



SAN JOSÉ · EVERGREEN
Community College District

COVID PREVENTION PLAN

• 2023 •



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).

BOARD OF TRUSTEES

Tony Alexander
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COVID 19 PREVENTION PROGRAM (CPP) | SAN JOSÉ – EVERGREEN COMMUNITY COLLEGE DISTRICT

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

Date of Issuance: May 28, 2021

Revised: January 12, 2022

Revised: August 22, 2022

Last Revised: February 15, 2023

AUTHORITY AND RESPONSIBILITY

The District Chancellor has overall authority and responsibility for implementing the provisions of this CPP in all District workplaces, including **SJCC, EVC, ME,** and the **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.
- » 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 is 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.

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 SJCC, EVC, the ME, and the DO.

The link to the [Centers for Disease Control and Prevention Coronavirus Self-Checker](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) 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 designated check-in process for the campus and facilities they are entering. The check-in process varies slightly by location, but generally includes scanning QR codes on the entrances to buildings. 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. These employees are prohibited from being in the workplace until cleared by Human Resources:**

- » Any one of the reported symptoms related to COVID-19, 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.

Employees who have been exposed to a positive COVID-19 case are no longer required to quarantine away from the workplace per Cal/OSHA's May 6, 2022 revised Emergency Temporary Standards, provided they are not experiencing any symptoms, regardless of their vaccination status.

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 two business days of being made. A report of all incidents, including how they were resolved, must be sent to the **District's Director of General Services and Chief of Police, SJCC's Vice President of Administrative Services, and EVC's Vice President of Administrative Services.**
- » Employees must 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

While there are currently no restrictions regarding social distancing, we ask that everyone entering District property be respectful of the personal space of others and honor the wishes of those who want to maintain distance between themselves and others.

Face Coverings

As of June 21, 2022, the District has lifted its mask mandate. While no longer required, employees, students, and visitors are strongly encouraged to continue to wear face coverings indoors and in outdoor social settings while on District property. The District will provide masks at kiosks placed near building entrances. N-95 masks, and clear masks for those communicating with someone who is hearing impaired, are available at each worksite to any employee who requests one.

As of April 20, 2022, the California Department of Public Health (CDPH) strongly recommends wearing a mask for all individuals—regardless of vaccination status—in indoor public settings and businesses. Surgical masks or higher-level respirators (e.g. N-95, KN-95, KF-94) with good fit are highly recommended.

If the Santa Clara County Department of Public Health institutes a mask mandate, any employee who is unable to wear a mask due to a medical condition or sincerely held religious belief must contact **Benefits Coordinator Michelle McKay** at michelle.mckay@sjeccd.edu, or other designated employee, in order to request an accommodation. In such an instance, students unable to wear a mask on campus due to medical reasons must request an accommodation through the office of Vice President of Student Services on the campus they attend. Employees 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 in the workplace.
- » Cleaning supplies are available for each department so employees may adequately clean their own workspaces, shared or unshared, including District vehicles.

- » Provide training and guidance to all employees on proper procedures for cleaning and disinfection in their workspace.

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.
- » When requested, 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).

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.

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.
- » 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 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

In alignment with current local and state department of public health requirements for events, members of the public attending events on District or College property are not required to check in. Proof of vaccination or recent negative COVID test result is also not required for entry to District and College events.

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. District Office employees may test at EVC. **Employees with COVID-19 symptoms or who have tested positive within the previous 10 days are prohibited from coming onto campus to test or re-test.**

- » 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 8:00 a.m. – 8:00 p.m. and Friday from 8:00 a.m. – 3:00 p.m.*

**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 who self-report and those identified as being in close contact with a positive case are advised of their recommended testing timeline based on each exposure and directed to their primary treating physician for guidance as well as the campus testing site, their medical plan, and county locations for free testing. Employees exposed in the workplace may get tested on District time.
- » Close contact is determined by looking at the size of the workplace, as set forth in the California Department of Public Health [State Public Health Officer Order](#):
 - For indoor spaces of 400,000 or fewer cubic feet per floor, close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period as defined by this section, regardless of the use of face coverings.
 - For indoor spaces of greater than 400,000 cubic feet per floor, close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.
 - Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

- » Per Santa Clara County Public Health Department, as of April 15, 2022, those identified as a close contact exposed to someone with suspected or confirmed COVID-19 who are asymptomatic (no symptoms) are not required to quarantine, regardless of vaccination status.
 - Close contacts must still:
 - Test within 3-5 days after last exposure.
 - If symptoms develop, test and stay home, AND
 - If test is positive, follow isolation recommendations
 - Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.
- » Employees who test positive for COVID-19, regardless of vaccination/booster status or severity of symptoms must isolate and stay home for 10 days. However, isolation may end after day 5 if symptoms are not present or are resolving and a rapid/at-home test collected on day 5 or later tests negative. If unable to test on or after day 5 or they continue to test positive, the employee's quarantine period will end 10 full days after their initial positive test. A copy of their test results must be sent to **Michelle McKay in Human Resources**.

