

# COVID-19 Prevention Program (CPP) for MiraCosta College

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace and to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205). Nothing in this CPP precludes the district from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

**Date:** 1/14/22

## I. Authority and Responsibility

Charlie Ng, Vice President, Human Resources has overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

## II. Scope

This CPP applies to all district employees except for district employees who are teleworking.

## III. Definitions

For the purposes of the CPP, the following definitions shall apply:

**“COVID-19”** means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

**“COVID-19 case”** means a person who either: (1) Has a positive “COVID-19 test” as defined in this section; (2) Has a COVID-19 diagnosis from a licensed health care provider; (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (4) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

**“COVID-19 close contact”** means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” as defined here. Sharing food/drink or physical contact with unprotected bodily fluids through shouting, yelling, and singing also qualify as close contact. This definition applies regardless of the use of face coverings but does not include time when the employee was properly wearing a fit-tested respirator, when required by the district. However, this definition does apply to employees utilizing respirators under the voluntary-use policy absent official fit-testing.

**“COVID-19 hazard”** means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

**“COVID-19 outbreak”** means 3 or more employee COVID-19 cases in an exposed group visited the workplace during their high-risk period at any time during a 14-day period. A **“COVID-19 Major Outbreak”** means 20 or more employee COVID-19 cases in an exposed group visited the workplace during their high-risk exposure period within a 30-day period

**“COVID-19 symptoms”** means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

**“COVID-19 test”** means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable. Point-of-care tests are administered by an individual other than the individual being tested. Return-to-work tests must either be point-of-care; or, if utilizing an at-home test, must be in the presence of the employer.

**“Exposed group”** means all employees at a work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

There are three exceptions to being included in an “exposed group”: (1) a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not considered a work location, work area, or common area; (2) the COVID-19 case is not present at the workplace at the same time as other employees; (3) the COVID-19 case visited the work location, work area, or common area for less than 15 minutes during the high-risk exposure period, and all persons present were wearing face coverings.

**“Face covering”** means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. Certain face shields with drapes and clear face coverings may be considered acceptable alternatives.

**“Fully Vaccinated”** means the district has documentation showing the person has received, at least 14 days prior, either the 2<sup>nd</sup> dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved, have emergency use authorization by the FDA, or (for persons fully vaccinated outside the United States) be listed for emergency use by the World Health Organization (WHO).

Individuals are considered fully vaccinated if non-FDA approved vaccines administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO.

Individuals are also considered fully vaccinated if a person's status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

**“High-risk exposure period”** means the following time period: (1) For COVID-19 cases who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For COVID-19 cases who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

**“Respirator”** means a respirator protection device approved by the National Institute for Occupational Safety and Health (NIOSH), such as an N95 filtering facepiece respirator.

**“Up-to-date Vaccination Status”** means an employee who was fully vaccinated within the past five(5) months for mRNA vaccines (e.g. Pfizer/Moderna) or two(2) months for other vaccines (e.g. J&J) . After those time frames, a booster dose from any FDA or WHO approved vaccine is necessary to be considered up-to-date.

**“Worksite”** means the building, store, facility, field, or other location where a COVID-19 case was present during the high-risk exposure period. If possible to delineate, the definition is specific to exact floors, rooms, and other sub-units. It does not apply to locations that the COVID-19 case did not enter. Telework does not apply.

#### **IV. Identification and Evaluation of COVID-19 Hazards**

##### **1. The district will implement the following in the workplace:**

- a) Conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazards** form.
- b) Evaluate employees’ potential workplace exposures to all persons at, or who may enter, the district workplace as required by the symptoms and screening section of the district’s [Return to Work Plan, Appendix E](#).
- c) 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. These include CDPH’s Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.
- d) Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- e) Conduct periodic inspections using **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- f) For indoor district worksites and facilities, the district evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities’ existing ventilation systems.
- g) The district monitors applicable orders and guidance from the Center for Disease Control and Prevention (CDC), State of California and the local health department related to COVID-19 symptoms, hazards, and prevention, including information of general application and information specific to the district’s location and operations. The district fully and faithfully complies with all applicable orders and guidance from the CDC, State of California and the local health department.
- h) Periodically, the district will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls. This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).
- i) The district will conduct periodic inspections of district worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the district’s COVID-19 policies and procedures.

