

Rancho Santiago Community College District  
COVID Prevention Plan - Guidelines for a Safe Return to the Workplace



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## Introduction

At Rancho Santiago Community College District (RSCCD), it is our priority to keep our employees safe and healthy to the extent possible, especially in the midst of the COVID-19 pandemic. As such, we will abide by federal, state, and local government and agency guidelines as we strive to balance public health concerns with the needs of our district.

This return to work action plan details how we plan to reopen our district and still keep all of our employees safe to the extent possible. This plan, which incorporates guidelines from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA), and outlines the steps RSCCD is taking to address COVID-19.

All managers and supervisors are responsible for implementing and maintaining this program in their assigned work areas and for ensuring employees receive answers to questions about the program.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their manager or HR to discuss alternative arrangements, should they be necessary.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe), Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Staff members who have been instructed to return to work onsite and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact their supervisor who will contact Human Resources.

We ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.

Employees should direct questions regarding the content of this action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times

### **Return to Work Timeline**

The District will continue to monitor applicable state and local guidelines and determine next steps for reopening offices and classrooms.

We have created a tentative staged approach that aligns with the state's color-coded tier-based system for asking our employees to return to work.

## Office and Classroom Reopening Tiers

### **Purple Tier**

- Only essential personnel will be allowed/required to be on campus following strict capacity rules, and continue to come in, as needed.
- Indoor lectures and/or student gatherings are not permitted, however, labs, computer centers, studio arts and CTE classes that support essential workforce (i.e. Auto Tech, Welding, Police Academy, Fire Tech, Nursing, etc.) may continue to be open in a face-to-face format, following guidelines, and until further notice.
- All other classes will continue to be offered in a remote-live format.
- Outdoor (sports) conditioning classes are allowed.
- Health and Wellness Centers, at both SAC and SCC, will be open, by appointment only, for services that cannot be offered remotely.

### **Red Tier**

- Offices are open to key essential personnel with strict social distancing protocols in place. Other employees who are able to do so should continue to work remotely.
- Capacity for indoor lectures and student gatherings must be limited to 25% or 100 people, whichever is less
- Labs, computer centers, studio arts and CTE classes that support essential workforce (i.e. Auto Tech, Welding, Police Academy, Fire Tech, Nursing, etc.) may continue to be open in a face-to-face format
- Gym/Fitness Center and dance studio may open, but be limited to 10% capacity and must follow state guidelines for gyms and fitness centers.

## Orange Tier

- Offices are open with strict social distancing protocols in place. Employees who are able to do so should continue to work remotely.
- Capacity for indoor lectures and student gatherings must be limited to 50% or 200 people, whichever is less
- Labs, computer centers, studio arts and CTE classes that support essential workforce (i.e. Auto Tech, Welding, Police Academy, Fire Tech, Nursing, etc.) may continue to be open in a face-to-face format
- Gym/Fitness Center and dance studio may open, but be limited to 25% capacity and must follow state guidelines for gyms and fitness centers

## Yellow Tier

- Offices are open with strict social distancing protocols in place. Employees who are able to do so should continue to work remotely.
- Capacity for indoor lectures and student gatherings must be limited to 50%
- Labs, computer centers, studio arts and CTE classes that support essential workforce (i.e. Auto Tech, Welding, Police Academy, Fire Tech, Nursing, etc.) may continue to be open in a face-to-face format
- Conduct student activities virtually when possible
- Gym/Fitness Center and dance studio may open, but be limited to 50% capacity and must follow state guidelines for gyms and fitness centers.

It's important to note that these stages are subject to change based on state and local guidance. In addition, if cases of COVID-19 spike again in our state or in our local area, we will follow state and local guidance.

## Staged Staffing

RSCCD will stage a return of staff over time in a coordinated process to ensure appropriate social distancing. RSCCD will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective manager, dean, vice president or vice chancellor. The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until the Governor's restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site

operations without approval from your respective dean, vice president or vice chancellor. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing local, state, and federal guidelines for mitigations. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

## Staffing Options

When making the determination to have staff return to work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

### Remote Work

Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done in a full or partial day/week schedule as appropriate.

### Alternating Days

In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

### Staggered Reporting/Departing/Break Times

The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. Staggering break times will also help eliminate group gatherings.

## Identification and Evaluation of COVID-19 Hazards

Before we re-open our classrooms and offices, we will implement the following:

- Conduct workplace-specific evaluations using the **Supervisor/Dean Risk Assessment Guidelines (Attachment 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 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.

