



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 exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date of Issuance: May 28, 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**.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- 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.

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](https://www.sjeccd.edu/) 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 the following 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 will be 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

With limited exception, we require at least six feet of physical distancing at all times in our workplace by:

- The District instituted telework during the State's Shelter Order as a primary means to remove the need for workers to be in the workplace.
- 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, to indicate where employees and visitors should be located or their direction and path of travel.
- Maximum occupancy for campus elevators has been determined based on elevator size. Signs have been placed in elevator waiting areas.
- Reducing the number of persons in an area at one time, including visitors.
- Staggered arrival, departure, work, and break times will be addressed by individual department administrators.
- Adjusted work processes or procedures, such as reducing production speed may be necessary in some areas to allow greater distance between employees.

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.

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 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. 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.
- 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.)

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, and doorknobs, using cleaning products and disinfectants approved by the EPA.
- 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 such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

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.

Employees who had potential COVID-19 exposure in our workplace will be:

- 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.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

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 or 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 current public health order or directive requires those fully vaccinated to continue to wear a mask and socially distance themselves from others.
- 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.
- 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.

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.
- Information regarding COVID-19-related benefits 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 and hand hygiene, to be effective.

- 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.
- 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.
- 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

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met by placing the employee on paid administrative leave 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.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by placing the employee on paid administrative leave during the quarantine period.
- 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 at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- 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. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms may not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms 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.
 - If an order to isolate or quarantine 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. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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Byron D. Clift Breland (Jun 3, 2021 13:48 EDT)

06/03/2021

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			
Physical distancing including social distancing markers			
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 personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: _____

Name of person conducting the investigation: _____

Employee (or non-employee*) name:		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 staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		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 exposure period:	
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:	

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:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce an exposure to COVID-19 like this in the future?	
Was local health department notified?		Date:	
Was Keenan & Associates 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 any District site is identified by the local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in our workplace within a 14-day period.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be 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 who remain at the workplace at least once per week, 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 will provide additional testing when deemed necessary by Cal/OSHA.

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 will be documented and include:

- 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.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

This section of the CPP will be invoked if any District site experiences 20 or more COVID-19 cases within a 30-day period and will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

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:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. When MERV-13 or higher filters are not compatible with the ventilation system, 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 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.

Notifications to the local health department

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