## 2. Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards using **Appendix A: Identification of COVID-19 Hazards** and/or reporting any hazards identified to their supervisor.

**Employees may complete and submit Appendix A to Carrie Everts in Facilities at [ceverts@miracosta.edu](mailto:ceverts@miracosta.edu) at any time.**

## 3. Employee screening

District employees will self-screen for COVID-19 symptoms prior to reporting to any district worksite or facility as required by the symptoms and screening section of the district's [Return to Work Plan](#). Employees should use the [MiraCosta SAFE App](#) to log daily health screenings.

# V. Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards. Hazards identified will be reviewed by Charlie Ng, Vice President, Human Resources. Hazards to be corrected will be assigned to the appropriate department for correction. Each department assigned a hazard to correct will determine correction time frames based on the severity of the hazard and will notify the vice president of the schedule and completion of the correction. The vice president will follow up on measures taken to ensure timely correction.

# VI. Control of COVID-19 Hazards

## 1. Physical Distancing

Physical Distancing is no longer required by Cal/OSHA for either vaccinated or non-vaccinated employees, except in the case of major outbreaks, or if testing is unavailable for fully vaccinated employees to return from quarantine early. In a major outbreak scenario, the district has adopted several methods by which it increases physical distancing including, but not limited to, the following:

- a) providing employees the opportunity to telework or engage in other remote work arrangements;
- b) reducing the number of persons in an area at one time, including visitors;
- c) posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
- d) adopting staggered arrival, departure, work, and break times; and
- e) adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- f) When it is not possible for employees to maintain a distance of at least six (6) feet, the district requires individuals to be as far apart as possible.

## 2. Face Coverings

Face coverings are required for all employees indoors. Both the CDC and CDPH recommend face coverings indoors in areas with high transmission. This includes San Diego County and so MiraCosta College is requiring all employees regardless of vaccination status to wear face coverings indoors, in shared vehicles, travelling for district-related business, and where otherwise required by law.

The district provides clean, undamaged face coverings to employees and ensures they are properly worn by employees over the nose and mouth when indoors, when in vehicles, and where required by orders from the CDPH or local health department. Employees may obtain

disposable ASTM-rated face coverings at temperature self-check stations or from their supervisor. Employees may use face shields to supplement, and not supplant, face coverings.

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

- a) When outdoors.
- b) When an employee is alone in a room or a vehicle.
- c) While eating and drinking at a designated break room or café, and outside air supply to the area, if indoors, has been maximized to the extent possible, and six feet apart when eating/drinking.
- d) While eating, drinking, or taking medication for brief periods of time in other indoor areas (e.g., taking a sip of water in the library or taking medication while in class).
- e) Employees wearing respirators required by the District in accordance with CCR Title 8 section 5144 or other safety orders.
- f) Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis. Examples of alternatives include a face shield with a drape on the bottom, if their condition or disability permits it.
- g) Specific tasks that cannot feasibly be performed with a face covering. Employees may wear approved face shields with drapes, or clear masks, as substitutes for regular face coverings if it is necessary for effective in-person work.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six (6) feet apart from all other persons unless the unmasked employee is tested at least weekly for COVID-19. However, the district does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

The district does not prevent any employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

The district posts signage to inform non-employees that the district requires the use of face coverings at indoor district worksites and facilities.

### **3. Engineering controls**

In Major Outbreaks, the district implements measures for situations where employees cannot maintain at least six feet between individuals as specified in the *Keeping Employees Safe* section of the district's [Return to Work Plan, Appendix E](#).

The district maximizes, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems. Ventilation controls are specified in **Ventilation Protocols, Appendix F**.

### **4. Cleaning and disinfecting**

The district implements the cleaning and disinfection measures for frequently touched surfaces as specified in the *Keeping Employees Safe* section of the district's [Return to Work Plan, Appendix E](#).

Should the district have a COVID-19 case in our workplace, the district will implement the procedures specified in **Appendix G**.

### **5. Shared tools, equipment and personal protective equipment (PPE)**

PPE should 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) should be regularly cleaned. Where there must be sharing, disinfectants will be supplied so that the items can be disinfected regularly as stated in the *Keeping Employees Safe* section of the district's [Return to Work Plan, Appendix E](#).



Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be regularly cleaned.

