



CONTRA COSTA COMMUNITY COLLEGE DISTRICT

COVID-19 Return to Worksite Operational Plan

As of April 23, 2021

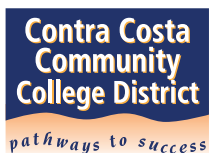
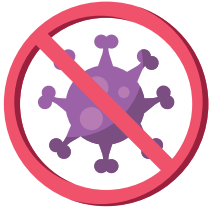


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OVERVIEW



The Contra Costa Community College District (CCCCD) is committed to protecting the health and safety of its students and employees during the COVID-19 pandemic, and will continue offering predominately online courses and student services for the Summer 2021 term, in accordance with County guidelines.

CCCCD is also planning a Fall 2021 schedule with significant increases of in-person offerings that maximize student opportunities for safe learning experiences and support. Course offerings will include a balance of in-person, hybrid, and fully online classes. Work also continues on assessing and making improvements to college facilities to ensure a safe learning environment.

Even as the District continues remote operations, more CCCC employees will return to their worksites to engage in essential duties that cannot otherwise be conducted in a remote fashion. Such scaling of services will be only to the extent necessary to meet the needs of students, while complying with all relevant health and safety guidelines.

The CCCC COVID-19 Return to Worksites Operational Plan sets out procedures, protocols, and guidelines in the following categories to promote the health and safety of the members of the campus community:

- Social Distancing
- Face Covering
- Training
- Self-Screening
- Facilities Preparations
- Enhanced Disinfection & Cleaning

The purpose of this plan is two-fold:

1. Inform employees of important safety protocols and procedures, including steps that should be taken prior to returning to their worksites.
2. Communicate risk mitigation measures that will be in place prior to employees returning to District sites

The CCCC COVID-19 Return to Worksites Operational Plan is the continuing product of collaborative planning discussions that featured college vice presidents, college business officers, student services managers, risk management, facilities, maintenance and operations managers, United Faculty, Public Employee Union, Local 1, Academic Senate, Classified Senate, and Chancellor's Cabinet. The plan reflects the most current federal, state, and local public health guidance and is subject to change based on new information. This living document provides an interim framework for delivering essential student and community services in the midst of a rapidly changing situation. The protocols contained herein will be updated as additional guidance becomes available.

Every member of the CCCC community plays a vitally important role in slowing the spread of COVID-19 and ensuring that District sites are as safe as possible for students and employees.

COVID-19 PREVENTION PROGRAM (“CPP”) FOR THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT

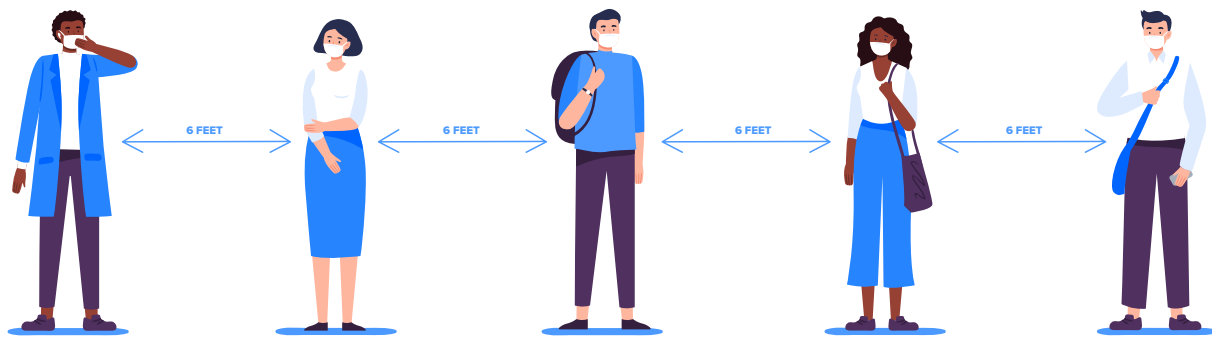
This CPP is designed to mitigate exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: December 21, 2020

Authority and Responsibility

The District’s Director of Risk Management has overall authority and responsibility for implementing the provisions of this CPP in our workplace, in consultation with the District’s Chief of Police and each College’s President or their designee. 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.



SOCIAL DISTANCING PROTOCOLS

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements – where possible.
- Reducing the number of persons in an area at one time, including visitors.
- Providing visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Arranging for staggered arrival, departure, work, and break times.
- Adjusting work processes or procedures, 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.

The primary objective of the social distancing protocols is to ensure proper physical distancing in instructional, student services and office spaces. Physical distancing is identified by health authorities as the most effective single method of avoiding the spread and contraction of COVID-19.

To support social distancing requirements, the following expectations apply districtwide:

- Instruction, student services, and employee work occurring at District facilities must provide at least six-foot physical distancing whenever possible when people are occupying the same space. Physical spaces will be modified as needed.
- The number of people that can be present within a given space will be limited to the number that can occupy that space while remaining six feet apart. In some cases, this will require that only one person uses a space at a time (i.e. elevators, restrooms).

Modified work shifts pursuant to collective bargaining agreements to reduce the number of employees in offices and common areas if necessary.

- Use of audio and/or video conferencing tools for meetings where appropriate.
- Implementation of digital business processes and electronic signatures to minimize handling of paper.
- In accordance with CDC Guidelines, employees and students must stay away from all District facilities when any of the following conditions apply:
 - When they believe they are experiencing COVID-19 symptoms.
 - If they have tested positive for COVID-19 or have been in close contact* with a confirmed positive person during the period of contagion.

*Per the CDC, a close contact is defined as an individual being within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.



Face Coverings

The District provides clean, undamaged face coverings and ensures they are properly worn by employees over the nose and mouth when indoors, and when outdoors

and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

When on campus and at the District Office, employees are expected to follow County and State public health guidelines for physical distancing, face covering, and hygiene, plus additional measures as noted in this document.

In addition to the CDC guidelines, the guidance issued by the California Public Health Department on June 18 requires face coverings to be worn anytime an employee can possibly come within six feet of another person. Face coverings must cover the nose and mouth and should be worn when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible.

Distribution:

Disposable face coverings are available from each College Business Office and District Office Risk Management (for DO based employees), should employees not have their own face covering.

Managers and supervisors should submit the number of faculty and staff that require face coverings to the Business Office, with copies to Maintenance and Operations or Buildings and Grounds leads. Managers should work with their supervisors to assess when additional Personal Protective Equipment (PPE) is required to employees as necessary for their job functions.

Faculty will wear a face covering in the classroom. If a faculty is not able to wear a face covering, a face shield will be provided upon request.

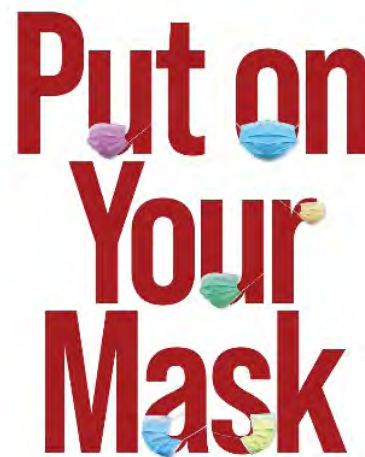
Because of limited supplies, upon request, each employee will be provided with up to two reusable face coverings. Employees are encouraged to bring their own face coverings. Reusable face coverings will not be

provided to students but will be available for purchase at campus bookstores.

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

- When an employee is alone in a room.
- 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, or who are hearing-impaired or communicating with a hearing-impaired person. 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.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.



Health officials say face masks must now be worn in all stores, lines, common areas, and most offices – except one person offices. Masks also are recommended during outdoor recreation.

Too many of us are jeopardizing other people's lives. Please do your part.

Download this poster at FoxTheOpen.com/Masks

Protocol Accommodations:

Employees who are not able to wear a face covering are encouraged to discuss their concerns with their supervisor, who will then refer them to District Human Resources for the accommodation process. All students must wear a face covering to enter classrooms and all college buildings. Students who have medical exemptions and who are not able to wear a face covering should be referred the DSPS/DSS office on campus for assistance. If a student refuses to comply with safety protocols, they should be referred to the college conduct officer.

For more information regarding the CDC and Contra Costa County Health Services guidelines on this topic, please refer to Appendix B.

COVID-19 TRAINING FOR CCCCDC EMPLOYEES

Training related to the following topics will be provided to all employees:

- Coronavirus Awareness
- Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings
- Coronavirus: Cleaning and Disinfecting Your Workplace

COVID-19 related training will be accomplished through the Keenan Safe Colleges Learning Management System. Keenan has developed a targeted online training module with a cumulative run time of 30 minutes. The training will be tracked through the District's professional development systems.