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards as they enter back into the workplace. Please make your supervisor aware of any conditions that may need to be addressed. Unsafe or unhealthy work conditions, practices or procedures will be documented and corrected in a timely manner based on the severity of the hazards,

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
  - The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
  - The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

## Personal Safety Practices

### Facemasks/Cloth Face Coverings

We will provide clean, undamaged face coverings and ensure 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. Face coverings will be provided to you by your supervisor. You may also wear your own face covering as long as it covers both your nose and mouth. Face shields may not be worn in lieu of face masks except in very limited circumstances.

For those employees who perform some or all of their work outdoors (grounds, maintenance, custodial, etc.), face coverings may be temporarily removed when not around others. However, face coverings must be readily accessible in the event a member of the public or another employee is approaching.

For those employees who work alone in an office face coverings may be temporarily removed when not around others. However, face coverings must be readily accessible in the event a member of the public or another employee is approaching.

Face coverings may be removed while eating and drinking at the workplace, provided employees are at least six feet apart

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 should contact their supervisor so that an alternative, such as a face shield can be considered on a case-by-case basis.

Wearing a face covering is primarily used to prevent COVID-19 from coming out of somebody's mouth and nose, when they talk, or when they sneeze or cough. Face coverings do not protect the wearer like medical masks or N-95 respirators and are not considered personal protective equipment (PPE). Appropriate use of facemasks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

#### **Cloth Face coverings should—**

- fit snugly but comfortably against the side of the face

- be secured with ties or ear loops
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape.
- Fabric face masks should be washed between uses with hot water and regular detergent. Dry completely.

### **How to Wear a Mask**

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.

### **Removing the Mask**

- Remove the mask by holding the ear loops. The front is contaminated, so remove slowly and carefully.
- If you will be re-using the mask, store it in a dedicated, well ventilated container such as a paper bag.
- Clean hands with alcohol-based hand rub or soap and water.

### **Disposable Masks**

- Replace disposable masks with a new one as soon as it becomes visibly soiled, saturated or damaged.
- A disposable facemask can be worn for several hours if not wet or distorted.
- After removing facemask, visually inspect for contamination, or distortion in shape/form. If contaminated or wet the mask should be discarded.

## **Social Distancing**

Keeping space between you and others is one of the best tools we have to avoid being exposed to COVID-19 and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Social distancing practices include:

- Staggering work schedules, lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing

- Using physical partitions to separate workstations that cannot be spaced out
- Installing plexiglass barriers at high-visited areas such as reception desks and check-in points where 6 feet of separation is difficult to maintain.
- Redesigning work stations to ensure physical distancing (e.g., separate tables)
- Using distance markers on the ground, such as tape to assure proper 6 foot spacing.
- Removing chairs or tape them off to ensure proper physical distancing in conference rooms, waiting areas, classrooms, computer labs, or in the Library.
- Posting maximum occupancy in common break areas, conference rooms and configure to accommodate appropriate physical distancing.
- Managing the flow of the pedestrian traffic in certain areas by appointment times or windows to limit visitors or walk ins
- Limiting visitors where feasible, and avoid congregation in common areas (e.g., lobbies)
- Avoiding contact with others whenever possible (e. g., handshakes).
- Avoiding touching surfaces that may have been touched by others when possible.
- Distancing yourself from anyone who appears to be sick.
- Avoiding gathering when entering and exiting the facility .
- Following any posted signage regarding COVID-19 social distancing practices .

## **Handwashing**

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, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Additional hand sanitizing stations have been installed throughout our facilities. Cover all surfaces of your hands and rub them together until they feel dry . Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face .

## **Personal Protective Equipment (PPE)**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses. Disinfectant spray or disinfectant wipes will be provided for this purpose.

## **Gloves**

Custodians using cleaning chemicals and other employees in high risk areas, such as employees working in the Student Health Center should use gloves and as part of their standard Personal Protective Equipment (PPE). According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

## **Goggles/Face Shields**

Staff do not need to wear goggles or face shields as part of general activities on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

## **Coughing/Sneezing Hygiene**

If you are in a private setting 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. Then 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.

## **Administrative Controls**

Where social distancing is not possible due to the nature of the service being provided, protective shields will be installed as a barrier to keep students, faculty, staff, and visitors safe from the spread of COVID-19. Areas will be assessed by each site location based on the activities and services provided to determine the need for use of such shields.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems. This will be adjusted based on circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.