Whenever respirators are provided for voluntary use, training will be provided for how to properly wear the respirator provided, how to perform a seal check according to the manufacturer's instructions, and how facial hair interferes with the seal. The District must provide respirators under two scenarios:

- a) To any unvaccinated employee who works with others indoors or in a vehicle upon request
- b) In a major outbreak, to any employee in the exposed group for voluntary use.

The District will provide respirators upon request in the above situations as soon as possible.

## **6. Hand sanitizing**

In order to implement effective hand sanitizing procedures, the district:

- a) Evaluates handwashing facilities determine the need for additional facilities.
- b) Encourages and allowing time for employee handwashing.
- c) Provides employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- d) Encourages employees to wash their hands for at least 20 seconds each time.

## **7. Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

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

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

The district provides and ensures the use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

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

1. The district will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards by using the **Appendix C: Investigating COVID-19 Cases** form.
2. In the event an employee has COVID-19 symptoms during a self-screen, tests positive for COVID-19, or is diagnosed with COVID-19 by a health care provider, the employee is to remain at, or return to, their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work. The district will advise employees of any leaves to which they may be entitled during the self-quarantine period.
3. If possible, the district will interview the COVID-19 cases in order to ascertain the following information:
  - a) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic;
  - b) the COVID-19 cases recent work history, including the day and time they were last present at a district worksite; and
  - c) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any close contact COVID-19 exposure.

If the district determines that there were any close contact COVID-19 exposures, those employees who are not fully vaccinated are to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

4. The district shall ensure the confidentiality of employees and comply with the Confidentiality of

Medical Information Act (CMIA). Specifically, the district will not disclose to other employees, except for those who need to know, the fact that the employees presented COVID-19 symptoms, tested positive for, or were diagnosed with COVID-19. Further, the district will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

5. COVID-19 close contacts at relevant worksites will be:
  - a) Provided COVID-19 testing at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure.
  - b) Provided information on benefits described in *Training and Instruction, and Exclusion of COVID-19 Cases*, below.
  - c) Close contact employees testing requirements depend on vaccination status:
    - Unvaccinated employees must quarantine a minimum of 5 days. On day 5, if their symptoms are resolving and fever-free, they attempt to test out of quarantine. Rapid antigen point-of-care tests are recommended. If they do not test, or test positive, they continue quarantining through 10 whole days.
    - Fully vaccinated but not up-to-date with boosters do not quarantine, but must test 3-5 days after exposure. If negative, may continue working without restriction. If positive, they must isolate 10 whole days. If testing is not possible, they must wear a facial covering and physical distance at least 6 feet at the workplace for 14 days from exposure.
    - Fully Vaccinated and up-to-date with boosters do not quarantine, but must test 5-7 days after exposure. If negative, may continue working without restriction. If positive, they must isolate 10 whole days. If testing is not possible, they must wear a facial covering and physical distance at least 6 feet at the workplace for 14 days from exposure.

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

This section applies to a workplace if three (3) or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period. This section of CPP will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

### **COVID-19 testing**

- The district will provide COVID-19 testing to all employees within the exposed group at the exposed worksite 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 the exposed group 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 once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

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

We will ensure COVID-19 cases are excluded from the workplace in accordance with our CPP

**Exclusion of COVID-19 Cases and Return to Work Criteria** requirements, and local health officer orders if applicable.

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

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our **CPP Investigating and Responding to COVID-19 Cases**.

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

In addition to our **CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Need for physical distancing.
- Updating the review:
  - Every thirty days that this section continues to apply.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - Give notice to employees in the exposed group of their right to request a respirator for voluntary use, if they are not fully vaccinated.
  - Evaluate if feasible physical distancing of at least six feet or the use of cleanable solid partitions should be implemented
  - 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.

## **IX. Major COVID-19 Outbreaks**

This section applies to any workplace if twenty (20) or more employee COVID-19 cases in an exposed group visited the workplace during their high-risk exposure period within a 30-day period. This section of CPP will stay in effect until there are fewer than three (3) new COVID-19 cases detected in the exposed group 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 in the exposed group. COVID-19 testing will be provided at no cost to employees during employees' working hours.

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



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

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

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards. All employees in the exposed group shall be provided a respirator for voluntary use.
- Employees in the exposed group who are not wearing respirators required by the employer shall be separated from other persons by at least six (6) feet. Physical distancing methods will be re-implemented.
- At workstations where employees in the exposed group are assigned to work, either physical distancing or cleanable solid partitions shall be installed.
- 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.