Any employee who develops any of the known COVID-19 symptoms must quarantine away from the workplace and be tested immediately, regardless of their vaccination status. The amount of time they are required to quarantine or isolate is based on their test results. A copy of their test results must be sent to **Michelle McKay in Human Resources** within 24 hours.

If the employee identified as a close contact has no symptoms, they may return to/remain on campus for testing, regardless of their vaccination status.

- » **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.

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 must report any COVID-19 symptoms and potential hazards related to COVID-19 to their immediate supervisor, **Benefits Coordinator Michelle McKay in Human Resources, or other designated employee**, via email or by telephone call immediately. Employees may also submit a Maxient report by clicking here: https://cm.maxient.com/reportingform.php?SanJoseEvergreenCCD&layout_id=11
- » 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 encourages everyone, including those fully vaccinated and boosted, to continue to wear a well-fitting mask and practice social distancing 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 the testing center on the campus they work at to test (District Office employees may go to EVC only (not SJCC). They may also test through a free county site <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>, or get tested through their medical provider. Rapid/At-Home tests are also available (while supplies last) at each worksite.
 - 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 may not return to campus for this testing in order 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. <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 to which the employee may be entitled under applicable federal, state, or local laws.
- » Reminders 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 may be combined with other controls, including face coverings, increased ventilation, hand hygiene, and respiratory protection to decrease the spread of COVID-19.
- » 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-95 masks and more-protective respirators increase protections from airborne disease, while face coverings primarily protect people around the user.
- » COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee 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 with symptoms, 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 local, 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, as allowable by law.
- » 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 doctor's 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:
 - 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
 - A minimum of 5 days have passed since the day the positive test was taken,
 - Isolation may end after 5 days of the first positive test IF the employee submits negative test results from a second test taken on or after 5 days from the initial positive test (an antigen (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, however, supplemental paid sick leave may only continue if the employee continues to test positive after day 5. Under no circumstance should an employee return to work with a fever or symptoms that have not yet improved or while still testing positive with an antigen test.
- » Persons identified as a close contact of a positive COVID-19 case are not required to quarantine away from the workplace regardless of their vaccination status, **as long as they do not have any COVID-19 symptoms**. However, they must:
 - **Get tested 3 – 5 days after the last day they were exposed to the positive COVID-19 case. A copy of their test results must be sent to Michelle McKay in Human Resources.** Close contacts are encouraged to practice social distancing and wear a well-fitting mask around others for a total of 10 days after the last exposure date.
 - **If symptoms develop, test and stay home, AND notify Michelle McKay in Human Resources.**
 - **If test result is positive, remain home, report results to Michelle McKay in Human Resources, and follow isolation recommendations.**
- » If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted.

In all positive cases above, to shorten the 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. Raúl Rodríguez
Interim Chancellor

02/15/23

Date



SAN JOSÉ · EVERGREEN
Community College District

APPENDICES

COVID PREVENTION PLAN

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:

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 form to Director of General Services Mark Hua at mark.hua@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: _____

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

Send completed form to Director of General Services Mark Hua at mark.hua@sjeccd.edu.

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: _____

Name of COVID-19 Case <i>(employee or non-employee)</i> and contact info:		Occupation <i>(if non-employee, why they were in the workplace):</i>	
Location where employee worked <i>(or non-employee was present in the workplace):</i>		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:	

APPENDIX C: INVESTIGATING COVID-19 CASES

Vaccination status of close contacts:			
List of those testing was offered to, including those fully vaccinated:			
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:			
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 employees 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:	

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))

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.

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

Date: _____ Location: _____

Person that conducted the training: _____

Employee Name & Campus (Please Print)	Signature

Send completed form to Director of General Services Mark Hua at mark.hua@sjeccd.edu.



SAN JOSÉ · EVERGREEN
Community College District

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***.

