
- Custodial staff check unused and unoccupied areas to confirm spaces have not been used. If custodial staff find a space that has been used, it is cleaned and disinfected.
- All employees must notify custodial staff of entry into normally unoccupied spaces to assist in making sure all areas are properly cleaned and disinfected.
- Discourage on-site employees from using non-assigned phones, desks, offices, or other work tools and equipment.
- Provide training and guidance to all employees on proper procedures for cleaning and disinfection in their workspace.
- Inform employees and authorized employee representatives of the frequency and scope of cleaning and disinfection. Questions and concerns at SJCC, ME, and the DO may be directed to **Custodial Supervisor Juan Murillo**. For EVC, questions and concerns may be directed to **Vice President Andrea Alexander, or designee.**
Should we have a COVID-19 case in our workplace, we will implement the following procedures:

» Follow all currently established state and local COVID-19 safety and reporting practices.
» The department(s) in which the positive person worked or visited will close the general area where the employee, student, or guest worked/visited (beyond simply passing through) until cleaning and disinfection have been completed.
» If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area.
» Trained custodial personnel will wait the recommended 24 hours or as long as practical before cleaning and disinfecting the area.
» Trained custodial personnel will sanitize and disinfect all areas, tools, and equipment believed to be contaminated such as office, bathrooms, common areas, and shared electronic equipment.
» Trained custodial personnel must be equipped with proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, as required by product instructions).
» The room/building will be reopened, and closure signage removed once cleaning and disinfection is complete.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the District will provide training and materials to all employees on proper procedures for cleaning and disinfection measures in their workspace so that those shared items can be disinfected between uses. If additional PPE is needed, employees will request it through their manager or supervisor.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

» Evaluate handwashing facilities for adequate supplies to support healthy hygiene, including soap, hand sanitizer, paper towels, tissues, and disinfectant wipes.
» Determine the need for additional facilities. Employees are encouraged to consistently use the same bathroom facilities to contain any possible transmission to that specific area.
» Encourage and allow time for employee handwashing.
» Hand sanitizing stations have been placed in high traffic areas at all District locations.
» Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol). Employees should use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands until completely dry.
» Encourage employees to wash their hands for at least 20 seconds each time, with soap and rubbing thoroughly after application.
**Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide and ensure use of such PPE as needed.

Employees at either campus including the Milpitas Extension may request N-95 masks from the office of the Vice President of Administrative Services. Employees at the District Office may request N-95 masks from Human Resources.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by CAL/OSHA.

We also provide and ensure use of eye protection and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. Examples include but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199. If applicable, ensure use of respirators is in compliance with section 5144 requirements for a respirator protection program.

**Visitors and Contractors**

As part of the San José – Evergreen Community College District (SJECCD) Board of Trustees Resolution 083121-3 “COVID-19 Vaccination Requirement” that applies to all persons on District property, the District has adopted processes to assist with the spread of COVID-19 that apply to visitors, contractors, and consultants that access District property for longer than 15 minutes and are of age to receive an FDA approved COVID-19 vaccination.

Visitors are required to check in at campus check-in points and provide proof of vaccination or negative COVID-19 test results within 72 hours. Visitors must also perform a self-assessment for symptoms.

Contractors and consultants with the District are required to complete Appendix B, which is a COVID-19 Workplace Certification, which requires that employees of that entity and all subcontractors/subconsultants of any tier ensure employees performing work on District property are vaccinated or enrolled in a frequent testing program. The purpose of this is to create and promote safer working environments for contractors, vendors, and trade partners and provide employees and students with a safe and inviting learning environment.


**Testing of Symptomatic and Asymptomatic Employees**

In addition to the services provided by the county and the District’s medical plans, the District provides COVID-19 testing at no cost to the employee. The employee may elect to be tested at EVC or SJCC during the campus’ testing hours.

- The San José City College testing site is located in the Jaguar Sports Complex (Room JC-124). Employees and students are eligible for free, walk-in COVID-19 testing Monday – Thursday from 8:00 a.m. – 8:00 p.m. and Friday from 8:00 a.m. – 1:00 p.m. In order to receive same-day results, tests must be completed no later than 1:00 p.m. The testing site can be reached at 408-288-3190.
- At Evergreen Valley College, the testing site is located in the Admissions and Records building (Room AR-121). Employees are eligible for free, walk-in COVID-19 testing (up to two tests per week) Monday – Thursday from 8:30 a.m. – 7:30 p.m. and Friday from 8:30 a.m. – 2:30 p.m. The EVC testing site is available for students on a referral-only basis at this time.