### **X. System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

1. Employees are required to immediately report to their manager or supervisor or to Risk Management any of the following: (1) the employee's presentation of COVID-19 symptoms; (2) the employee's possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at district worksites. Employees should report symptoms and positive tests through the MiraCosta SAFE App when possible.
2. The district will not discriminate or retaliate against any employee who makes such a report.
3. The district provides for an accommodation process for employees who have a medical or other condition identified by the CDC or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness. To request an accommodation, employees may make a request with their manager or supervisor or the Department of Human Resources.
4. Regular COVID-19 testing is not required. However, employees can access voluntary COVID-19 testing by the district's health plans, occupational clinics, and County testing centers. These options provide employees who have symptoms the opportunity to reduce the likelihood of bringing the virus to work. The district will inform employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to work during the high-risk exposure period and satisfying the minimum criteria to return to work.
5. In the event the district is required to provide testing because of a workplace exposure or outbreak, the district 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.
6. The district will notify employees and subcontracted employees of any potential COVID-19 exposure at a district worksite where a COVID-19 case and district employees were at the worksite during the COVID-19 case high-risk exposure period. The district will notify employees of such potential exposures within one (1) business day of knowledge of the COVID-19 case or 48 hours (whichever is quicker), in a way that does not reveal any personal identifying information of

the COVID-19 case. The district will also notify employees of cleaning and disinfecting measures the district is undertaking to ensure the health and safety of the worksite or facility where the potential exposure occurred. If the district reasonably knows an employee has not received a written notice or has limited literacy in the language used in the notice, then the District will provide verbal notice, as soon as practicable, in a language understandable by the employee.

## **XI. Training and Instruction**

The district will provide effective training, instruction, and regular updates to employees that include:

1. District COVID-19 policies and procedures to prevent and protect employees from COVID-19 hazards at district worksites and facilities.
2. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
3. The fact that:
  - a) COVID-19 is an infectious disease that can be spread through the air.
  - b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - c) An infectious person may have no symptoms.
4. The fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
5. 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.
6. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings are intended to primarily protect other individuals from the wearer of the face covering. Face coverings are recommended outdoors for people who are not fully vaccinated. Employees may wear face coverings at work, and request them at no cost to the employee, regardless of vaccination status.
7. Employees who request respirators for voluntary use are taught how to properly wear the respirator, how to perform a seal check, and the fact that facial hair interferes with a seal.
8. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
9. How the vaccine is effective at preventing COVID-19 and protecting against both transmission and serious illness or death. How employees can access COVID-19 testing and vaccination.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **XII. Exclusion of COVID-19 Cases and employees who had close contact**

Where the district has a COVID-19 case or close contact in the workplace, the district will limit transmission by:

1. Ensuring that COVID-19 cases and close contacts are excluded from the workplace until our return-to-work requirements are met. All employees, regardless of vaccination status, must isolate if they are a COVID-19 case.
2. Excluding employees with COVID-19 close contact exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case. See section VII-5 for close contact quarantine rules.
3. The district will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The district will provide these employees their normal compensation for the work that they perform for the district during the isolation or quarantine period.
4. The provision of benefits described below does not apply to either: (1) employees who the district can demonstrate that the close contact was not work-related; and (2) employees who are

unable to work for reasons other than protecting employees and non-employees at district worksites and facilities from possible COVID-19 transmission. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so. For other employees, the district will require that employees who are unable to telework, but are otherwise able and available to work, to use paid sick leave in order to receive compensation during the isolation or quarantine period. Employees retain their entitlement to elect not to use other earned or accrued paid leave during this time.

5. For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, the district will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period. The district may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
6. At the time of exclusion, the district will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, the district's own leave policies, and leave guaranteed by contract.

### **XIII. Reporting, Recordkeeping, and Access**

1. The district will report information about COVID-19 cases at district sites:
  - a) to the local health department whenever required by law, and provide any related information requested by the local health department.
  - b) 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 to Cal/OSHA immediately
  - c) to employees who were present at a district worksite or facility when the COVID-19 case was present within 1 business day or 48 hours, whichever is sooner.
  - d) to employee organizations that represent employees at the district worksite or facility
  - e) to the employers of subcontracted employees who were present at the district worksite or facility
  - f) to the district's workers' compensation plan administrator.
2. Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
3. Make the written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
4. Use **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. In accordance with the CMIA and applicable law, the information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
5. The district is required to gather and maintain information regarding employee vaccinations. This information is kept confidential. The district document vaccination status under two options:
  - a) Employees provide proof of vaccination and the District maintains a copy.
  - b) Employees provide proof of vaccination and the District maintains a record.