Training will be provided to all employees as of August 10, 2020. Individual supervisors and managers will be responsible for ensuring that their direct reports complete the training as necessary. Specific training will also be provided to supervisors, managers and other parties responsible for reporting known and suspected cases of COVID-19 infection within their areas.

Students in general are not required to take the training; however, it will be made available to them through InSite and completion may be required prior to participation in on-campus, in-person instructional activities.

CORONAVIRUS DISEASE 2019 (COVID-19)

You can help prevent the spread of respiratory illnesses with these actions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose & mouth.
- Practice social distancing by putting space between yourself & others.
- Wash hands often with soap & water for at least 20 seconds.

cdc.gov/coronavirus

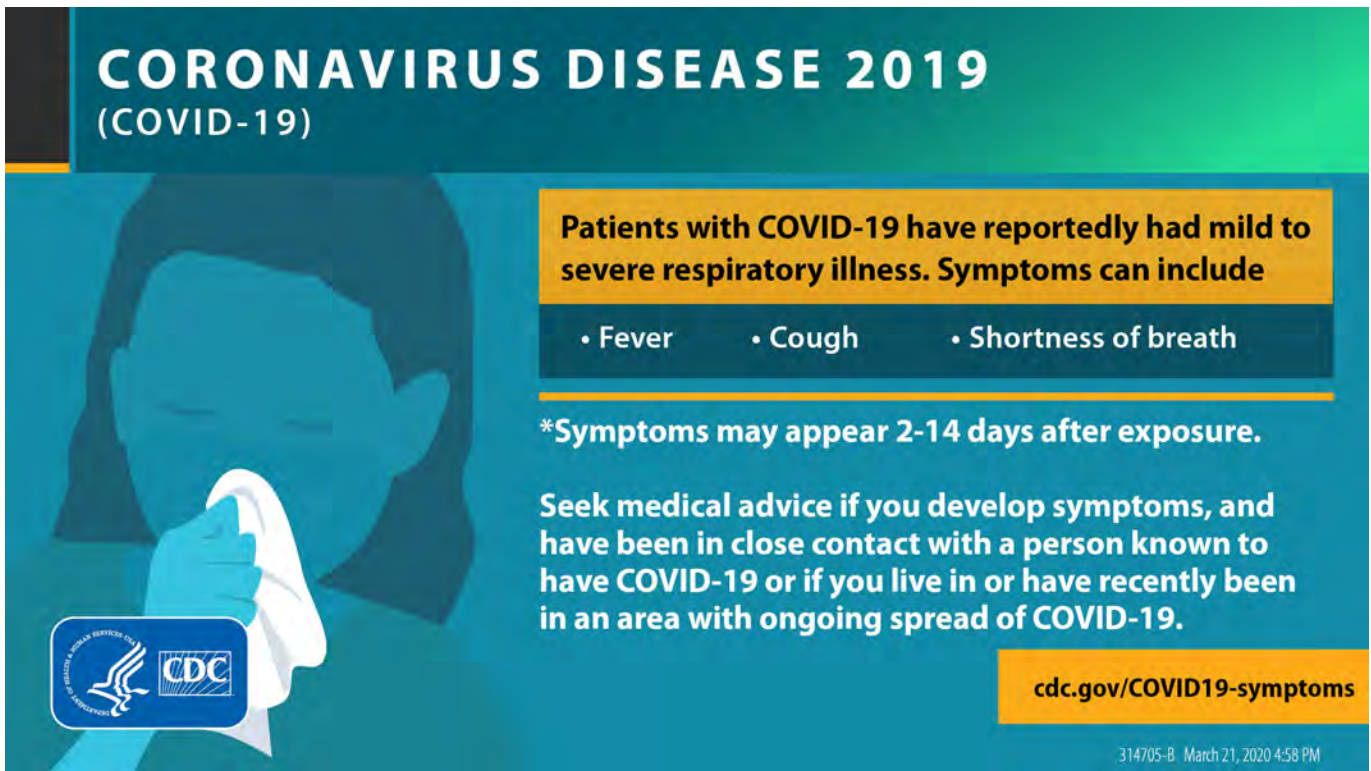
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Self-Screening

All employees, students, and visitors are expected to complete self-screening procedures for recognized COVID-19 symptoms before coming onto campus. Because most of our office and instructional spaces meet the low/medium levels from the OSHA workplace assessment pyramid, all employees, students and visitors are asked not to enter District sites if experiencing COVID-19 symptoms or if recently exposed to an infected person.

Temperature checks will only be performed in high density environments, such as dental hygiene and athletics.

For activities determined to have potentially greater than average risk for transmission, the District will monitor the self-reporting of staff and students coming to campus for those purposes. For College Athletics, the District will be using the Healthy Roster electronic application. The District's Director of Risk Management will monitor and track positive test results or reports of symptoms and will follow the described protocol for notifications and actions. Following successful deployment of this tool within individual College Athletics departments, the District will evaluate it for broader implementation.



CORONAVIRUS DISEASE 2019
(COVID-19)

Patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms can include

- Fever
- Cough
- Shortness of breath

***Symptoms may appear 2-14 days after exposure.**

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

cdc.gov/COVID19-symptoms

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Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

316475-A 07/21/2020

Facility Preparations

The layout and operation of campus buildings and facilities has been assessed one-by-one to ensure proper CDC and County Health Services health and safety requirements are met.

Cleaning and Disinfection Protocols

Colleges and District Office have thoroughly cleaned and disinfected all facilities in preparation for the scaled services that began back in August of 2020.

Areas on campus that are regularly used have been stocked with additional disinfection wipes for use by students, faculty, and staff.

Instructions on proper use of disinfection supplies are provided in each location. Disinfection of personal areas such as office desks continues to be the responsibility of the occupant. Disinfection of shared equipment, such as keyboards or copier controls is the responsibility of the user of the equipment. The supply of disinfection wipes continues to be inconsistent, and we ask that they are used only as instructed and not removed from the room they have been placed. As a part of pandemic planning, Chief Business Officers (CBOs) with their respective Maintenance and Operations teams conducted detailed building use assessments and have limited the use of certain spaces. Custodial capacity will be redirected to buildings that are in active use in order to provide for some daytime high traffic disinfecting in addition to regular cleaning during the night shift.

In addition, each campus Custodial department has completed the following steps to combat COVID-19 within campus facilities:

- Surveyed of all direct and indirect high- touch surface areas throughout campus buildings. This includes tables, doorknobs, light switches, elevator buttons, countertops, handles, desks, toilets, faucets, sinks, etc.



- All custodial staff have been given additional training and instruction on proper disinfection protocols specifically related to Coronavirus.
- Stockpiled additional cleaning and disinfection supplies that are certified by the EPA to be effective against the COVID-19 virus.

Treatment of Spaces Visited by a Symptomatic or COVID-19 Test Positive Person

Department staff should not attempt any disinfection of potentially contaminated spaces. All disinfection will be done by trained custodial staff. The work area access and any common areas (such as restrooms, break rooms, copy rooms, etc.) accessed by the symptomatic individual should be immediately closed off for a period of 24 hours to allow any respiratory droplets to settle. After 24 hours, the area(s) are to be cleaned and disinfected. Tools and equipment handled by the symptomatic employee should be immediately taken out of service and cleaned, sanitized, and disinfected in a manner consistent with CDC guidelines. Only after disinfection has occurred will spaces be opened for use.

Engineering Controls

In preparation for our gradual return to in-person instruction for Fall 2021, the District is in the process of completing a facilities HVAC readiness and assessment effort.

Our goal is to determine the most effective engineering measures and controls in order to move towards an increased in-person presence.

Building HVAC Systems

CCampus maintenance staff have returned to work in order to keep our buildings operating and safe for the activities that are occurring on campus. Where possible, adjustments have been made to bring in additional fresh air to buildings. A variety of air handling systems are in use across each campus and will be cleaned and filters changed to meet current ASHRAE guidelines. Physical spaces determined to not meet recommended standards will not be used during COVID-19.

Physical Barriers

Physical barriers, such as clear plastic, are placed in student and public facing locations including the following locations:

- Bookstore transaction counters
- Student services transaction windows
- Library transaction counters
- All other transaction counters
- Other site-specific locations based on college user needs

Room Capacity

Room capacity and seating layouts have been evaluated for social distancing requirements and current State and County requirements for maximum number of occupants in indoor spaces. This has significantly reduced room capacity in some cases. To assist occupants with maintaining social distancing, seats in rooms have been restricted using tape or signs. Note that in most rooms, storage limitations prevented furniture from being removed.