**Using Elevators:** Elevator access will be limited to just a few persons at a time. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer upon departing the elevator.

**Meetings:** Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, WebEx, Microsoft Teams, telephone, etc.).

Departments should remove, rearrange or mark chairs and tables that prevent compliant social distancing. Visual cue marks are encouraged in meeting rooms to support social distancing practices between attendees. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g., Zoom, WebEx, Microsoft Teams, Jabber, etc.).

**Meals:** Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If you are eating in your work environment (break room, office, etc.), maintain at least 6 feet of distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc., after using in common areas.

## Exclusion of COVID-19 Or Suspected COVID-19 Cases

### Symptom Monitoring Requirement

Faculty and staff who report to the workplace must conduct self-symptom monitoring every day before arriving to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by a doctor to be eligible to report to work. At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever – Greater than 100 degrees
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

If you have any symptoms, you should call your primary care provider for assessment of symptoms and/or COVID-19 testing. Medically necessary COVID-19 tests are provided by your health care provider for free.

### Testing Options (Locations & Resources)

To keep the community safe and ensure that testing is available, the [County of Orange's Health Care Agency](#) and others are continuing to provide COVID-19 testing to all Orange County residents. If you need a [COVID-19 test](#) and do not have health insurance, and are unable to receive a test from your medical provider, here are some options:

#### At-Home Testing

- At-Home Test Kits are available at no cost for individuals that live in Orange County and are asymptomatic or have exposure concerns.
- Home Delivery Test Kits; pre-paid return shipping
- Orders will be fulfilled within 24-48 hours depending on the time your order is placed. Holidays may affect shipping times.
- Online registration, order request form and patient portal
- Virtual clinical support through PWN Health Provider

Daily limits may apply to meet service delivery times

[Order Saliva Kit](#)

[Order Nostril Swab Test](#)

## **Drive-Thru Testing at the Anaheim Convention Center or Orange County Fairgrounds**

- COVID-19 and flu testing at no cost
- Two locations:
  - Anaheim Convention Center
  - Orange County Fairgrounds

Appointments are strongly encouraged to avoid delays and wait time.

[Make an Appointment](#)

## **COVID-19 Exposure and Confirmed Illness Protocol**

If you have confirmed or suspected COVID-19 and have symptoms, you can end home isolation when:

- You have been fever-free for at least 24 hours without the use of fever-reducing medication AND
- Your symptoms have improved, AND
- At least 10 days have gone by since your symptoms first appeared.

If you test positive for COVID-19, but have not had any symptoms, you can end home isolation when:

- At least 10 days have passed since the date of your first positive COVID-19 test, AND
- You have had no subsequent illness.

A negative COVID-19 test will not be required for an employee to return to work.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

According to the CDC when self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.

- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

### **Reporting Transparency Protocol**

Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify their supervisor and HR as soon as possible without fear of reprisal. Depending on the circumstances and pursuant to HIPPA, the district will notify impacted employees and follow the cleaning and disinfecting protocols recommended by the CDC.

### **Investigating and Responding to COVID-19 Cases**

When the district learns of a COVID-19 positive case, we will follow the protocols listed in - **RSCCD COVID-19 Response and Investigation Procedures** (Attachment B). In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test

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

- Offered COVID-19 testing at no cost during their working hours.
- They will also be notified of any benefits available to them.

### **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Make this COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- 

### **Cleaning and Disinfecting Protocol**

Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they use such as, but not limited to, their keyboards, mouse, phone, and spaces commonly used such as a copier. Employees should also avoid using others' workstations, tools and equipment. Disinfecting wipes and disinfectant spray will also be

made available to departments. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

Additionally, custodial staff will clean and disinfect frequently touched surfaces (tables, doorknobs, light switches, handles, toilets, faucets, sinks,) on a regular basis. The frequency of this cleaning may change depending on the situation.

- All persons tasked with cleaning/disinfecting areas should follow the label directions for safe, effective use. Make sure to follow the contact time, which is the amount of time the surface should be visibly wet and ensure you have proper ventilation.
- Wear the appropriate personal protective equipment as recommended by the manufacturer. For most disinfectants, disposable gloves appropriate for general cleaning should suffice. Goggles are recommended when any splashing could occur. Make sure to wash hands after removing gloves.