### **XIV. Return-to-Work Criteria**

1. COVID-19 cases with COVID-19 symptoms, regardless of vaccination status, will not return to work until all the following have occurred:
  - a. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of

- fever-reducing medications.
  - b. COVID-19 symptoms have improved.
  - c. At least 10 days have passed since COVID-19 symptoms first appeared.
  - d. If a COVID-19 case's symptoms have resolved by Day 5 and are fever free, they may attempt to test out of isolation at that time. A rapid antigen point-of-care test is recommended. If negative, employees may return to work on Day 6. If positive, employees must isolate the remaining 10 whole days.
2. COVID-19 cases who tested positive but never develop COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test. Asymptomatic positives may test out of isolation starting on Day 5.
  3. A negative COVID-19 test will not be required for an employee to return to work after 10 whole days of isolation.
  4. Close contact return-to-work procedures can be found in Section VII-5
  5. 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 10 days from the time the order to quarantine was effective. See section XIV-1 for full return-to-work protocol.
  6. If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety. In such cases, the district will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the district worksite or facility and, if isolation is not possible, the use of respiratory protection in the Workplace.
- 

## **XV. Transportation**

### **Assignment of transportation**

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Special COVID-19 prevention measures applicable to transportation no longer apply if all occupants are fully vaccinated.

### **Face coverings and respirators**

We will ensure that the:

- Face covering requirements of our **CPP Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers who are not fully vaccinated are provided and wear a face covering in the vehicle as required by our **CPP Face Coverings**.
- Upon request, the District shall provide respirators for voluntary use in compliance with the **CPP PPE** section for employees in the vehicle who are not fully vaccinated.

### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

### **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned periodically and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned between different drivers and disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

### **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to the employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to the employees.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

### **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

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**Charlie Ng**  
**Vice President, Human Resources**

**Signature**

## Appendix A: Identification of COVID-19 Hazards

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

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

### Cleaning & Disinfection (Direct Contact Transmission Evaluation)

Person conducting the evaluation: **Tom Macias and Justin Crast**

Date: **7/16/21**

Name(s) of employee and authorized employee representative that participated: **Tom Macias and Justin Crast**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
<ul style="list-style-type: none"><li>Door handles and push plates to Classrooms, Offices and Buildings</li></ul>	M-F 7am to 10pm and Weekends for facilities that are in use.	Multiple use and touching of these areas by different individuals.	Daily wiping, cleaning and disinfecting by the custodial staff using Waxie 730 .
<ul style="list-style-type: none"><li>Breakroom tables and chairs in all buildings</li></ul>	M-F 7am to 10pm and Weekends for facilities that are in use.	Multiple use and touching of these areas by different individuals.	Daily cleaning and disinfecting by the custodial staff using Waxie 730 in conjunction with 40 micron Electrostatic Sprayers.
<ul style="list-style-type: none"><li>Breakroom refrigerator and microwave doors and handles in all buildings</li></ul>	M-F 7am to 10pm and Weekends for facilities that are in use.	Multiple use and touching of these areas by different individuals.	Daily wiping, cleaning and disinfecting by the custodial staff using Waxie 730.
<ul style="list-style-type: none"><li>Stair handrails in affected buildings that have handrails</li></ul>	M-F 7am to 10pm and Weekends for facilities that are in use.	Multiple use and touching of these areas by different individuals.	Daily wiping, cleaning and disinfecting by the custodial staff using Waxie 730.
<ul style="list-style-type: none"><li>Kitchen and bathroom faucets and fixtures in all buildings and external accessible facilities</li></ul>	M-F 7am to 10pm and Weekends for facilities that are in use.	Multiple use and touching of these areas by different individuals.	Daily wiping, cleaning and disinfecting by custodial staff using Waxie 730; overall disinfecting of restroom walls, floors, urinals, toilet fixtures using Waxie 730 and 40



