



SAN JOSÉ · EVERGREEN
Community College District

Human Resources Department

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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).

San José Evergreen Community College District

COVID-19 Prevention Program (CPP)

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

Date of Issuance: May 28, 2021

Revision Date: September 7, 2021

Authority and Responsibility

Chancellor Byron D. Clift Breland 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:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards form**.
- Document the vaccination status of our employees by using Self-Certification Questionnaire on SharePoint 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 are a COVID-19 case to prevent or reduce the risk of transmission in the workplace using Maxient 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.
- Administrators will ensure weekly inspections are conducted for their area 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 employees' 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 by clicking here [Employee Person of Concern Form](#). To assure anonymity, 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 the District Office (DO), Evergreen Valley College (EVC), San José City College (SJCC), or the Milpitas Extension (ME), regardless of the intended length of the stay.

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 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:

- Any one of the reported symptoms related to COVID-19 in the previous 14 days, and/or
- Have been in contact with anyone experiencing any one of the reported symptoms related to COVID-19 in the previous 14 days, and/or
- Have been advised to quarantine or isolate by a medical professional within the previous 14 days, and/or
- Have tested positive for COVID-19 or are advised to shelter in place

These employees are prohibited from being in the workplace.

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 or if preferred:

- 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, such as reducing production speed may be necessary in some areas to allow greater distance between employees.
- Methods to physically distance employees have been put into place District wide, 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.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

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 at all times, as required by orders from the California Department of Public Health (CDPH) or local health department. 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.

Any employee who is unable to wear a mask due to a medical condition must contact **Benefits Coordinator Michelle McKay** at michelle.mckay@sjcccd.edu to request an accommodation. Students unable to wear a mask on campus due to medical

reasons must request an accommodation from the Vice President of Student Services on the campus they attend.

Employees who encounter other employees or visitors to campus who are not wearing a mask 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 at all District sites including outdoors 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 District Office locations, after a physical space assessment and return to work plan for their area 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, keyboards, telephones, 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 **Custodial Supervisor Kenneth Brown**.

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, shared electronic equipment like tablets, touch screens and keyboards.
- 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. When sinks are closer than six feet, we disable every other sink to create more distance.
- Determine the need for additional facilities. Employees are encouraged to consistently use the same bathroom facilities to contain any possible transmission to that specific cohort.
- 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.

Upon request, we provide respirators for voluntary use to all employees regardless of vaccination status. Employees at either campus including the Milpitas Extension may request N95 masks from the office of the Vice President of Administrative Services. Employees at the District Office may request N95 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.

We also provide and ensure use of respirators when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Testing of symptomatic 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 Concentra Urgent Care/Occupational Medicine during the employees' regular work hours regardless of where the exposure occurred. Employees must call the Benefits Coordinator in Human Resources at 408.223.6713 so the appointment can be pre-authorized with Concentra.

- **2021 COVID-19 Supplemental Paid Sick Leave**, currently effective through September 30, 2021, provides paid time off for employees who are not able to work or telework due to the following reasons for taking leave:
 - The employee is attending a vaccine appointment or cannot work or telework due to vaccine related side effects.
 - The employee is caring for his/herself as a result of being subject to a quarantine or isolation period related to COVID-19, or has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - The employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 or has been advised by a healthcare provider to quarantine due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

Investigating and Responding to COVID-19 Cases

The District's **Benefits Coordinator in Human Resources** shall investigate each case and conduct all contact tracing when a positive COVID-19 case has been 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** 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. To assist with each investigation, **Appendix C: Investigating COVID-19 Cases form** may be used.

We ensure the following is implemented:

- Employees that had close contact 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. Employees exposed in the workplace may get tested on District time.
- Employees who were fully vaccinated before the close contact and do not have symptoms are not required to quarantine, but are encouraged to get tested and may do so on District time.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.
- Written notice within 1 day of the District's knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. 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.

