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FALL 2020 OVERVIEW

The Contra Costa Community College District (CCCCD) is committed to safeguarding the health and safety of its students and employees during the COVID-19 pandemic. For this reason, the majority of instruction and services will continue to be delivered remotely during the fall semester. Even as the District continues predominantly remote operations, some CCCCD employees will return to their worksites in the fall semester in order to deliver hybrid instruction, provide limited in-person student services, and engage in other essential duties that cannot 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 State and County guidelines.

The CCCCD 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 CCCCD COVID-19 Return to Worksites Operational Plan is the 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 CCCCD 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.
SOCIAL DISTANCING PROTOCOLS

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 someone who has COVID-19 within the past 14 days.

*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

When on campus and at the District Office, employees are expected to follow 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:**

One-time distribution of reusable cloth face coverings for employees is available from 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.

**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 CCCCD 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.

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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](https://www.cdc.gov/coronavirus)
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. 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.
Symptoms of Coronavirus (COVID-19)

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

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell

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

31450-4. 07/20/2020
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 of scaled services starting in August 2020. Areas on campus that will be regularly used during the fall will be stocked with additional disinfection wipes for use by students, faculty, and staff. As a part of pandemic planning, CBO’s with their respective Maintenance and Operations teams will conduct detailed building use assessments with the intention of strategically (and completely) limiting the use of certain spaces in fall of 2020. Custodial capacity will be redirected to buildings that are in use in order to provide for some daytime high traffic disinfecting in addition to regular cleaning during the night shift.

Instructions on proper use of disinfection supplies will be provided in each location. Disinfection of personal areas such as office desks will 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 is very 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 will conduct detailed building use assessments with the intention of strategically (and completely) limiting the use of certain spaces in fall of 2020. Custodial capacity will be redirected to buildings that are in 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 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.

During this challenging time, College Maintenance and Operations/Buildings and Grounds teams ask for the ongoing cooperation of the campus community by disposing of trash appropriately and returning chairs, desks, and workstations to their original positions to allow our staff to be able to shift more of their energies from housekeeping duties to focus on cleaning and disinfecting.

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.

Building HVAC Systems
Campus 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:

- Can employees effectively work from home?
- Can schedules be staggered to reduce the number of occupants in a space?
- Can an employee be relocated to another workspace that is not being used?
- Can temporary barriers, such as clear plastic “sneeze guards” be installed?
In addition, we are going to work towards controlling access to buildings as a best practice (i.e. single entrance, single exit) when possible and code compliant. Some functions may need to take place outdoors.

**Building Closures**

Buildings that are not being utilized due to online instruction and/or remote work will remain closed. Signage will be posted that during this temporary closure there would be no access to the building, except for pre-arranged visits. HVAC systems will not be operating and the buildings will not be serviced regularly. Decisions on specific buildings will be coordinated with Campus Administration, Maintenance and Operations, and Deans.

Soft spaces should be closed, when possible. Signage will be posted to direct traffic and indicate that spaces are closed. When possible, sections of building should be closed for reduced cleaning and overcrowding. Cafeterias will remain closed, with the exception of the distribution of prepackaged meals. Food-to-go or pick up options will be offered where possible.
WORKPLACE OSHA HAZARD ASSESSMENTS

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.

www.osha.gov
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.

CCCCCD protocol for suspected case of COVID-19 on any of the District sites is delineated in the following sections of this document. CCCCD 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.

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:
  − CCCCOVID@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
REFERENCES

CDC Frequently Asked Questions

Additional Information - CDC FAQ for Businesses

How to Protect Yourself and Others (CDC)

CDC Glossary of Terms

CDC Considerations for Higher Education

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

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_24a9cefeaa3aa461da78210df0d5c57f3.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_79a5394f3a714b25bddd04bf45d6a610.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 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

CCCD COVID-19 Notification Flowchart

Affected Person / Person reporting possible COVID exposure or confirmed positive test

Faculty / Dean / Supervisor / Manager

CALL PRIMARY AND EMAIL GROUP

Primary contact:
Chief Business Officer
If no answer, go to alternate contacts:
VP Student Services, VP Instruction, District Chief of Police

COVID Response Group Email
CCCCCOVID@contracosta.edu
DVCCCOVID@dvc.edu
LMCCCOVID@lmc.edu
DOCOVID@4cd.edu

DO Risk Manager

District Facilities Planning & Construction

Begin Internal Contact Tracing
• Verify information with reporting party;
• Notify all potentially affected personnel;
• If student, contact relevant Dean(s) for outreach to other potentially affected students

Vendors & Construction workers/managers:
Comply with the company protocols AND notify College/District


If exposure occurred on campus within last 48 hours initiate area cleaning

Maintenance/Operations Building/Grounds

Custodial Manager

Respective Bargaining Unit as needed
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 Self-Check

No symptoms – No known contact with COVID-19 OK to return to campus with proper PPE and social distancing

Symptomatic or came in contact with someone with COVID-19

Without test results
Follow medical directive or quarantine for 14 days

With test results

Positive Results
Follow medical directive or quarantine for 14 days

Negative Results
Quarantine until 24 hours after symptoms subside.
No symptoms OK to return to campus with proper PPE and social distancing

Contact Tracing Begins

Note that personal privacy rights will be protected.
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
  - CCC Student Safety Checklist
  - DVC Student Safety Checklist
  - LMC 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.

CCCD 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.

CCCD 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