<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>
			micron electrostatic sprayers.
<ul style="list-style-type: none"> <li>Light switches in all buildings</li> </ul>	M-F 7am to 10pm and Weekends for facilities that are in use.	Multiple use and touching of these areas by different individuals.	Daily wiping, cleaning and disinfecting by the custodial staff using Waxie 730.
<ul style="list-style-type: none"> <li>Water fountains – Only water bottle filling stations. Regular water fountains will not be operable</li> </ul>	M-F 7am to 10pm and Weekends for facilities that are in use that have bottle fill stations.	Multiple use and touching of these areas by different individuals.	Daily wiping, cleaning and disinfecting by the custodial staff using Waxie 730.
<ul style="list-style-type: none"> <li>Handles on equipment</li> </ul>	M-F 7am to 10pm and Weekends for facilities that are in use.	Multiple use and touching of these areas by different individuals.	Daily wiping, cleaning and disinfecting by the custodial staff using Waxie 730.
<ul style="list-style-type: none"> <li>Buttons on vending machines and elevators in areas or buildings where they are housed</li> </ul>	M-F 7am to 10pm and Weekends for buildings and vending machines that are in use	Multiple use and touching of these areas by different individuals.	Daily wiping, cleaning and disinfecting by the custodial staff using Waxie 730.
<ul style="list-style-type: none"> <li>Class and Lab Desks, Tables, and Bench Table Tops in all classrooms and labs in use</li> </ul>	M-F 7am to 10pm and Weekends for facilities that are in use.	Multiple use and touching of these areas by different individuals.	Daily cleaning and disinfecting by the custodial staff using Waxie 730 in conjunction with 40 micron Electrostatic Sprayers.
<ul style="list-style-type: none"> <li>Public and Staff Restrooms</li> </ul>	M-F 7am to 10pm and Weekends for facilities that are in use.	Multiple use and touching of these areas by different individuals.	Daily cleaning, Day portering of restrooms and disinfecting by the custodial staff using Waxie 730 in conjunction with 40 micron Electrostatic Sprayers.

## Ventilation Evaluation (Airborne/Aerosol Transmission Risk)

Person conducting the evaluation: **Justin Crast & Tom Macias**

Date: **7/20/21**

Name(s) of employee and authorized employee representative that participated: **Justin Crast & Tom Macias**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
All indoor occupied areas	N/A	Airborne/aerosol exposure	<ul style="list-style-type: none"> <li>- MERV13 filters in all indoor occupied areas except 2 locations (see below).</li> <li>- Automated room usage system to ensure ventilation running during necessary times.</li> <li>- Signage requiring masks for unvaccinated</li> <li>- Employee/Student vaccine mandate</li> </ul>
Campus Police Kiosk @ San Elijo	N/A	Airborne/aerosol exposure from public, employees, & students.	<ul style="list-style-type: none"> <li>- MERV filter not possible, but portable HEPA filter to be purchased.</li> <li>- Signage requiring masks for unvaccinated visitors</li> </ul>
B800 Administration Building @ San Elijo	N/A	Airborne/aerosol exposure	Building is set to be demolished due to new building construction. Not occupied anymore.
Outdoor Horticulture & Pump House structures	N/A	Airborne/aerosol exposure	Structures are outdoors, so ventilation should be sufficient.
Outdoor common areas	N/A	Airborne/aerosol exposure	<ul style="list-style-type: none"> <li>- Outdoor ventilation mitigates transmission risk.</li> <li>- Signage around campus for unvaccinated to wear masks.</li> <li>- N95 respirators</li> </ul>

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
			available to unvaccinated employees on request.
Library	Operating Hours	Airborne/aerosol exposure. Potential unvaccinated members of public.	<ul style="list-style-type: none"> <li>- MERV13 filter</li> <li>- Automated HVAC system</li> <li>- Signage requiring masks for unvaccinated.</li> <li>- Plexiglass barriers available for use</li> </ul>
Cafe	Operating Hours	Airborne/aerosol exposure.	<ul style="list-style-type: none"> <li>- MERV 13 filter</li> <li>- Automated HVAC system</li> <li>- Signage requiring masks &amp; social distancing for unvaccinated.</li> <li>- Follow CDC food service rules</li> </ul>

## Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

z	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
<b>Administrative</b>			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

## Appendix C: Investigating COVID-19 Cases

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

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

**Date:** [enter date]

**Name of person conducting the investigation:** [enter name(s)]

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>			

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.



## Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

## **Appendix E**

### **Return to Work Plan**

## Appendix F

### Ventilation

MiraCosta College has assessed ventilation systems and implemented steps to increase the delivery of clean air and dilute potential contaminants in the college.