Should we have a COVID-19 case in our workplace, the custodial crew will clean and disinfect the affected areas per CDC guidelines. Electrostatic sprayers have been purchased and distributed to the campuses to make this task easier and more effective.

## Outbreak Protocol

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

An outbreak is defined as three or more COVID-19 cases in the same work area within a 14-day period (exposed workplace). For purposes of this section, a work area will be defined as the same building.

This section of Plan will stay in effect until there are no new COVID-19 cases detected at the work area 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 Plan's **Investigating and Responding to COVID-19 Cases**.

## **COVID-19 investigation, review and hazard correction**

In addition to our Plan **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:

- 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.

## **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.

## **Major COVID-19 Outbreaks**

A Major Outbreak occurs when we have **20 or more COVID-19 cases in the same work area within a 30-day period.**

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

## **COVID-19 testing**

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

## **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

## **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our Plan's **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 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.**



## Attachment A - Supervisor/Dean's Risk Assessment

### Office Spaces and Student Areas

At Rancho Santiago Community College District (RSCCD), it is our priority to keep our employees and students safe and healthy to the extent possible, especially in the midst of the COVID-19 pandemic. As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Supervisors need to complete a **Risk Assessment** of their areas and implement precautions to ensure that you minimize the risk of transmission of COVID-19 at work. A risk assessment is a systematic method of looking at activities, considering how your employees might spread and be exposed to COVID-19 while at work, and deciding on suitable control measures. These control measures are designed to eliminate, reduce or control the risks of transmission to employees and others.

To assess these risks you need to do the following.

1. Identify the hazards.
2. Establish who might be harmed and how.
3. Evaluate the risks and decide on precautions.

#### Identify hazards and who might be harmed

You need to have a good understanding of how the virus transmits to be able to identify areas of concern within your work area. This includes how it transmits between individuals (respiratory droplets) and contact routes.

#### Evaluate the risks and decide on precautions

To help you decide between precautions you should use this hierarchy of controls

1. Eliminate transmission
2. Reduce transmission
3. Control transmission
4. Use Personal Protective Equipment (PPE)

##### 1. Eliminate

Eliminating the risk altogether should be your first option. These are some measures that you can take:

- Continue to let employees work remotely.
- Workers who are sick or are showing signs of COVID-19 symptoms should stay home and not come to work. Make sure that you regularly remind employees on symptoms and further actions.

##### 2. Reduce

When elimination of the risk is not possible then you should reduce the risk of transmission in the workplace. Here are some measures that you can take:

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees, students and visitors,
- ✓ frequent handwashing and regular cleaning and disinfection,

## Physical Distancing Guidelines

Physical distancing is recommended by health authorities as the most effective single method of avoiding the spread and contraction of COVID-19. The primary objective of the procedures and guidelines for re-opening District facilities for employees and students is to ensure proper physical distancing in classrooms and offices.



authorities as the most effective single method of avoiding the spread and contraction of COVID-19.

Classroom capacity must be significantly reduced to accomplish 6' of social distancing. The District Facilities Planning Department conducted a study and they have determined that in order to maintain the 6-foot distance protocol, class sizes will need to be reduced based on a square footage per student basis. The new occupant load will be based on the following criteria:



Facilities Planning Department conducted a study and they have determined that in order to maintain the 6-foot distance protocol, class sizes will need to be reduced based on a square footage per student basis. The new occupant load will be based on the following criteria:

- General classrooms with portable seating - 60 square feet per student
- Lecture halls with fixed seating - 85 square feet per student
- Laboratories - 100 square feet per student
- Computer labs - 85 square feet per student

There are unique situations to classroom spaces and strict application of such guidelines may not be conducive for every space. Therefore, individual site assessments need to be completed to make a final recommendation on how many seats you will be allowed to be occupied for the space

## Ensure >6ft between individuals

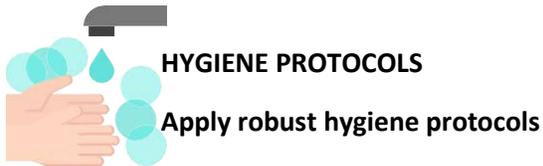
- Ensure separation of 6 feet or more between individuals
- Stagger work schedules, lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- Physical partitions should be used to separate workstations that cannot be spaced out
- Consider installing plexiglass barriers at high-visited areas such as reception desks and check-in points where 6 feet of separation is difficult to maintain.
- Redesign work stations to ensure physical distancing (e.g., separate tables)
- Use distance markers on the ground, such as painter's tape to assure proper 6 foot spacing.
- Remove chairs or tape them off to ensure proper physical distancing in conference rooms, waiting areas, classrooms, computer labs, or in the Library.