Please do not remove or relocate furniture from rooms and adhere to the markings that have been installed. As State and County guidelines continue to evolve, room occupancy requirements will need to be adjusted. Where possible, restroom use will be limited to single use restroom with additional signage. If not possible, signage will direct users to alternative single use restrooms.

Signs and Floor Markings

Floor markings to assist with social distancing and traffic flow will be placed in the following locations, as appropriate and necessary:

- Transaction window/counter where lines may form
- Directional “lanes” through interior narrow walkways and high traffic areas
- Additional locations as determined with individual departments and approved by CBOs

Signs have been placed at numerous locations on campus:

- Hand washing tips/reminders in restrooms

- Social distancing reminders
- Elevator capacity restrictions. Elevators are restricted to one occupant.
- Traditional drinking fountains have been shut off. Signs have been placed to direct people to the nearest bottle filling station
- COVID-19 awareness signs and any County required signage
- Stairwells signage indicating appropriate directional flow of traffic

Additional Facility Modifications

Additional modifications, such as cubicle modifications, will be evaluated only when requested by a department manager.

Requests must be approved by the campus CBO. Prior to requesting modifications to a space, we ask that the following questions are considered:

COVID-19 WORKPLACE HAZARD ASSESSMENT AND CORRECTION

Identification and Evaluation of COVID-19 Hazards

The District will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Identification of COVID-19 Hazards form in Appendix A
- 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.
- Conduct periodic inspections using the COVID-19 Inspections form in this Appendix A 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.

The purpose of the OSHA standardized workplace hazard assessments is to aid in identifying potential risks and sources of exposure and determining ways to mitigate that risk. District Risk Management will lead a centralized effort to conduct hazard assessments of every functional area in the District using OSHA standards related to hazard assessments in addition to information gathered from individual campus and District Office departments.

Communication regarding each employee OSHA workplace assessment will be conducted by the Risk Manager in collaboration with a senior leader/department manager to ensure consistency in the implementation. Appendix A outlines workplace OSHA hazard assessments.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as described in Appendix A.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by working with relevant site supervisors, their College's business office, and/or the District's Director of Risk Management.

PROTOCOL FOR SUSPECTED CASE OF COVID-19 ON CAMPUS

Our campus community is being cautious and taking measures to reduce risk; however, the contagious nature of the COVID-19 virus and the essential functions we provide to our students mean our community will potentially have positive cases among our students, staff, and faculty. It is critical that everyone knows how to respond.

CCCCD protocol for suspected case of COVID-19 on any of the District sites is delineated in the following sections of this document. CCCCCD COVID-19 Notification Flowchart and Email Notification Content is included as Appendix C with appropriate points of contact and their contact information. Appendix D outlines a Daily Symptom Check and Reporting Workflow.

Initial Response:

- Any individual who believes they are experiencing symptoms of COVID-19 infection, and are expected to report to, or have reported to a College or District facility within the prior 48 hours, should report their situation to a supervisor or manager immediately:
 - Contact should be made by phone, email, or other non- face-to-face communication, where possible, to avoid additional potential exposure.
- Individuals who have symptoms when they arrive on campus or become sick during the day should immediately isolate themselves from other employees, students, and visitors and leave campus as soon as possible to seek their personal health care provider. If not already doing so, wear a face covering and avoid touching common surfaces.



www.osha.gov

Notification Protocol (Appendix C):

- The employee's supervisor/manager should immediately contact their College Chief Business Officer. If unavailable, they will then call VP of Student Services, VP of Instruction, or District Chief of Police.
- It is critical that one of the individuals listed above personally acknowledge receiving the call. A voice mail is not relied on to establish contact.
- The employee's supervisor/manager should also send an email notification to its respective COVID Response Group with the content as described in Appendix C.
- **COVID Response Group Email is established for each District site:**
 - CCCCCOVID@contracosta.edu
 - DVCCCOVID@dvc.edu
 - LMCCCOVID@lmc.edu
 - DOCOVID@4cd.edu
- **The above email address for each campus will go to the following people:**
 - Chief Business Officer
 - VP of Student Services
 - VP of Instruction
 - Director of Risk Management
 - Associate Vice Chancellor of Human Resources
 - Chief of Police Services

While each campus Chief Business Officer is the primary point of contact, administrators listed above are responsible for reporting the event. The above listed administrators will remove all personal and health related information about the reporting party before passing on only relevant information to the following by their supervisors or liaison:

- Director of Maintenance and Operations / Building and Grounds Manager
 - Custodial Manager
 - Respective Bargaining Unit representatives
 - Immediate supervisor/Dean of employee potentially exposed.
- If specific rooms or classes are involved immediate action should be taken to relocate occupants and close space until thoroughly cleaned.
 - The College President and the Chancellor will be notified once contact tracing is complete with tangible outcome.

Requirement for Testing

If an employee reports experiencing symptoms of COVID-19, a supervisor observes what they believe to be symptoms of COVID-19 by an employee, or an employee reports they may have been exposed to an infected person, the employee will be advised to seek medical care and get cleared to return to worksite through the following methods:

- If it is determined that the exposure occurred at work, the individual will be advised to contact “Company Nurse” for testing and guidance. Use of sick time will not be required in this case.
 - If it is determined that a confirmed exposure occurred outside of work, the employee should seek medical assistance to get tested for COVID-19 either through their medical provider or at one of the free county test sites.
- If the test results are negative, this will act as sufficient proof to approve a return to work.
 - If the test is positive, the employee will follow all guidance from the county health department or their medical provider and;

- Not return to work for 14 days or doctor’s recommended duration, and
- Provide a physician’s note approving their return to work.
- If the test results are negative, this will act as sufficient proof to approve a return to work.
- If the test is positive, the employee should follow all guidance from the county health department or their medical provider and;
 - Not return to work for 14 days or doctor’s recommended duration, and
 - Provide a physician’s note approving their return to work.

Contact Tracing

- In the event of a confirmed workplace COVID- 19 test exposure, contact tracing will be initiated by Contra Costa County Health Services with assistance from District Risk Management.
- Although County health officials are solely responsible for formal contact tracing of confirmed cases of COVID-19 infection, District Risk Management will coordinate preliminary worksite investigations of self-reported suspected cases, which may include precautionary communications to individuals who may have shared space with reporters.
- If the College or supervisor is contacted by a public health official during their contact tracing, all calls should be forwarded to District Risk Management where contact tracing information will be stored. The College and District will cooperate by providing schedules, contact information and even a walk- through of the facility if requested.
- In the event that multiple cases of exposure occur at a District site, the District will determine an appropriate response in consultation with County Health.

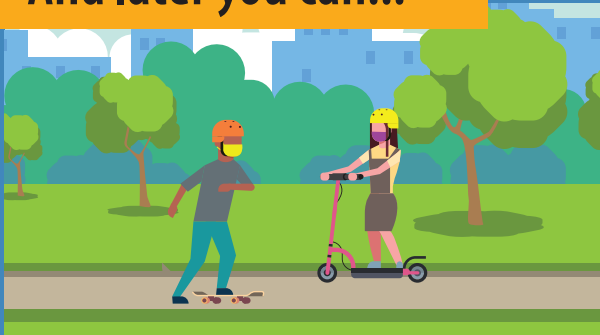
Do it for Yourself and Your Friends

If you have or think you have COVID-19

Stay home, get rest, and hydrate



And later you can...



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

REFERENCES

CDC Frequently Asked Questions

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

Additional Information - CDC FAQ for Businesses

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

How to Protect Yourself and Others (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC Glossary of Terms

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

CDC Considerations for Higher Education

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

Contra Costa County Health Services – Health Orders

<https://www.coronavirus.cchealth.org/health-orders>

California Department of Public Health – Face Covering Mandate (as of June 18, 2020)

<https://www.cdph.ca.gov/Programs/OPA/Pages/NR20-128.aspx>

CDC Face Covering Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#recent-studies>

Contra Costa Health Services Department position statement on thermometer temperature screening as an infection control measure for COVID-19

https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_24a9cefea3aa461da78210df0d5c57f3.pdf

Contra Costa Health Services Department GUIDANCE FOR BUSINESSES AND WORKPLACES WHEN AN EMPLOYEE TESTS POSITIVE FOR COVID-19

https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_79a5394f3a714b25bdd04bfb45d6a610.pdf