*Hours of operations are subject to change without notice.*
INVESTIGATING AND RESPONDING TO COVID-19 CASES

The District’s Benefits Coordinator in Human Resources, or designee, shall investigate each case and conduct all contact tracing when a positive COVID-19 case has been confirmed in the workplace. This includes working with the positive case and notifying each person that may have been in close contact during the exposure period and guiding them through their leave, including the testing and quarantine/isolation process. The Benefits Coordinator, or designee will report each incident to each entity as required, including the County Health Department, and the District’s third-party administrator for workers’ compensation, Keenan & Associates when applicable. To assist with each investigation, Appendix C: Investigating COVID-19 Cases form may be used.

- Employees that had close contact with a positive case are directed to their primary treating physician for guidance as well as the county locations for free testing. They may also go to Concentra Occupational Health at 1901 Monterey Road, Suite 100, San José, CA 95112 at no cost or test on either campus if they have no symptoms. Employees exposed in the workplace may get tested on District time.
- Employees who are fully vaccinated and boosted, OR vaccinated but not yet booster-eligible, and do not have symptoms are not required to quarantine, but must get tested on day five after the exposure or quarantine for a full 10 days (using their own sick leave or 2022 COVID-19 Supplemental Paid Sick Leave to cover the absence).
- Employees who are not fully vaccinated OR fully vaccinated and booster-eligible but have not yet received their booster does must quarantine and stay home for at least 5 days. For their quarantine to end early, their test taken on or after day 5 must have negative results and any symptoms must not be present. A rapid test is acceptable for this test. If they do not test after day 5, their quarantine period will end 10 days after their initial positive test.
- Employees who test positive for COVID-19, regardless of vaccination/booster status must isolate and stay home for at least 5 days. Isolation can end after day 5 if symptoms are not present or are resolving and a rapid test collected on day 5 or later tests negative. If unable to test on or after day 5, the employees quarantine period will end 10 days after their initial positive test.

Any employee who develops any of the known COVID-19 symptoms, or has been in close contact with a positive COVID-19 case in or outside of their household, must quarantine away from the workplace and be tested. The amount of time they are required to quarantine or isolate is based on their test results, booster status, and the result of their test taken on or after day 5 from their first symptom or exposure. If the employee has no symptoms, they may return to campus for testing. Employees must wear a proper face covering and maintain six feet of physical distancing for 14 calendar days following the last date of contact.

- Written notice will be sent to the appropriate location within one day of the District’s knowledge of a positive COVID-19 case in the workplace.
- Individuals identified as being in close contact with a positive case in the workplace will be contacted directly by Benefits Coordinator Michelle McKay or designee and provided with instructions on testing and quarantine requirements, as applicable. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can anticipated to be received by the employee.
COVID-19 SUPPLEMENTAL PAID SICK LEAVE

In alignment with the California 2022 COVID-19 Supplemental Paid Sick Leave law (as set out in Labor Code 248 et seq) for the period of January 1, 2022 through September 30, 2022, the district will provide up to 80 hours of COVID sick leave if an employee is unable to work or telework due to any of the following reasons:

- Covered employees who are unable to work or telework due to certain reasons related to COVID-19, including that the employee is attending a COVID-19 vaccine or vaccine booster appointment for themselves or a family member, or is experiencing symptoms, or caring for a family member experiencing symptoms related to COVID-19 vaccine or vaccine booster are entitled to 40 hours of COVID-19 supplemental paid sick leave if the employee works full time or was scheduled to work on average at least 40 hours per week for the 2 weeks preceding the date the covered employee took COVID-19 supplemental paid sick leave. Covered employees who work fewer than 40 hours or variable hours will receive the average of their regularly scheduled weekly hours.

- In addition to the COVID-19 supplemental paid sick leave described above, employees may take up to 40 more hours of COVID-19 supplemental paid sick leave if the employee, or a family member for whom the covered employee is providing care, tests positive for COVID-19. Employees are required to provide proof of their positive test as well as retest on or after the fifth day after the first positive test and provide documentation of those results to Benefits Coordinator Michelle McKay or designee, or the contact tracer assigned to their case. If the employee is off work due to care for a family member who test positive for COVID-19, the employee must provide proof the family member’s test results before being granted the additional 40 hours of COVID-19 supplemental paid sick leave. The District will not provide additional COVID-19 supplemental paid sick leave if the employee does not provide documentation of a test result(s).