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, 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 in Human Resources** at michelle.mckay@sjeccd.edu or by calling 408.270.6444.
- Any employee who develops any of the known COVID-19 symptoms, or has been in contact with someone with symptoms in or outside of their household must quarantine and be tested.
 - Employees can access COVID-19 testing through the Santa Clara County COVID-19 resources website at <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>, or if they are unable to schedule a free test through the county, they may contact Benefits Coordinator Michelle McKay at michelle.mckay@sjeccd.edu or 408.270.6444 for a pre-authorized referral to be tested at Concentra Occupational Health at the District's expense.
- The District requires everyone, including those fully vaccinated, to continue to wear a mask and practice social distance from others when possible.
- Fully vaccinated people are not required to quarantine IF they meet the following criteria:
 - Your exposure occurred after 14 days and less than 90 days after the completion of your vaccine series
 - You do not have any COVID-19 symptoms
 - You are not an inpatient or resident in a healthcare setting or facility
- 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.
 - 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>

Training and Instruction

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 facecoverings.
- 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.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- 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
 - Coronavirus: The Basics of Vaccines
 - Cal/OSHA COVID-19 Protection Plan Training

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:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met. Employees will be placed on medical leave covered by any state or federal paid sick leave available during their mandatory quarantine/isolation period regardless of the source of their exposure. Employees are not required to use their own accruals to cover their absences during the mandatory quarantine/isolation period.
 - **2021 COVID-19 Supplemental Paid Sick Leave** provides up to 80 hours of paid leave (to a maximum of \$511 per day) for the covered employee who is unable to work or telework due to any one of the following reasons:
 - **Caring for Yourself:** The covered employee is subject to a quarantine or isolation period related to COVID-19, or has been advised by a healthcare provider to quarantine due to COVID-19 or is experiencing symptoms of COVID-19 and seeking medical diagnosis.
 - **Caring for a Family Member:** The covered employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 or has been advised by a healthcare provider to quarantine due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
 - **Vaccine-Related:** The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related side effects.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits for those during the period of time they are excluded from work.
- 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 symptoms shall not return to work until all the following have occurred, regardless of vaccination status:
 - At least 24 hours have passed since a fever of 100.4 F or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed symptoms may 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.
 - A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
 - Persons who had close contact may return to work as follows:
 - **Fully vaccinated** close contact but never developed symptoms or tested positive.
 - **Vaccinated or unvaccinated** close contact with symptoms: when the “cases with symptoms” criteria above have been met, unless the following are true:
 - **The person tested negative for COVID-19 using polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and**
 - **At least 10 days have passed since the last known close contact, and**
 - **The person has been symptom-free for at least 24 hours, without using fever-reducing medications.**
 - 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.
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Dr. Byron D. Clift Breland, Chancellor

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: _____ [enter name(s)]

Date: _____ [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)] ____

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

SEND COMPLETED FORMS TO ASSOCIATE VICE CHANCELLOR TERRANCE DEGRAY AT
TERRANCE.DEGRAY@SJECCD.EDU

Appendix B: COVID-19 Inspections



Date: _____ Person conducting the inspection: _____

Contact Info: Campus _____ Phone Number: _____

Work location evaluated: Campus: _____ Building: _____ Room# _____

Department: _____ Outdoor Space: _____

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

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. Un-redacted 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.

Date: _____

Name of person conducting the investigation: _____

Name of COVID-19 Case (employee or non-employee) and contact info		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of employees/representatives involved in the investigation:	
Date and time the COVID-19 case was last present and excluded in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms, if any :		Information received regarding COVID-19 test results and onset of symptoms:	
Results of the COVID-19 Test:		List of locations in the workplace the positive case visited during the high-risk exposure period, and activities performed:	
List of all employees, students, contractors, or visitors the positive case came in close contact with during the exposure period:		Date close contacts were notified by Human Resources of the Exposure:	
Vaccination status of close contacts:			
List of those testing was offered to, including those fully vaccinated:			

<p>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</p>			
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	Date:		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	Date:		
	<p>Names of individuals that were notified:</p>		
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce an exposure to COVID-19 like this in the future?</p>	
<p>Was local health department notified?</p>		Date:	
<p>Was Keenan & Associates Notified</p>		Date:	

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))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date

Should an employer be made aware of a non-employee infection source COVID-19 status.

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 to all employees during paid time, in our exposed group except for:
 - Employees who were not present during the relevant 14-day period.
 - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
 - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms, or for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- 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:

1. 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).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use.
3. 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.
4. 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:

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

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**.