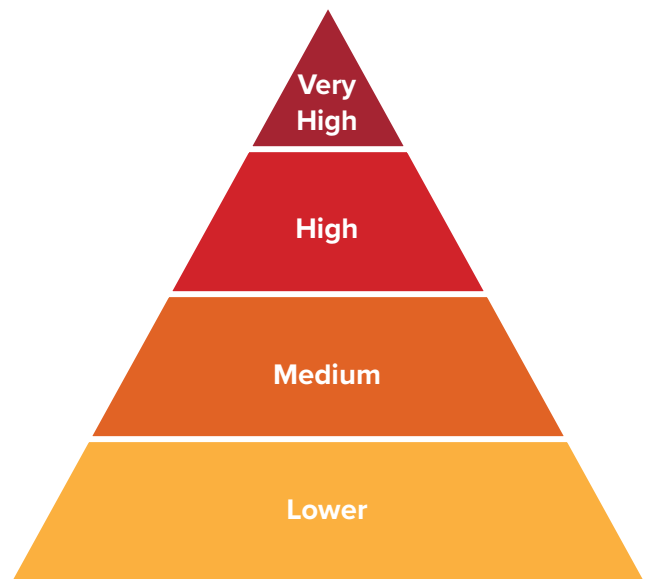
APPENDIX A: WORKPLACE OSHA HAZARD ASSESSMENTS

The purpose of the hazard assessment and training is to aid in identifying potential risks and sources of exposure. OSHA requires employers to assess occupational hazards to which their workers may be exposed. Some OSHA standards, such as those for personal protective equipment (PPE) (29 CFR 1910.132) and respiratory protection (29 CFR 1910.134), include these types of requirements.

In assessing potential hazards, the District will consider if, and, when employees may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk, as shown in the occupational risk pyramid, below. The four exposure risk levels represent the probable distribution of risk.

Most American workers will likely fall in the Lower Risk (caution) or Medium Risk exposure levels. For our District under current working conditions, the vast majority of employees will fall into the lower risk (caution) or medium risk categories, depending on the nature of their particular work environment.



Lower Exposure Risk (Caution)

Jobs that do not require contact with people known to be, or suspected of being, infected with COVID-19.

Workers in this category have minimal occupational contact with the public and other coworkers.

Examples include:

Remote workers (i.e., those working from home during the pandemic).

Office workers who do not have frequent close contact with coworkers, customers, or the public.

Medium Exposure Risk

Jobs that require frequent/close contact with people who may be infected, but who are not known to have COVID-19.

Workers in this category include:

Those who have frequent contact with travelers who return from international locations with widespread COVID-19 transmission.

Those who have frequent contact with the general public (e.g., in colleges, high population density work environments).

High Exposure Risk

Jobs with a high potential for exposure to known or suspected sources of COVID-19.

Workers in this category include:

Healthcare delivery and support staff (hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients.

Medical transport workers (ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.

Very High Exposure Risk

Jobs with a very high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category include:

Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.

Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).

APPENDIX B

Per the CDC and Contra Costa County Health Services provided guidelines, everyone should:

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth with unwashed hands.**



Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least six feet apart from other people (about two arms' length).
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.



Cover your mouth and nose with a face covering when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a face covering when in public. Cloth face coverings should not be placed on young children under age two, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.



- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep at least six feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues in the trash.**
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



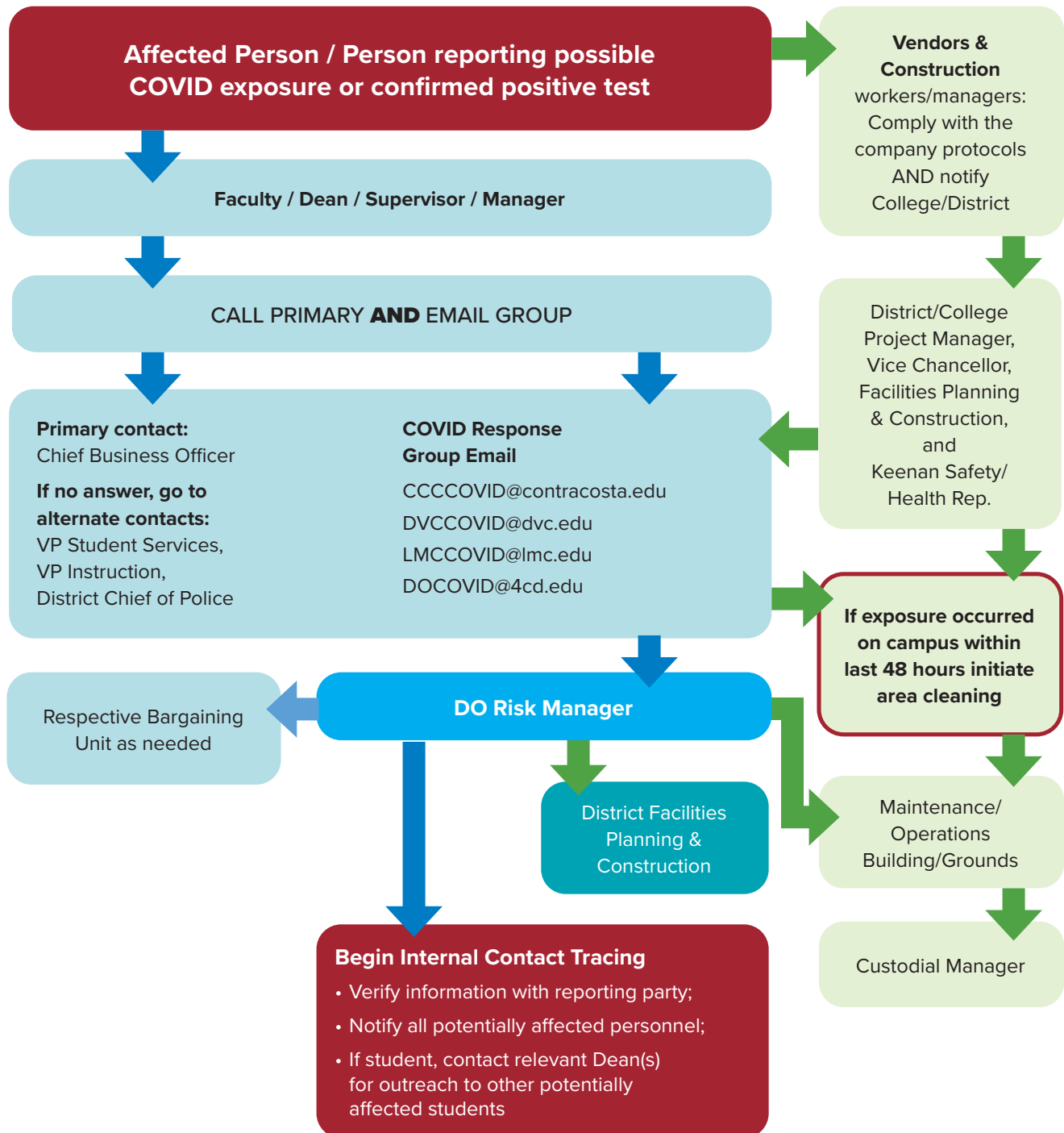
Monitor Your Health

- Follow the CDC Guidance if symptoms develop.
- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other COVID-19 symptoms.
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of six feet.
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen, or after drinking hot or cold beverages if taking temperature orally.





APPENDIX C: CCCC CD COVID-19 NOTIFICATION FLOWCHART & TEMPLATE EMAIL NOTIFICATION CONTENT



Email Notification Content:

An email from the reporting supervisor/manager is to be sent to the respective email for the campus as identified in the Notification Flowchart. The following specific information should be included in the notification email:

First, tell us why this person is believed to be potentially COVID-19 exposed? (E.g. an actual positive test result (if yes, when/where was it reported?), an actual positive test result from someone they had extended contact with, just potential symptoms (fever, etc.), Second, as part of our protocol please provide the following information to the best of your knowledge:

- Symptomatic employee name (*pending confirmation of privacy laws if this can be shared at this point - this may not be necessary for the initial notification*)
- If a student, the class section attended.
- Rooms or spaces that the symptomatic individual entered, including restrooms, break rooms, copy rooms, or other common spaces.

- Individuals that had close contact with symptomatic individual or one who reports they tested positive. The CDC recommends a general rule of thumb to follow when reporting who was within close contact with the employee as someone who was within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient is isolated.
- Date, time, and duration individual was on campus. If possible, include visits to campus from 48 hours prior.

The reporting supervisor/manager is not to share the information with anyone other than individuals identified in the COVID Response Group Email. Notification to others that were potentially exposed will be done by District Risk Management, Campus Administration, District HR, or Contra Costa Health Services during contact tracing in event of confirmed case.

Template email (please customize):

TO: [Relevant group]

FROM: [Department]

SUBJECT: COVID-19 EXPOSURE NOTIFICATION



URGENT:

A **[campus/location] [student/employee]** that was [attending a class /working] with the [Insert Department Name] department communicated that they might have been exposed to COVID-19. This individual communicated that they believed they were exposed because [enter rationale if provided].