- Employees who were unable to work or telecommute who used their own accruals or who were unpaid during their quarantine/isolation period that took place during the month of January 2022 must resubmit their time sheet/absence report indicating the dates and hours missed in the sick leave column and writing “2022 Supplemental Sick Leave” in the notes section to be credited for hours already used. All absences on or after February 1, 2022 through September 30, 2022 must be documented the same way on the employee’s absence report/timesheet (dates and hours missed in the Sick Leave column/section and “COVID-19 Supplemental Paid Sick Leave” written into the notes/comments section).
SYSTEM FOR COMMUNICATING

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

» Employees should report any COVID-19 symptoms and potential hazards related to COVID-19 to their immediate supervisor or Benefits Coordinator Michelle McKay in Human Resources, or other designated employee, via email or by telephone call immediately.

» Employees can report symptoms, possible close contacts, and hazards without fear of reprisal.

» Those wishing to report a hazard anonymously may do so by reporting it through Maxient on the Safety Concerns Reporting Form available on the District's main webpage under “Report a Safety Concern” or by clicking here: https://cm.maxient.com/reportingform.php?SanJoseEvergreenCCD&layout_id=10. If the reporting person does not want to leave their name, they can enter Jane/John Doe or N/A into the fields requesting their name.

» Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may request an accommodation by contacting Benefits Coordinator Michelle McKay, or other designated employee, in Human Resources at michelle.mckay@sjeccd.edu or by calling 408.270.6444.

» The District requires everyone, including those fully vaccinated and boosted, to continue to wear a well-fitting mask and practice social distance from others when possible.

» In the event of a workplace exposure or outbreak, all affected employees will be contacted by Human Resources and provided with detailed information and instructions on testing, their quarantine/isolation period, as well as the next steps after a positive or negative test.

  • Employees may go to https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx to get tested through a free county site, or they may go to Concentra Occupational Health at the District’s expense.

  • The College COVID-19 testing sites will also be available for any employee who wishes to be tested, for any reason. The on-campus testing sites utilize PCR tests that are self-administered and will be provided to the employee and scanned in by the COVID support staff members to input the results into Point and Click. The employee will be notified of the results and must send them to Benefits Coordinator Michelle McKay for clearance to return to work. Employees off work with symptoms or a positive test should not return to campus for this testing to avoid coming into close contact with other employees.

  • All information collected during this process, including contact tracing, will be kept in strict confidentiality like all other medical records, with only those with a need to know and a right to know being provided limited information to assure each employee’s privacy is protected.

» The District will continue to communicate information about COVID-19 hazards to employees affected (including other employers and individuals in contact with our workplace) who may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

» The District has created a COVID-19 Information webpage that includes important links and resources from the district, county and state, including but not limited to self-assessment, reporting, vaccine updates, and links to schedule appointments. https://www.sjeccd.edu/discover-sjeccd/chancellor/covid-19-novel-coronavirus-info
TRI ANG AND INST RUC TI ON

We will provide effective training and instruction that includes:

» Our COVID-19 policies and procedures to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards.

» Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.

» The fact that:
  • COVID-19 is an infectious disease that can be spread through the air.
  • COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  • An infectious person may have no symptoms.

» Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

» The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings, increased ventilation indoors, hand hygiene and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.

» The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

» Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering. N-95 masks are available by request for any employee wishing to voluntarily use them in the workplace.
  • Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
    - How to properly wear them.
    - How to perform a seal check according to the manufacturer’s instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.

» Since COVID-19 is an airborne disease, N-95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  • The conditions where face coverings must be worn in the workplace.
  • That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.

» COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee or anyone they live with or has been in contact with, has COVID-19 symptoms.

» Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccinations are effective at preventing COVID-19 protecting against both transmission and serious illness or death.

» All employees have been assigned online trainings through Keenan’s Safe Colleges including, but not limited to:
  • Common Illness Prevention
  • Coronavirus Awareness
  • Coronavirus: Cleaning and Disinfecting Your Workplace
  • Coronavirus: Managing Stress and Anxiety
Appendix D: COVID-19 Training Roster will be used to document in-person trainings, and Keenan’s Safe Colleges reports will be used to document online trainings from that platform into Colleague.