Improvement steps may include some or all of the following activities:

- Increase outdoor air ventilation, using caution in highly polluted areas.
  - When weather conditions allow, increase fresh outdoor air by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students and employees using the facility.
  - Decreased occupancy in areas where outdoor ventilation cannot be increased.
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Increase total airflow supply to occupied spaces, where possible.
- Disable demand-controlled ventilation (DCV) controls that reduce air supply based on occupancy or temperature in occupied buildings during occupied hours.
- Further open minimum outdoor air dampers where possible to reduce or eliminate HVAC air recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold, hot, or humid weather.
- Improve central air filtration:
  - Increased air to as high as possible without significantly diminishing design airflow.
  - Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass
  - Check filters to ensure they are within service life and appropriately installed.
- Consider running the HVAC system at maximum outside airflow for 2 hours before and after the school is occupied.
- Ensure restroom exhaust fans are functional and operating at capacity when the school is occupied.
- Inspect and maintained local exhaust ventilation in areas such as restrooms, and kitchens.
- Improve particulate air (HEPA) fan/filtration systems where applicable. All buildings have been equipped with MERV13 or MERV14 air filters. In a small amount of spaces incapable of MERV13/14 filtration, portable HEPA filters have been placed
- Ventilation considerations are also important on school vehicles.

## **Appendix G**

### **MiraCosta College COVID-19 Enhanced Cleaning and Disinfection Protocols Revision Date: January 14, 2022**

#### **I. Introduction**

Cleaning and disinfection is critical to reducing the spread of COVID-19 at MiraCosta College. These protocols have been developed to provide consistent practices for enhanced cleaning and disinfection in accordance with San Diego County Health and Human Services recommendations, and CDC guidelines.

These procedures are in effect until further notice and are subject to change at any time as additional guidance becomes available.

#### **II. Custodial Department Cleaning and Disinfection Protocols**

The following protocols describe the cleaning and disinfection procedures to be followed by the custodial department.

##### **A. Routine Cleaning**

Routine cleaning of occupied areas shall be continued according to departmental standards and includes actions such as:

- Cleaning high-contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming entryways and high-traffic areas
- Removing trash
- Cleaning and disinfecting restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Note: the frequency of routine cleaning standards may be relaxed, as needed, in order to allow for greater focus on high-risk locations. Cleaning measures such as vacuuming, sweeping, or cleaning walls may be performed less frequently to allow for increased cleaning and disinfection of frequently touched surfaces.

## **B. Disinfection of Frequently Touched Surfaces**

The CDC has stated that in most situations, regular cleaning (at least once a day) with soap and water is enough to sufficiently remove virus that may be on surfaces. However, if certain conditions apply or in high touch areas, you may choose to disinfect after cleaning. Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using products registered in California and [identified by the EPA](#) as effective against COVID-19..

Examples of frequently touched surfaces include:

- Breakroom tables and chairs
- Breakroom refrigerator and microwave doors and handles
- Door handles and push plates
- Stair handrails
- Kitchen and bathroom faucets and fixtures
- Light switches
- Handles on equipment
- Buttons on vending machines and elevators
- Water fountains

Focus will be paid to the childcare center, areas of higher traffic identified, and any academic spaces in use. These higher-use areas should receive daily cleaning of restrooms and water fountains and regular cleaning and disinfection of high- touch surfaces throughout the day. Disinfectant spray or wipes will be provided in work areas should an building occupant wish to disinfect their area in-between their regular cleaning schedules

## **C. Cleaning and Disinfection Following a Suspected or Confirmed Case of COVID-19**

If an individual diagnosed with COVID-19 has been present on campus, temporary closure of impacted spaces will be required to allow for additional cleaning and disinfection. Due to the testing limitations and delays, individuals with COVID-19 symptoms may not receive immediate notification of results. Therefore, it is also important to take prompt action in case of a suspected case of COVID-19.

The procedures for cleaning and disinfection following a suspected or confirmed case of COVID-19 are found in Appendix A of this document.

## **D. Custodial Department Personal Protective Equipment**

Personal protective equipment (PPE) and practices for routine enhanced cleaning and disinfection:

**Hands:** Custodial employees should wear disposable nitrile or latex gloves while removing trash, cleaning restrooms, hand-cleaning any surfaces and using any chemical products.