- Post maximum occupancy in common break areas, conference rooms and configure to accommodate appropriate physical distancing.
- Manage the flow of the pedestrian traffic in certain areas by appointment times or windows to limit visitors or walk ins
- If students or staff must use a queue line, use distance markers on the floor to ensure 6 feet of separation
- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)

## Face Coverings

The District requires all employees, students and visitors to wear face coverings while in public or in shared spaces on campus or in the office unless doing so would damage their health.

- Disposable masks and cloth face coverings will be distributed to departments through their administration/manager and will be provided to all employees. Employees can wear their own masks. Employees needing a mask should request one from their supervisor.
- Students are encouraged to bring their own masks. Students who forget their mask may obtain a disposable mask by requesting one from their instructor.
- Visitors are required to supply their own masks, but we will have masks on-hand if they should forget their own.



- Encourage frequent handwashing
- Install hand sanitizers throughout the facility. Hand sanitizers should be placed at the entrance to buildings and in common areas where hand washing stations are not readily available.
- Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols

## 3 Administrative Controls

- Limit the number of people in common spaces. Consider reservation systems for student areas such as the Library, computer labs and tutoring spaces.
- Limit the number of individuals riding in an elevator and ensure the use of face coverings. Post signage regarding these policies.
- Limit the use of shared objects or have a plan in place to disinfect between uses.
- Post behavioral signage and markings. Temporary, COVID-specific signage and markings will be

added to each building. These serve to inform and remind community members and visitors alike of required measures to help prevent spread of the novel coronavirus. The need for signage is determined as part of the reopen planning process for each campus building. Pre-designed signs will be available from Publications through the district website:

- Stay home when you are sick (or leave work immediately) and notify your supervisor
- Wear a face covering in public.
- Wash hands frequently.
- Maintain physical distance: stay 6 feet apart at all times.

## Supervisor/Dean’s Facilities Assessment – Return to Work

Department: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_

Room #: \_\_\_\_\_

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, students, employees of other entities, members of the public, customers or clients. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Supervisors/Deans should complete a risk assessment of their areas. For classroom spaces / student areas, determine which spaces will be used during the semester and complete and risk assessment of those areas. If certain rooms will not be used during the semester due to remote instruction, you will not need to complete an assessment of that area.

Exposure Controls	Comments
<b>Engineering</b>	
Barriers/partitions (In place where social distancing can't be achieved)	
<b>Administrative</b>	
Physical distancing (signage/markers. Remove seats, post max occupancy signs)	
Surface cleaning and disinfection (frequency and adequate supplies)	
Hand washing/sanitizing facilities (adequate numbers and supplies)	
Disinfecting solutions being used according to manufacturer instructions (training, contact time)	
<b>PPE</b> (not shared, available and being worn)	
Face coverings (adequate supplies, cleaned sufficiently often)	
Gloves (adequate supplies – if needed)	
Access to buildings limited – (staggered shifts, reservation system for students/public)	

## Attachment B - COVID-19 Response and Investigation Procedures

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### What to do if you learn of a POSITIVE COVID-19 test.

If the person is an **employee**:

The supervisor will tell the employee to stay home and they will gather the following information from the employee:

- Last name
- First name
- DOB
- Age
- Address
- Phone #
- E-mail
- Date we were notified of a positive test:
- Was person symptomatic while on campus?
- Does person have household members that are symptomatic?
- Does person have household contacts that have tested positive for COVID-19?
- Was the individual tested for COVID-19? If so, date. \_\_\_\_\_ Location Tested \_\_\_\_\_
- Does the individual have symptoms? \_\_\_\_\_ Onset date? \_\_\_\_\_
- Locations in building while infectious. Building/wing/floor/room
- When was the last time they were on campus?

Has this person been in close contact with any other students or staff members while infectious (2 days before the onset of symptoms)? [Close contact is defined as within 6 feet for 15 minutes or more cumulatively in a 24-hour period, with or without a mask.](#) (The Health Care Agency will follow up with social contacts that are not campus-related).