EXCLUSION OF COVID-19 CASES AND EMPLOYEES WHO HAD A CLOSE CONTACT

Where we have a COVID-19 case in our workplace or close contact we will limit transmission by:

» Continuing and maintaining an employee’s seniority, and all other employee rights and benefits for those during the period of time they are excluded from work per any applicable state and federal mandates.

» Those who test positive after being exposed during an “outbreak” in the workplace who are unable to work beyond the quarantine/isolation period and have an accepted, workers’ compensation claim will be eligible for benefits under workers’ compensation as applicable.

» Providing employees at the time of exclusion with information on available benefits.

» Any student who has been exposed to COVID-19 or is experiencing one or more symptom of COVID-19 is required to report to Student Health Services, which will assist the student with their quarantine and testing requirements.

REPORTING, RECORDKEEPING, AND ACCESS

It is our policy to:

» Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

» Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).

» Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

» Maxient will be used to report all COVID-19 cases when an employee or student must quarantine or isolate due to symptoms, exposure, a positive test, or county order.

» Track COVID-19 cases by utilizing Appendix C: Investigating COVID-19 Cases and/or designated spreadsheet to keep a record of all COVID-19 cases.
RETURN-TO-WORK CRITERIA

COVID-19 cases with or without symptoms shall not return to work until all the following have occurred, regardless of vaccination status:

» **Positive** COVID-19 cases shall not return to work until all the following have occurred (based on the individual’s vaccination and booster status):
  
  • At least 24 hours have passed since a fever has resolved without the use of fever-reducing medications, and
  • COVID-19 symptoms are not present or are resolving and
  • At least 10 days have passed since COVID-19 symptoms first appeared or the day the positive test was taken, whichever comes last
    - Isolation may end after 5 days IF the employee submits negative test results from a second test taken on or after 5 days from the initial positive test (a rapid test will suffice for this second test), and
    - At least 24 hours have passed since a fever has resolved without the use of fever-reducing medications, and
    - Symptoms are not present or are resolving.

» A negative COVID-19 test will not be required for an employee to return to work once they have completed their full 10 day isolation period. Under no circumstance should an employee return to work with a fever or symptoms that have not yet improved.

» Persons who had close contact with a positive case or who has COVID-19 symptoms may return to work as follows:
  
  • A **fully vaccinated with the booster, or fully vaccinated but not booster-eligible yet employee** with no symptoms is not required to quarantine but must provide a negative test taken 5 days after the last day in contact with the positive case. Once returned to the workplace the employee must wear a well-fitting face covering and maintain six feet of physical distancing for 10 calendar days following the last date of contact.

  • An **unvaccinated, or fully vaccinated-booster eligible but has not received their booster dose employee** must stay home for at least 5 days after their last contact with the positive case. To return to work after day 5, the employee must provide a negative COVID-19 test taken on or after 5 days from their last day of contact with the positive case.
    - **If they do not test negative on or after day 5, they must remain off work for a minimum of 10 days.**

» If an order to isolate, quarantine, or exclude an employee 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.

In all cases above, to return after day 5 but before day 10 of the quarantine/isolation period, antigen tests are preferred over PCR tests when available based on guidance from Santa Clara County Public Health.

Additionally, Santa Clara County Public Health recommends the following:

» **You should** get tested if:
  
  • You have new symptoms that might mean you have COVID: Fatigue, headache, body/muscle aches, cough, fever, sore throat, and/or congestion.
    - Please note that if you have new symptoms and you are at high risk for severe illness from COVID because of other medical conditions, older age, or having a compromised immune system, it is especially important to get tested because if you test positive, you may qualify for early treatment to reduce your risk of severe illness.
» You *may consider* getting tested if:
  • It’s been 2-5 days after you have a known exposure to someone with COVID, especially if you are unvaccinated or have symptoms.

» You *should not* get tested with PCR testing if:
  • You have already tested positive by a home/antigen test. Assume you have COVID and isolate accordingly. Do not get tested again at a testing lab – it is unnecessary and uses resources that could be used to test another individual.
  • You have tested positive in the last 90 days. You do not need get tested again unless you are newly symptomatic or required to quarantine—if this is your situation, use a *home/antigen test*. 