The individual was on campus on **[enter Date, time, and duration]** during the past 48 hours.

The rooms or spaces that the symptomatic individual entered include the following:

[please list the rooms and buildings]

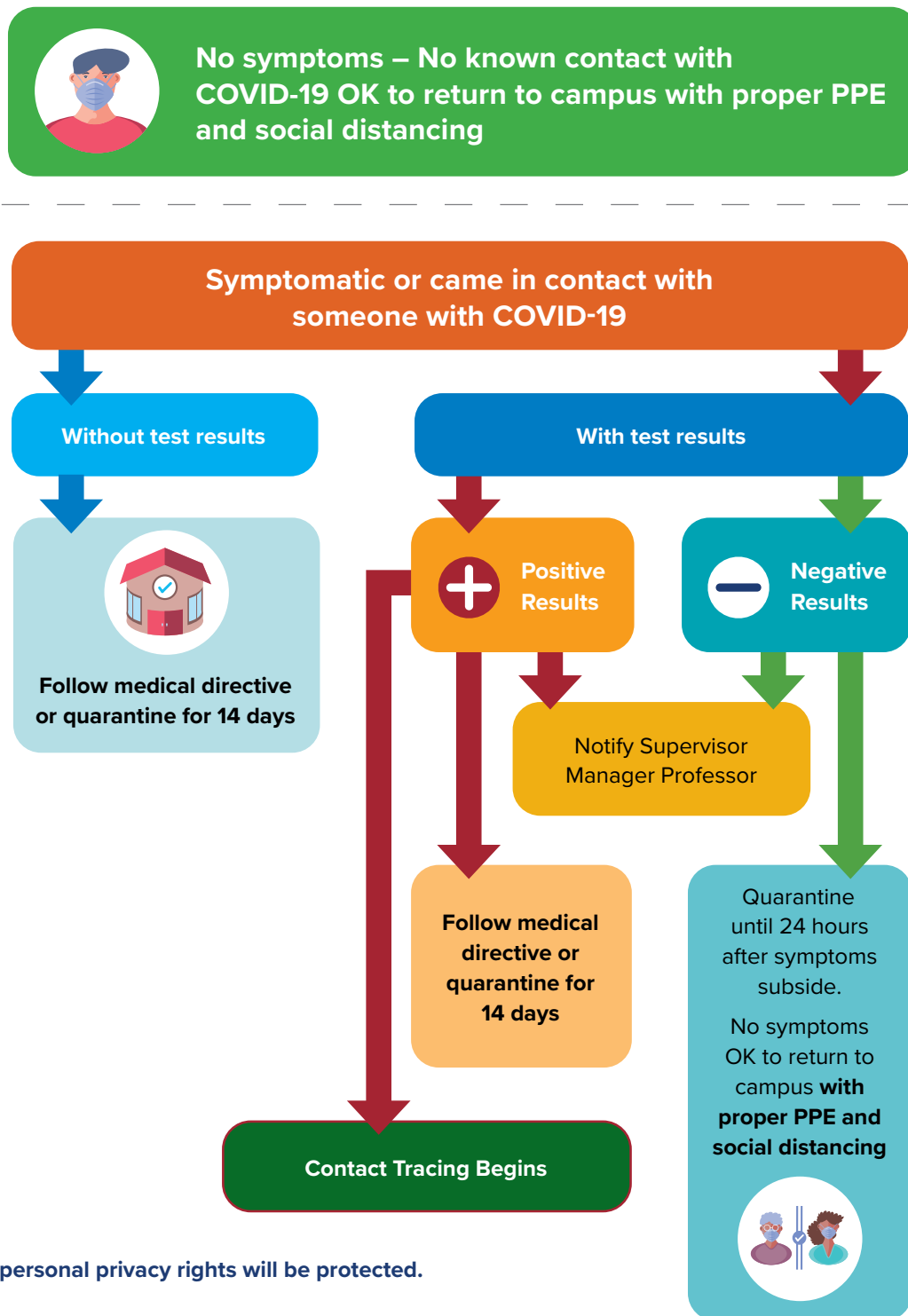
To my knowledge the following individuals may have had close contact with the individual.

[Please list the individuals]

[If referring to a student] As a student, they were attending the following course sections.

[Please list each course section]

APPENDIX D: DAILY SYMPTOM CHECK AND REPORTING WORKFLOW



APPENDIX E

Appendix E contains the following three Safety Checklist documents as part of Contra Costa CCCCD's COVID-19 Safety Protocols and Procedures:

- Student Safety Checklist
- Employee Safety Checklist
- Classroom Safety Checklist

Student Safety Checklist

The following checklist incorporates recommendations from the [California Department of Health](#) and the [Centers for Disease Control and Prevention](#) regarding how to stay safe when going to a school campus during COVID-19. The Student Safety Checklist is a companion document to the [CCCCD COVID-19 Operational Plan](#).

CCCCD is committed to safeguarding the health and safety of all students, faculty, and staff. Promoting safety in the age of COVID-19 requires that each person actively take steps to mitigate risk and the spread of the disease. For this reason, students should only come to campus if they are enrolled in a hybrid course or have an appointment to receive services in person. When planning to come on campus, please complete the following checklist to do your part in protecting yourself and others.

Prior to Coming to Campus

- ☐ Review the following information about COVID-19 symptoms and safety information.
 - [COVID-19 Symptoms](#)
 - [How to Protect Yourself and Others](#)
 - [What to do if you think that you may have COVID-19](#)
 - [Keenan Safe Colleges COVID-19 training](#)
- ☐ Check your InSite email address for specific information pertaining to safety protocols for your courses. Depending on your course, your instructor may have sent you information that should be reviewed before your first class session.
- ☐ All students and employees will be required to wear a face covering* while on campus. Please make sure that you have a face covering prior to your first day of class. Students not wearing face coverings will not be allowed into the classroom.
 - Please review the [CDPH Guidance for the Use of Face Coverings](#) and CDC's [Use Cloth Face Coverings to Slow the Spread of COVID-19](#).

* Employees who are exempt from wearing a face covering as defined in the [CDPH Guidance](#) should contact HR prior to returning to their worksite to seek an accommodation through the interactive process.

Before Leaving for School

- ☐ Conduct a thorough [self-assessment](#) to determine whether you pose a potential risk of exposure to others.
 - **Please do not come to campus if you are experiencing any COVID-19 symptoms.** Your instructor will work with you to make it possible for you to make-up missed work, either during the current semester or during a future semester. You will not be penalized for staying home if you are sick.
 - Follow the CDC's recommendations for [what to do if you think that you may have COVID-19](#).
- ☐ Ensure that you have your face covering* on-hand so that you can apply it upon arriving at school.
- ☐ Wash hands with soap and water for at least 20 seconds.

Upon Arriving at School and Throughout the Day

- ☐ Apply your face covering immediately upon arriving on campus. Please note that you will not be allowed into your classroom if you do not have a face covering.
- ☐ Follow all instructor and staff instructions regarding safety procedures during the on-campus meeting.
- ☐ Observe social distancing guidelines by maintaining a distance of six feet from other people.
- ☐ Wash hands before entering your class and regularly throughout the day
 - To the extent possible, avoid touching commonly touched surfaces, such as door handles, after washing hands.
- ☐ Avoid touching face or face covering throughout the day.

When You Enter Your Classroom

- ☐ Hand sanitizer will be provided at the door to your classroom.
- ☐ Your instructor will show you your assigned seat/work area. Please use this seat every class session.
- ☐ Use a sanitizing wipe to clean your learning space at the beginning and end of each class session.
- ☐ Comply with any additional safety protocols that are required by your instructor or staff appropriate for the space and/or equipment being used.

* Hearing impaired students who need to read lips should review [CDPH Guidance](#). Contact Disabled Students Services for assistance.

Employee Safety Checklist

The following checklist incorporates recommendations from the [California Department of Health](#) and the [Centers for Disease Control and Prevention](#) pertaining to safety protocols for employees returning to schools and office spaces. The Employee Safety Checklist is a companion document to the [CCCCD COVID-19 Operational Plan](#).

CCCCD is committed to safeguarding the health and safety of all employees and students. Promoting safety in the age of COVID-19 requires that each person actively take steps to mitigate risk and the spread of the disease. Please complete the following checklist to do your part in protecting yourself, your colleagues, and our students.