- Notify your supervisor and Alistair Winter, Assistant Vice Chancellor of Human Resources and Don Maus, Director, Risk Management about the positive test.
- Any other communications should not include the name of the individual with the Positive Test due to privacy reasons. You must keep the person's name confidential so you won't be able to ask coworkers if they had close contact with that person. You will have to follow up with the person who tested positive to try to determine any close contacts.
- Send Don the information you gathered from the employee.
- Don will contact the OC Health Care Agency to inform them of the positive test.
- Don will send an e-mail to any employees identified as a close contact and inform them to quarantine at home for at least 14 days after last exposure to the case.
- Don will send a general communication to all staff who may have been in the work area where the individual was present while infectious, including those who were not close contacts. These

individuals will be able to come to work, but they will be directed to self-monitor for any COVID-19 symptoms for 14 days.

- A case is considered to be infectious from 2 days before their symptoms first appeared until at least 10 days after symptoms start. A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
- A determination will be made as to what rooms need to be closed until the proper cleaning and disinfection takes place.

If the person is a **student**:

The instructor will tell the student to stay home and they will gather the following information from the student:

- Last name
- First name
- DOB
- Age
- Address
- Phone #
- E-mail
- **Date we were notified of a positive test:**
- Was person symptomatic while on campus?
- Does person have household members that are symptomatic?
- Does person have household contacts that have tested positive for COVID-19?
- Was the individual tested for COVID-19? If so, date.                      Location Tested.
- Does the individual have symptoms? Onset date?
- Locations in building while infectious. Building/wing/floor/room
- **When was the last time they were on campus?**
- Has this person been in close contact with any other students or staff members while infectious (2 days before the onset of symptoms)? [Close contact is defined as within 6 feet for 15 minutes or more cumulatively in a 24-hour period, with or without a mask.](#) (The Health Care Agency will follow up with social contacts that are not campus-related).
  
- Notify your Dean. The Dean will notify the Vice President who will notify the President, Alistair Winter, Assistant Vice Chancellor of Human Resources and Don Maus, Director, Risk Management.
- Any other communications should not include the name of the individual with the Positive Test due to privacy reasons. You must keep the person's name confidential so you won't be able to ask the class if they had close contact with that person. You will have to follow up with the person who tested positive to try to determine any close contacts.
- Send Don the information gathered from the student.
- Don will contact the OC Health Care Agency to inform them of the positive test.

- The Dean will send an e-mail to any students identified as a close contact and inform them to quarantine at home for at least 14 days after last exposure to the case.
- The Dean will send a general communication to all students or other staff members in the class who may have been in the general area where the individual was present while infectious. These individuals will be able to come to class, but they will be directed to self-monitor for any COVID-19 symptoms for 14 days.
- A case is considered to be infectious from 2 days before their symptoms first appeared until at least 10 days after symptoms start. A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
- A determination will be made as to what rooms need to be closed and if any classes need to be cancelled until the proper cleaning and disinfection takes place.

## Communications for Close Contacts of Positive Test Case (**Employee**)

Dear Employee,

I regret to inform you that we have been notified of a positive COVID-19 test result at your work location and that you may have been exposed to this person and in close contact with them on 10/13/2020 or 10/15/2020. Due to confidentiality reasons we cannot divulge the name of this individual.

The CDC classifies this type of exposure as a “Medium Risk”. For Medium Risk situations, the CDC recommends **that you quarantine at home or in a comparable setting for 14 days**, practicing social distancing, and active monitoring of symptoms. Watch for fever, chills, cough, shortness of breath, muscle pain or a loss of taste or smell. If you become feverish or develop any of the above symptoms, you should stay home and call your healthcare provider for advice. If you need medical care, call the health care provider first so that appropriate precautions can be taken. Please also let your supervisor know that you are not feeling well as we are monitoring the illnesses from this exposure. We also encourage you to take advantage of free COVID testing available here at the college. More information can be found here <https://sac.edu/Pages/covid-testing.aspx> .

To see the leaves available to you please visit

<https://intranet.rscdd.edu/HumanResources/Pages/DOCUMENTS-and-FORMS.aspx>

If you do test positive for COVID-19 and you believe you contracted a COVID-19 related illness as a result of your employment, you may be entitled to workers’ compensation benefits. To file a workers’ compensation, claim please notify my office and complete a DWC-1 Claim Form pursuant to Labor Code Section 5401.