Dr. Byron D. Clift Breland  
*Chancellor*  

01/14/22  
*Date*
APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, students, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: __________________________

Date: __________________________

Name(s) of employee and authorized employee representative that participated:

<table>
<thead>
<tr>
<th>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</th>
<th>Places and times</th>
<th>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</th>
<th>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Send completed form to Associate Vice Chancellor Terrance DeGray at terrance.degray@sjeccd.edu.
# APPENDIX B: COVID-19 INSPECTIONS

**Date:**

**Person conducting the evaluation:**

**Contact Info:** Campus

**Phone Number:**

**Work location evaluated:** Campus

**Building:**

**Room #:**

**Department:**

**Outdoor Space:**

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Barriers/partitions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ventilation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(amount of fresh air and filtration maximized)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional room air filtration</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Supplies sufficiently stocked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(hand sanitizer, masks, gloves, surface cleaners)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Administrative</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface cleaning and disinfection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(frequently enough and adequate supplies)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Hand washing facilities</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(adequate numbers and supplies)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
<td></td>
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<td></td>
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<tr>
<td>Please use this space to include additional controls for your specific area</td>
<td></td>
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<tr>
<td><strong>PPE</strong></td>
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<td></td>
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<tr>
<td>(not shared, available and being worn)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Face coverings</strong></td>
<td></td>
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<tr>
<td>(cleaned sufficiently often)</td>
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<td></td>
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<tr>
<td><strong>Gloves</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Face shields/goggles where required</strong></td>
<td></td>
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<tr>
<td><strong>Respiratory protection where required</strong></td>
<td></td>
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<tr>
<td>Please use this space to include additional controls for your specific area</td>
<td></td>
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</tbody>
</table>

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APPENDIX C: INVESTIGATING COVID-19 CASES

All personnel identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Person conducting the investigation: ____________________________

Date: ________________

<table>
<thead>
<tr>
<th>Name of COVID-19 Case (employee or non-employee) and contact info</th>
<th>Occupation (if non-employee, why they were in the workplace)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location where employee worked (or non-employee was present in the workplace)</td>
<td>Date investigation was initiated</td>
</tr>
<tr>
<td>Was COVID-19 test offered?</td>
<td>Name(s) of employees/representatives involved in the investigation</td>
</tr>
<tr>
<td>Date and time the COVID-19 case was last present and excluded in the workplace</td>
<td>Date of the positive or negative test and/or diagnosis</td>
</tr>
<tr>
<td>Date the case first had one or more COVID-19 symptoms, if any</td>
<td>Information received regarding COVID-19 test results and onset of symptoms</td>
</tr>
<tr>
<td>Results of the COVID-19 Test</td>
<td>List of locations in the workplace the positive case visited during the high-risk exposure period, and activities performed</td>
</tr>
<tr>
<td>List of all employees, students, contractors, or visitors the positive case came in close contact with during the exposure period</td>
<td>Date close contacts were notified by Human Resources of the exposure</td>
</tr>
</tbody>
</table>
## APPENDIX C: INVESTIGATING COVID-19 CASES

<table>
<thead>
<tr>
<th>Vaccination status of close contacts:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>List of those testing was offered to, including those fully vaccinated:</td>
<td></td>
</tr>
<tr>
<td>Names of those exempt from exclusion requirements because they were fully vaccinated with no symptoms or returned to work per our return-to-work criteria:</td>
<td></td>
</tr>
<tr>
<td>All employees who may have had COVID-19 exposure and their authorized representatives. Date:</td>
<td>Names of employees that were notified:</td>
</tr>
<tr>
<td>Independent contractors and other employers present at the workplace during the high-risk exposure period. Date:</td>
<td>Names of employees that were notified:</td>
</tr>
<tr>
<td>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</td>
<td>What could be done to reduce an exposure to COVID-19 like this in the future?</td>
</tr>
<tr>
<td>Was local health department notified? Date:</td>
<td></td>
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<tr>
<td>Was Keenan &amp; Associates notified? Date:</td>
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</tbody>
</table>
APPENDIX C: INVESTIGATING COVID-19 CASES

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

1. All employees who were in close contact
2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a)(2) and (c))

<table>
<thead>
<tr>
<th>Names of employees that were notified</th>
<th>Names of their authorized representatives</th>
<th>Date</th>
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<tbody>
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Independent contractors and other employers present at the workplace during the high-risk exposure period.