Prior to Returning to Your Worksite

- ☐ Review the [CCCCD COVID-19 Operational Plan](#)
- ☐ Complete the [Keenan Safe Colleges COVID-19 Training Modules](#) to learn about best practices regarding how to protect yourself and others.
- ☐ Consult with your supervisor and/or dean to learn about any changes or updates related to the following:
 - Facilities mitigation measures that have been applied to your work area to maximize safety and facilitate for social distancing.
 - Temporary operational changes that will be in effect when you return to your worksite (i.e. services offered by appointment only, closed common spaces, restricted entrances, etc.).

Before Leaving Home to Commute to Work

- ☐ Conduct a thorough [self-assessment](#) to determine whether you pose a potential risk of exposure to others.
 - Please do not come to work if your self-assessment indicates that you should stay home.
 - Follow the CDC's recommendations for [what to do if you think that you may have COVID-19](#).
- ☐ Ensure that you have your face covering* on-hand so that you can apply it upon arriving at your worksite.
 - Please review the [CDPH Guidance for the Use of Face Coverings](#) and [CDC's Use Cloth Face Coverings to Slow the Spread of COVID-19](#).
- ☐ Wash hands with soap and water for at least 20 seconds.

Upon Arriving at Your Worksite and Throughout the Day

- ☐ Apply your face covering* when arriving to campus. For most employees, this will involve applying your face covering while still in your vehicle. Per the [CDPH Guidance](#), face coverings* should be worn whenever an individual is inside a public space, when walking through common areas, and when outdoors in public spaces when maintaining social distancing requirements is not feasible.
- ☐ Wash hands or use hand sanitizer upon arrival at your worksite and regularly throughout the day
 - Utilize the restroom closest to your workstation.
 - To the extent possible, avoid touching commonly touched surfaces, such as door handles, after washing hands.
- ☐ Observe social distancing guidelines by maintaining a distance of 6 feet from other individuals.
- ☐ Avoid touching face or face coverings throughout the day.
- ☐ Wipe down your work station and surfaces at the beginning and end of your workday

Additional Resources

- [Know the Symptoms of Coronavirus \(CDC\)](#)
- [How to Protect Yourself and Others](#)

* Employees who are exempt from wearing a face covering as defined in the [CDPH Guidance](#) should contact HR prior to returning to their worksite to seek an accommodation through the interactive process.

Classroom Safety Checklist

The following checklist incorporates recommendations from the [California Department of Health](#) and the [Centers for Disease Control](#) and Prevention pertaining to safety protocols for schools, as well as recommendations from the [CCCCO Report of the Safe Campuses Reopening Workgroup](#). The Classroom Safety Checklist is a companion document to the [CCCCD COVID-19 Operational Plan](#).

CCCCD is committed to safeguarding the health and safety of all employees and students. Promoting safety in the age of COVID-19 requires that each person actively take steps to mitigate risk and the spread of the disease. Please utilize the following checklist to help keep yourself, your colleagues, and our students safe in the classroom setting.

Prior to First In-Person Class Meeting

- ☐ Review and complete the [Employee Safety Checklist](#). This will include reviewing the [CCCCD COVID-19 Operational Plan](#) and completing the [Keenan Safe Colleges COVID-19 Training Modules](#) to learn about best practices regarding how to protect yourself and others.
- ☐ Conduct a walk-through of your teaching space to become familiar with the furniture arrangement and any additional facilities mitigation measures that have been put in place to facilitate social distancing and mitigate risk of exposure. Contact your dean if you have any questions about the layout or concerns about how it might affect teaching and learning.
- ☐ Conduct a course-specific needs assessment in collaboration with your dean. The assessment should take into consideration the specific requirements of your discipline, teaching plan, classroom activities, and the degree to which students will need to share equipment and/or be in close proximity to one another to accomplish their assignments.
 - Cleaning supplies and materials – Every classroom will be equipped with hand sanitizer and basic cleaning supplies that can be used to disinfect frequently used surfaces.
 - In the event that students will be using shared equipment or supplies, in addition to the noted cleaning supplies, latex-free gloves can be provided.
 - If your teaching plan requires students to work in groups or at stations, please request additional cleaning supplies to ensure that each station is equipped with the necessary supplies.
 - If you teach an Allied Health course (i.e. Registered Nursing or Dental Assisting) in which students will provide or simulate medical care on another individual, the use of advanced PPE (i.e. N95 masks) may be warranted.
 - Temperature Checks will be conducted for students enrolled in courses that will necessitate close contact, such as certain Allied Health courses. Please speak with your dean if you feel that your course falls into this category.

- Instructional Materials & Shared Equipment
 - To the extent possible, classrooms should be equipped with adequate supplies to minimize sharing of high-touch materials. In some cases, this will require that colleges purchase individual kits for students or additional equipment so that only a small group of students interacts with each item to limit exposure.
 - Ensure that you have sufficient supplies to avoid the need for students to share electronic devices, books, pens, and other learning aids.

- ☐ Consult the [CCCCO Report of the Safe Campuses Reopening Workgroup](#) (pages 6-8) for any applicable, discipline-specific recommendations.
- ☐ Develop an assigned work area/seating plan to assist with taking daily attendance. Close monitoring of in-person attendance will be essential to support contact tracing in the event of an exposure.
- ☐ Determine what protocols you will require students to follow upon entering your classroom. All students will receive the [Student Safety Checklist](#) in their InSite account, which will instruct them to adhere to the following protocols when entering a classroom. Faculty are welcome to adopt this list for their classroom, or impose additional requirements that are appropriate to their instructional environment and activities. All faculty should post their entry protocols on their Canvas shells and syllabi.
 - Students must be wearing a face covering in order to be admitted into the classroom, as specified in [CDPH Guidance](#).
 - Immediately upon entering the classroom, every student should do the following:
 - Administer hand sanitizer available at the classroom entrance.
 - Utilize the provided disinfectant wipes to disinfect their individual workspaces.
 - Faculty and staff may enforce all additional appropriate classroom, space and equipment safety rules.

In an effort to educate students on COVID-19 symptoms, prevention measures, and safety protocols, all faculty are encouraged to post relevant information in their Canvas shells.

- [Student Safety Checklist](#)
- [COVID-19 Symptoms](#)
- [How to Protect Yourself and Others](#)
- [What to do if you think that you may have COVID-19](#)

On the Day of the First In-Person Class Meeting

- ☐ Review all classroom safety protocols with students. This safety overview should include the following:
 - Entry protocols
 - Review of the [Student Safety Checklist](#)
 - Review of basic information pertaining to COVID-19
 - [COVID-19 Symptoms](#)
 - [How to Protect Yourself and Others](#)
 - [What to do if you think that you may have COVID-19](#)
 - A strong emphasis on the importance of students staying home if they feel sick, along with assurance that they will not be penalized for doing so.
 - Refer students seeking a face cover exemption to DSPS/DSS.

During Each Class Session

- ☐ Monitor students to ensure compliance with entry protocols.
- ☐ Enforce the requirement that all students wear a face covering and observe social distancing mandates.
 - Face coverings must be worn in compliance with [CDPH Guidance](#)
 - Students who indicate that they require an exemption due to having a disability or a medical condition should be referred to DSPS/DSS.
 - Students that do not have a face covering should not be allowed in the classroom. If a student refuses to comply with the requirement to wear a face covering, please follow your college's standard student conduct process and refer the student to the Student Conduct Officer.
- ☐ Take attendance and make note of absences in light of your seating assignments in case this information is needed for contact tracing in the future.
- ☐ If a student indicates that s/he is experiencing COVID-19 symptoms, please do the following:
 - Ask the student to return home immediately
 - Take note of where the student was sitting in the classroom and other students who were in close proximity to the student
 - Report the situation to your academic dean

APPENDIX F: 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: classrooms and meeting rooms, 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, students, employees of other entities, members of the public, customers or clients, 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 or material that potentially exposes employees to COVID-19 hazards	Places and times that the identified hazard is particularly dangerous to employees	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
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HAZARD NAME	PARTICULAR PLACE AND TIME	DESCRIBE THE NATURE OF THE SPECIFIC EXPOSURE	EXISTING OR PROPOSED CONTROL(S)

HAZARD NAME	PARTICULAR PLACE AND TIME	DESCRIBE THE NATURE OF THE SPECIFIC EXPOSURE	EXISTING OR PROPOSED CONTROL(S)

APPENDIX G: COVID-19 INSPECTIONS

Date: _____

Name of person conducting the inspection: _____

Location (circle one): CCC DVC LMC BRTWD SRC DO Building/Area: _____

Exposure Controls	Status	Notes and/or Person Assigned to Correct	Date Corrected (if applicable)
ENGINEERING			
Barriers/partitions (appropriate, maintained and effective)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Ventilation (amount of fresh air and filtration maximized)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Additional room air filtration (if applicable)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Any additional local controls:			
Any additional local controls:			
ADMINISTRATIVE			