Also, please know that the District has policies protecting employees from discrimination, harassment and retaliation, as mandated under federal and state laws. Please see BP and [AR 3430 Prohibition of Harassment](#), BP and [AR 3410 Nondiscrimination](#). These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

The District has implemented significant safety measures consistent with the guidelines promulgated by our local Health Care Agency, the California Department of Public Health, CALOSHA, and the CDC to reduce the risk of exposure to COVID-19 while at work and to ensure student and employee safety, including yours, while working at our school sites. These include the provision of face coverings and personal protective equipment (PPE), as well as the establishment of physical distancing requirements, daily health screenings, hand washing, intensified cleaning and disinfecting, and numerous other measures.

We understand that this news is unsettling and that you may have questions and concerns. For more information, please see the website at <https://www.ochealthinfo.com/novelcoronavirus> or call the Orange County Health Care Agency at 1-800-564-8448 or contact your supervisor.

We want to reiterate our commitment to the health and safety of our students and staff. Thank you for your understanding during this challenging time. We look forward to welcoming you back to work the week of November 2<sup>nd</sup>.

Thank you,

## **Communications for Others in the Department of Positive Test Case (Employees)**

Good Morning,

My name is Don Maus and I am the Director of Risk Management for Rancho Santiago Community College District. The District was recently notified that someone visiting ACC Lab on 11/25/2020 tested positive for COVID-19. Due to confidentiality reasons we cannot divulge the name of the individual. At this time and based on the information available to us, the District has determined that you have not had close contact (defined as being within 6 feet for longer than 15 cumulative minutes within a 24-hour period) with this individual. We are contacting anyone who we think was in the area so you could be aware of this situation and self-monitor for development of symptoms. Under the CDC Guidance, **most casual professional interactions are classified as “Low Risk,”** meaning that an individual has been in the same indoor environment as an infected person with symptomatic COVID-19, but has not had close contact.

**You do not need to be quarantined or do anything differently,** but if you become feverish or develop any symptoms, you should stay home and call your healthcare provider for advice. As an additional precautionary step, ANYONE with concerns about possible transmission are encouraged to take advantage of free COVID testing. More information can be found here <https://sac.edu/Pages/covid-testing.aspx>. If you do test positive for COVID-19 there would be certain leaves available to you. To see the leaves available to you please visit <https://intranet.rscdd.edu/HumanResources/Pages/DOCUMENTS-and-FORMS.aspx>

We have cleaned and disinfected the affected areas in accordance with the CDC’s Environmental Cleaning and Disinfection Recommendations.

Please note the District has implemented significant safety measures consistent with the guidelines promulgated by our local Health Care Agency, the California Department of Public Health, CALOSHA, and the CDC to reduce the risk of exposure to COVID-19 while at work and to ensure student and employee safety, including yours, while working at our school sites. These include the provision of face coverings and personal protective equipment (PPE), as well as the establishment of physical distancing requirements, daily health screenings, hand washing, intensified cleaning and disinfecting, and numerous other measures.

For more information, please see the website at <https://www.ochealthinfo.com/novelcoronavirus> or call the Orange County Health Care Agency at 1-800-564-8448 or contact your supervisor.

We want to reiterate our commitment to the health and safety of our students and staff. Thank you for your understanding during this challenging time.

Thank you,

Don Maus

Director, Risk Management

## Communications for Close Contacts of Positive Test Case (**Student**)

Dear Student,

We were recently notified that a member of the Santa Ana College Campus community tested positive for COVID-19. We have reason to believe that you may have been exposed to this person and in close contact with them on 10/13/2020 or 10/15/2020. Due to confidentiality reasons we cannot divulge the name of this individual.

The CDC classifies this type of exposure as a “Medium Risk”. For Medium Risk situations, the CDC recommends **that you quarantine at home or in a comparable setting for 14 days, (until October 31<sup>st</sup>)**, practice social distancing, and active monitoring of symptoms. Watch for fever, chills, cough, shortness of breath, muscle pain or a loss of taste or smell. If you become feverish or develop any of the above symptoms, you should stay home and call your healthcare provider for advice. If you need medical care, call the health care provider first so that appropriate precautions can be taken. Please also let your instructor know that you are not feeling well as we are monitoring the illnesses from this exposure

We are taking additional measures to ensure our facility is cleaned and disinfected. We are closing the facility and will undertake thorough cleaning and disinfection in accordance with the CDC’s Environmental Cleaning and Disinfection Recommendations.