<table>
<thead>
<tr>
<th>Names of individuals that were notified</th>
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Should an employer be made aware of a non-employee infection source COVID-19 status.

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APPENDIX D: TRAINING ROSTER FOR IN-PERSON COVID-19 TRAININGS

Date: ____________________ Location: ____________________

Person that conducted the training: ____________________

<table>
<thead>
<tr>
<th>Employee Name &amp; Campus (Please Print)</th>
<th>Signature</th>
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# APPENDIX E: DOCUMENTATION OF EMPLOYEE COVID-19 VACCINATION STATUS

## CONFIDENTIAL

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Fully or Partially Vaccinated(^1)</th>
<th>Method of Documentation(^2)</th>
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<tbody>
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\(^1\) Update, accordingly and maintain as confidential medical record

\(^2\) Acceptable options include:

» Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.

» Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.

» Employees self-attest to vaccination status and employer maintains a record of who self-attests.

Send completed form to Associate Vice Chancellor Terrance DeGray at terrance.degray@sjeccd.edu.
ADDITIONAL CONSIDERATIONS
COVID PREVENTION PLAN
ADDITIONAL CONSIDERATION #1 | MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

This section of the CPP will be invoked if three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period. This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 Testing

We provide COVID-19 testing at no cost during paid work time to all employees in our exposed group except for:

» Employees who were not present during the relevant 14-day period.

COVID-19 testing consists of the following:

» All employees in our exposed group are immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.

» After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.

» We provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

» Employees in the exposed group wear face coverings when indoors, or when outdoors in a social gathering (unless one of the face-covering exceptions indicated in our CPP apply).

» We give notice to employees in the exposed group of their right to request a respirator for voluntary use.

» We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

» Where social distancing is not required, employees may voluntarily continue to practice it regardless of vaccination status and without fear of retaliation.

Exclusion of COVID-19 Cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

Investigation of Workplace COVID-19 Illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP Investigating and Responding to COVID-19 Cases.

COVID-19 Investigation, Review and Hazard Correction

In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.
The investigation and review is documented and includes:

» Investigation of new or unabated COVID-19 hazards including:
  • Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  • Our COVID-19 testing policies.
  • Insufficient outdoor air.
  • Insufficient air filtration.
  • Lack of physical distancing.

» Updating the review:
  • Every thirty days that the outbreak continues.
  • In response to new information or to new or previously unrecognized COVID-19 hazards.
  • When otherwise necessary.

» Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  • Moving indoor tasks outdoors or having them performed remotely.
  • Increasing outdoor air supply when work is done indoors.
  • Improving air filtration.
  • Increasing physical distancing as much as possible.
  • Respiratory protection.
ADDITIONAL CONSIDERATION #2 | MAJOR COVID-19 OUTBREAKS

This section of the CPP will be invoked if any District site experiences 20 or more employee COVID-19 cases within a 30-day period and will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

» We will continue to provide COVID-19 testing twice-weekly to employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department.

» Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

» Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible and barriers are in place accordingly.

» Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.

» Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

Exclusion of COVID-19 Cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria and any relevant local health department orders.

Investigation of Workplace COVID-19 Illnesses

We will comply with the requirements of our CPP Investigating and Responding to COVID-19 Cases.

COVID-19 Hazard Correction

In addition to the requirements of our CPP Correction of COVID-19 Hazards, we will take the following actions:

» We will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible.

» We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.

» We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.

» Implement any other control measures deemed necessary by Cal/OSHA.

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.
GLOSSARY OF TERMS

COVID PREVENTION PLAN
GLOSSARY OF TERMS

Face Covering
Surgical mask, a medical procedure mask, a respirator worn voluntarily, 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.

Worksite
District property where the employee is performing their work duties. The definition of “worksite” now specifically excludes the employee’s personal residence, locations where an employee works alone, and remote work locations chosen by the employee.

Outbreak
The California Department of Public Health defines an outbreak in non-healthcare or non-residential congregate setting workplaces as three or more laboratory-confirmed cases of COVID-19 among employees who live in different households within a two-week period.

Major Outbreak
A workplace that has 20 or more employee COVID-19 cases in an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period within a 30-day period.