Exposure Controls	Status	Notes and/or Person Assigned to Correct	Date Corrected (if applicable)
6ft Physical distancing maintained (except incidental/passing/impossible cases)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Surface cleaning and disinfection (frequently enough and adequate supplies)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Hand washing facilities (adequate numbers and supplies)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Any additional local controls:			
Any additional local controls:			
Personal Protective Equipment (PPE) (available, being worn and not shared)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Face coverings (cleaned sufficiently often)			
Gloves (if applicable)			
Face shields/goggles (if applicable)			
Respiratory protection (if applicable)			
Any additional local controls:			

APPENDIX H: 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 the District 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: _____

COVID-19 affected person's* NAME:	JOB TITLE (for any non-employee: the REASON they were at District site):
DATE and TIME the COVID-19 affected person was LAST PRESENT in the workplace:	CURRENT STATUS of COVID-19 TESTING for affected person (select one): <input type="checkbox"/> Planned (Date:_____) <input type="checkbox"/> Taken (Date:_____) <input type="checkbox"/> Not planned <input type="checkbox"/> Not known
LOCATION where COVID-19 case worked and/or was PRESENT (circle one): CCC DVC LMC BRTWD SRC DO	SPECIFIC BUILDING(S) and/or AREA(s):
NAME(S) of STAFF INVOLVED in this INVESTIGATION:	DATE this INVESTIGATION was INITIATED:

INFORMATION RECEIVED regarding COVID-19 TEST RESULTS and ONSET OF SYMPTOMS (attach any documentation):

DATE the affected person first had one or more COVID-19 SYMPTOMS (if applicable / known):	SYMPTOMS reported by AFFECTED PERSON (check all that apply):		
	<input type="checkbox"/> Fever or chills <input type="checkbox"/> Headache <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Congestion <input type="checkbox"/> Fatigue	<input type="checkbox"/> Cough <input type="checkbox"/> Muscle or body aches <input type="checkbox"/> Sore throat <input type="checkbox"/> Runny nose <input type="checkbox"/> Diarrhea	<input type="checkbox"/> Difficulty Breathing <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Nausea <input type="checkbox"/> Vomiting

DATE that COVID-19 TEST RESULT and/or diagnosis was PROVIDED to AFFECTED PERSON (if applicable / known)		DATE that COVID-19 TEST RESULT and/or diagnosis was PROVIDED to DISTRICT (if applicable)	
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 PARTIES IDENTIFIED on the following page:			
All EMPLOYEES who may have had COVID-19 EXPOSURE) and their AUTHORIZED REPRESENTATIVES / LABOR UNIONS [see Appendix G and H, COVID-19 Return to Worksites Operational Plan]	DATE:	METHOD of WRITTEN NOTICE: <input type="checkbox"/> E-mail <input type="checkbox"/> Personal delivery	
	NAMES:		
All INDEPENDENT CONTRACTORS and OTHER EMPLOYERS who may have had COVID-19 EXPOSURE [see Appendix I, COVID-19 Return to Worksites Operational Plan]	DATE:	METHOD of WRITTEN NOTICE: <input type="checkbox"/> E-mail <input type="checkbox"/> Personal delivery	
	NAMES:		
All STUDENTS who may have had COVID-19 EXPOSURE [see Appendix J, COVID-19 Return to Worksites Operational Plan]	DATE:	METHOD of WRITTEN NOTICE: <input type="checkbox"/> E-mail <input type="checkbox"/> Personal delivery	
	NAMES:		
Were COUNTY Health OFFICIALS NOTIFIED (if 3 or more confirmed cases within 14 days)? <input type="checkbox"/> Yes <input type="checkbox"/> No	BY WHOM? <input type="checkbox"/> Risk Manager <input type="checkbox"/> VP Business <input type="checkbox"/> Police Chief <input type="checkbox"/> Other:		DATE:

IDENTIFICATION and CORRECTION of NEWLY DISCOVERED COVID-19 HAZARDS: What were the workplace conditions that could have contributed to this COVID-19 exposure?		
HAZARD NAME	DESCRIBE the NATURE and LOCATION of any SPECIFIC EXPOSURE(S) which appears to have LED TO THIS CASE:	
What could be done to reduce exposure to COVID-19?		
EXISTING or PROPOSED CONTROL which might have PREVENTED THIS CASE	PERSON ASSIGNED to IMPLEMENT or IMPROVE this CONTROL	DATE CORRECTED and/or NOTES (if applicable)

ONCE INVESTIGATION IS COMPLETE, PLEASE SCAN AND EMAIL THIS FORM TO **JERRY JOHNSON** at: jjohnson@4cd.edu. SEND ORIGINAL IN CONFIDENTIAL DISTRICT MAIL TO RISK MANAGEMENT.

APPENDIX I: COVID-19 TRAINING ROSTER

Date: _____

Person that conducted the training: _____

Employee Name	Signature

APPENDIX J: MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

This Appendix to the District's CPP will only be activated if a District site is identified by County health officials as the location of a COVID-19 "outbreak," or there are three or more confirmed COVID-19 cases at one site within a rolling 14-day period.

Once activated, Appendix E will stay in effect until there are no new COVID-19 cases detected at the relevant District site 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.

APPENDIX K: MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

This Appendix to the District's CPP will only be activated if a District site experiences 20 or more COVID-19 cases within a rolling 30-day period.

Once activated, Appendix F will stay in effect until there are no new COVID-19 cases detected at the relevant District site for a 14-day period.

COVID-19 testing

The District will provide twice a week COVID-19 testing, or more frequently if recommended by County health officials, 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 ("close contact" with confirmed cases) are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant County 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. If 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 procedures.

APPENDIX L: NOTICE TO EMPLOYEE(S) OF POSSIBLE COVID-19 EXPOSURE

[Via Email / Hand Delivery]

SENT TO ALL DISTRICT EMPLOYEES KNOWN OR REASONABLY BELIEVED TO HAVE BEEN PRESENT AT THE SPECIFIC DISTRICT SITE, DURING THE LISTED DATE RANGE, WITHIN ONE BUSINESS DAY OF DISTRICT'S NOTICE OF A CONFIRMED COVID-19 CASE

Name: [Employee Name]

Date: [Date]

This notice is being provided to you, as required under California law, because you may have been exposed to COVID-19 at [location, include physical address and specific bldg(s)] between [date] and [date].

We believe that you were present at that worksite where an individual who [choose one:]

- (1) has tested positive for or has been diagnosed with COVID-19
- (2) has been ordered to isolate by a public health official
- (3) has died due to COVID-19

was present during their potentially infectious period.

According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes.

Assuming that you have been taking all recommended precautions (social distancing, wearing a face covering, washing your hands thoroughly before touching your mouth, nose, or eyes, etc.) there is no specific reason to think that you have been infected, and there are no additional steps for you to take at this time.

However, if you experience any symptoms of COVID-19, do not report to work in person, instead you should notify your supervisor and contact your medical provider for guidance.

For more information on COVID-19, including symptoms and treatment, please visit the CDC website at

<https://www.cdc.gov/>

The District is committed to maintaining a safe workplace for all employees, which includes prohibiting discrimination, harassment and retaliation of any kind in accordance with state and federal laws. As a matter of District policy, we do not tolerate harassment or retaliation against any worker for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate, for raising any related concerns, or for raising concerns about workplace safety or employee health.

For additional information regarding the District's pandemic response, please see:

<http://www.4cd.edu/covid19/updates.aspx>

Cleaning protocols implemented to prevent and slow the spread of COVID-19 are outlined in the District's COVID-19 Prevention Program ("CPP"), which is included in the COVID-19 Return to Worksites Operational Plan, the latest version of which can be found at the website above.

In addition to normal cleaning procedures and safety policies, the District is complying with all disinfection and safety guidelines published by the Centers for Disease Control.

This includes, for example, regular disinfection of all shared tools and equipment, and frequently touched surfaces including water dispensers, tables, and chairs. Cleaning and disinfection will also be completed of common areas shared within the worksite including bathrooms, vehicles and rest areas.

The District will conduct ongoing disinfection of items and workspaces as deemed necessary to comply with the CDC guidelines.