We understand that this news is unsettling and that you may have questions and concerns. For more information, please see the website at <https://www.ochealthinfo.com/novelcoronavirus> or call the Orange County Health Care Agency at 1-800-564-8448 or contact your supervisor.

We want to reiterate our commitment to the health and safety of our students and staff. Thank you for your understanding during this challenging time. We look forward to welcoming you back to work the week of November 2<sup>nd</sup>.

Thank you,

## **Communications to Others in the Class of Positive Test Case (Student)**

Dear Students,

The District was recently notified that someone visiting ACC Lab on 11/25/2020 tested positive for COVID-19. Due to confidentiality reasons we cannot divulge the name of the individual. At this time and based on the information available to us, the District has determined that you have not had close contact (defined as being within 6 feet for longer than 15 cumulative minutes within a 24-hour period) with this individual. We are contacting anyone who we think was in the area so you could be aware of this situation and self-monitor for development of symptoms. Under the CDC Guidance, **most casual professional interactions are classified as “Low Risk,”** meaning that an individual has been in the same indoor environment as an infected person with symptomatic COVID-19, but has not had close contact.

**You do not need to be quarantined or do anything differently,** but if you become feverish or develop any symptoms, you should stay home and call your healthcare provider for advice. As an additional precautionary step, ANYONE with concerns about possible transmission are encouraged to take advantage of free COVID testing available here at the college. More information can be found here <https://www.santa-ana.org/covid19/free-covid-19-testing-santa-ana-residents>.

Please note the District has implemented significant safety measures consistent with the guidelines promulgated by our local Health Care Agency, the California Department of Public Health, CALOSHA, and the CDC to reduce the risk of exposure to COVID-19 while at work and to ensure student and employee safety, including yours, while working at our school sites. These include the provision of face coverings and personal protective equipment (PPE), as well as the establishment of physical distancing requirements, daily health screenings, hand washing, intensified cleaning and disinfecting, and numerous other measures.

For more information, please see the website at <https://www.ochealthinfo.com/novelcoronavirus> or call the Orange County Health Care Agency at 1-800-564-8448 or contact your supervisor.

We want to reiterate our commitment to the health and safety of our students and staff. Thank you for your understanding during this challenging time.

## Communication to Employee Who Tests Positive

Good Afternoon,

My name is Don Maus and I am the Director of Risk Management for Rancho Santiago Community College District. I was informed that you recently tested positive for COVID-19 and that you have begun to quarantine. You should stay home until:

- at least 10 days after your symptoms started; **and**
- 24 hours with no fever without the use of fever-reducing medications (e.g., Tylenol, Advil); **and**
- your respiratory symptoms (e.g., cough shortness of breath) are improving.

I also wanted to let you know about the resources available to you. Here is a link to the leaves that you might be able to use while you are off work

<https://intranet.rscdd.edu/HumanResources/Pages/DOCUMENTS-and-FORMS.aspx>.

If you believe you contracted a COVID-19 related illness as a result of your employment, you may be entitled to workers' compensation benefits. To file a workers' compensation claim please notify my office and complete a DWC-1 Claim Form pursuant to Labor Code Section 5401.

Also, please know that the District has policies protecting employees from discrimination, harassment and retaliation, as mandated under federal and state laws. Please see BP and [AR 3430 Prohibition of Harassment](#), BP and [AR 3410 Nondiscrimination](#). These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

I know this can be a very difficult and stressful situation for you. As a reminder, the District has an Employee Assistance Program ("EAP") and it is available to you and those living within your household. Here is the link [www.healthadvocate.com/rscdd](http://www.healthadvocate.com/rscdd) or you can call them directly at (866) 799-2728. They are available 24 hours a day.

I reported your positive test to the Orange County Health Care Agency and that you might receive a follow-up phone call from them. They are tasked with doing contact tracing and they may be reaching out to you. For more information, please see the website at <https://www.ochealthinfo.com/novelcoronavirus> or call the Orange County Health Care Agency at 1-800-564-8448.

I hope you feel better soon. If you have any questions don't hesitate to reach out to me.

Sincerely,

Don Maus

Director, Risk Management

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Return-To-Work Plan

## **Supervisor Communications**

Supervisor may issue a communication to those that need to know (Department Chairs, other instructors, etc.) that mention that there was a positive case of COVID, that all faculty, staff, and students who may have been exposed have been notified, that cleaning is taking place, and an ETA on when the class/office/service area will be open.

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