Please be advised that you may be eligible for COVID-19 related benefits under local, state, and federal laws, including, but not limited to:

- Federal Emergency Paid Sick Leave under the federal Families First Coronavirus Response Act.
- Expanded Paid Family & Medical Leave under the federal Families First Coronavirus Response Act.
- California COVID-19 Supplemental Paid Sick Leave for Food Sector Workers.
- California COVID-19 Supplemental Paid Sick Leave.
- Any available Company paid sick leave you might have under California Paid Sick Leave.
- Any available District provided paid sick leave.
- Leave available under negotiated leave provisions.
- Company Workers' Compensation Benefits - if you have suffered a COVID-19 related illness due to exposure at your workplace.
- The Labor and Workforce Development Agency (LWDA) has a list of benefits that may be available for workers impacted by COVID-19 that may be a useful resource in determining what benefits you may be eligible to receive. The list can be accessed by at:

<https://www.labor.ca.gov/coronavirus2019/#chart>

If you have any concerns about workplace health and safety issues, including questions related to COVID-19 risks, benefits for which you might be eligible, and your protections against discrimination, harassment and retaliation, please contact your campus Business Office, District Human Resources department, or the Director of Risk Management.

APPENDIX M: NOTICE TO UNION REPRESENTATIVE(S) OF POSSIBLE COVID-19 EXPOSURE

[Via Email / Hand Delivery]

SENT TO UNION REPRESENTATIVES OF EMPLOYEES KNOWN OR REASONABLY BELIEVED TO HAVE BEEN PRESENT AT THE SPECIFIC DISTRICT SITE, DURING THE LISTED DATE RANGE, WITHIN ONE BUSINESS DAY OF DISTRICT'S NOTICE OF A CONFIRMED COVID-19 CASE

Name: [Union Representative Name]

Date: [Date]

This notice is being provided to you as a representative of employees who may have been exposed to COVID-19 at [location, include physical address and specific bldg(s)] between [date] and [date].

Recently employee(s) you represent are believed to have been present at that worksite where an individual who [choose one:]

(1) has tested positive for or has been diagnosed with COVID-19

(2) has been ordered to isolate by a public health official

(3) has died due to COVID-19

was present during their potentially infectious period.

Although the District already has, you may also wish to advise these employees to monitor for symptoms of COVID-19.

Employees have also been advised that if they develop symptoms, they should not report to work in person but instead are expected to notify their supervisor and contact their medical provider for guidance.

The District is committed to maintaining a safe workplace for all employees, which includes prohibiting discrimination, harassment and retaliation of any kind in accordance with state and federal laws. As a matter of District policy, we do not tolerate harassment or retaliation against any worker for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate, for raising any related concerns, or for raising concerns about workplace safety or employee health.

For additional information regarding the District's pandemic response, please see:

<http://www.4cd.edu/covid19/updates.aspx>

Cleaning protocols implemented to prevent and slow the spread of COVID-19 are outlined in the District's COVID-19 Prevention Program ("CPP"), which is included in the COVID-19 Return to Worksites Operational Plan, the latest version of which can be found at the website above.

In addition to normal cleaning procedures and safety policies, the District is complying with all disinfection and safety guidelines published by the Centers for Disease Control.

This includes, for example, regular disinfection of all shared tools and equipment, and frequently touched surfaces including water dispensers, tables, and chairs. Cleaning and disinfection will also be completed of common areas shared within the worksite including bathrooms, vehicles and rest areas.

The District will conduct ongoing disinfection of items and workspaces as deemed necessary to comply with the CDC guidelines.

We also advised all affected parties that they may be eligible for COVID-19 related benefits under local, state, and federal laws, including, but not limited to:

- Federal Emergency Paid Sick Leave under the federal Families First Coronavirus Response Act.
- Expanded Paid Family & Medical Leave under the federal Families First Coronavirus Response Act.
- California COVID-19 Supplemental Paid Sick Leave for Food Sector Workers.
- California COVID-19 Supplemental Paid Sick Leave.
- Any available Company paid sick leave you might have under California Paid Sick Leave.
- Any available District provided paid sick leave.
- Leave available under negotiated leave provisions.
- Company Workers' Compensation Benefits - if they have suffered a COVID-19 related illness due to exposure at your workplace.
- The Labor and Workforce Development Agency (LWDA) has a list of benefits that may be available for workers impacted by COVID-19 that may be a useful resource in determining what benefits you may be eligible to receive. The list can be accessed at:

<https://www.labor.ca.gov/coronavirus2019/#chart>

Finally, if you, or any of your members, have concerns about workplace health and safety issues, including questions related to COVID-19 risks, benefits for which they might be eligible, and protections against discrimination, harassment and retaliation, please contact any campus Business Office, District Human Resources department, or the Director of Risk Management.

APPENDIX N: NOTICE TO INDEPENDENT CONTRACTOR(S) OF POSSIBLE COVID-19 EXPOSURE

[Via Email / Hand Delivery]

SENT TO ALL INDEPENDENT CONTRACTORS OR OTHER NON-DISTRICT EMPLOYERS WHOSE EMPLOYEES ARE KNOWN OR REASONABLY BELIEVED TO HAVE BEEN PRESENT AT THE SPECIFIC DISTRICT SITE, DURING THE LISTED DATE RANGE, WITHIN ONE BUSINESS DAY OF DISTRICT'S NOTICE OF A CONFIRMED COVID-19 CASE

Name: [Union Representative Name]

Date: [Date]

Name: [Independent Contractor or Other Employer]

Date: [Date]

This notice is being provided to you, as required under California law, because your employees may have been exposed to COVID-19 at [location, include physical address and specific bldg(s)] between [date] and [date].

We believe that your employees were present at that worksite where an individual who [choose one:]

(1) has tested positive for or has been diagnosed with COVID-19

(2) has been ordered to isolate by a public health official

(3) has died due to COVID-19

was present during their potentially infectious period.

If your employee(s) experience any symptoms of COVID-19, they must not report to any District worksite, and should contact their medical provider for guidance.

For more information on COVID-19, including symptoms and treatment, please visit the CDC website at

<https://www.cdc.gov/>

Cleaning protocols implemented to prevent and slow the spread of COVID-19 are outlined in the District's COVID-19 Prevention Program ("CPP"), which is included in the COVID-19 Return to Worksites Operational Plan, the latest version of which can be found at the website listed below.

In addition to normal cleaning procedures and safety policies, the District is complying with all disinfection and safety guidelines published by the Centers for Disease Control.

This includes, for example, regular disinfection of all shared tools and equipment, and frequently touched surfaces including water dispensers, tables, and chairs. Cleaning and disinfection will also be completed of common areas shared within the worksite including bathrooms, vehicles and rest areas.

The District will conduct ongoing disinfection of items and workspaces as deemed necessary to comply with the CDC guidelines.

For additional information regarding the District's pandemic response, please see:

<http://www.4cd.edu/covid19/updates.aspx>

If you or your employees have any additional concerns about workplace health and safety issues, including questions related to COVID-19 risks, please contact any campus Business Office, the District Human Resources department or Director of Risk Management.

APPENDIX O: NOTICE TO STUDENT(S) OF POSSIBLE COVID-19 EXPOSURE

[Via Email / Hand Delivery]

SENT TO ALL STUDENTS WHO ARE KNOWN OR REASONABLY BELIEVED TO HAVE BEEN PRESENT AT THE SPECIFIC DISTRICT SITE, DURING THE LISTED DATE RANGE.

Name: [Student]

Date: [Date]

This notice is being provided to you because you may have been exposed to COVID-19 at [location, include physical address and specific bldg(s)/classrooms] between [date] and [date].

An individual who was recently on campus at that time and location has reported to the District that they [have tested positive for / been diagnosed with COVID-19].

We cannot name the individual, of course, out of respect for their medical privacy, but we have reason to believe that, while you were not in close contact with this individual, you may have been in the same area, at or around the same time.

Assuming that you have been taking all recommended precautions (social distancing, wearing a face covering, washing your hands thoroughly before touching your mouth, nose, or eyes, etc.) there is no specific reason to think that you have been infected, and there are no additional steps for you to take at this time.

However, if you experience any symptoms of COVID-19, you must avoid District campuses, and should contact your medical provider for guidance.

General precautions, as outlined by the CDC and state/local health authorities, continue to include:

- Washing your hands often with soap and warm water (for at least 20 seconds)
- Avoid touching your eyes, nose or mouth without washing your hands first
- Remaining home if you are sick, and avoid close contact with people who are unwell
- Maintaining social distancing (a six foot radius) whenever possible
- Wearing a face covering that includes your mouth and nose, particularly when social distancing is not possible
- Thoroughly, and regularly, clean hard surfaces in work areas, including personal items like laptops and cellphones

For additional information regarding the District's pandemic response, please see:

<http://www.4cd.edu/covid19/updates.aspx>

If you have any additional concerns about health and safety issues, including questions related to COVID-19 risks, please contact any campus Business Office, the District Human Resources department or Director of Risk Management.