When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination. Hands should be washed before putting on gloves; touching the face or uncontaminated surfaces while wearing gloves should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated part (outside surface) of the gloves.

**Eyes:** Chemical goggles should be worn if splashing of chemicals into the eye is possible. During this period of increased precaution, goggles should be disinfected or washed with soap and water after using. Handwashing with soap and water should be performed for at least 20 seconds after handling goggles.

**Face:** A face mask is required to be worn when cleaning, when working within six feet of anyone else and when in common areas or shared spaces. The college will provide face masks to all employees, or employees may choose to bring their own mask or cloth face covering that covers the mouth and nose.

When wearing a mask, employees should:

- Make sure that it fits snugly and cover the nose and mouth
- Avoid touching the mask surface. Try to handle by the straps only.
- Store in a clean, dry place when not in use
- Wash cloth face masks frequently, especially when soiled or wet. Masks can be washed in warm water and tumbled dry on the high setting.
- Replace disposable surgical-style face masks when torn, dirty or wet. Please note that supplies are limited and replacements may not be readily available.
- Do not become complacent with other protective measures:
  - Do not touch the mask or face
  - Continue to be vigilant with thorough and frequent handwashing
  - Practice respiratory etiquette and cover your coughs or sneezes
  - Frequently disinfect high-touch surfaces and shared equipment
  - Practice social distancing – even when wearing masks

If an employee is not able to wear a face mask for medical reasons, they should contact Carolyn Sneary in Human Resources . If supplies permit and if there are no medical restrictions, the employee will be issued a face shield to be used instead of a mask. No additional documentation is required.

### **III. Departmental Disinfection of Frequently Touched Surfaces (Non-Custodial Employees)**

#### **IV.**

##### **A. Office/Administrative Spaces**

The CDC has stated that in most situations, regular cleaning (at least once a day) is enough to sufficiently remove virus that may be on surfaces. However, if certain conditions apply, occupants may choose to disinfect after cleaning. Building occupants may use disinfectant



wipes or spray provided by the Warehouse or Facilities Department to frequently disinfect high-touch surfaces in their own workspace or any shared spaces such as:

- Telephones
- Desktops
- Computer keyboards and mice
- Service counters
- Light switches
- Break area refrigerator and microwave handles
- Door handles and push bars
- Copy machine controls
- Shared tools and equipment

### 1. Disinfecting Wipes

The following steps should be taken when using disinfecting wipes:

- ☐ If surface is visibly dirty, use one wipe to wipe it clean and then discard.
- ☐ Use a second wipe to wipe the surface to be disinfected. Use enough wipes for surface to remain visibly wet for the time specified on the label.
- ☐ Discard all wipes in trash.
- ☐ Wash hands thoroughly or use a hand sanitizer with at least 60% alcohol.
- ☐ Let the surface dry before using it.

### 2. Disinfecting Spray

The following steps should be taken when using Morning Mist® disinfecting spray:

- ☐ If needed, pre-clean to remove visible dirt
- ☐ Spray disinfectant liberally to thoroughly wet surfaces. **Leave for 10 MINUTES** to allow disinfectant to work properly. Wipe off any residual disinfectant remaining on surface.
- ☐ Dispose of used paper towels in trash.
- ☐ Wash hands thoroughly or use an alcohol-based hand sanitizer.

## B. Academic Spaces

The custodial department should disinfect high-touch and shared surfaces in classrooms and labs at least once daily. Faculty and students should use the disinfecting supplies provided to disinfect their own learning spaces and high-touch surfaces in the room before and after using the space. Spaces to disinfect include:

- Desks
- Chairs
- Instructor console
- Computer keyboards and mice
- Light switches
- Doorknobs and handles
- Shared tools and equipment

Instructions provided in the previous section should be followed when using disinfecting supplies.

### **c. Department-Specific Procedures**

Additional departmental cleaning and disinfecting procedures have been established in certain areas. Cleaning and disinfecting supplies provided by the Warehouse of Facilities department will be [identified by the EPA](#) as effective against COVID-19.

### **d. Personal Protective Equipment**

Gloves are not required to be worn by employees and students wiping down their own spaces or common spaces with disinfecting wipes unless the safety data sheet (SDS) or label advises the use of gloves to protect against the chemicals in the wipes.

Individuals may choose to wear gloves while using disinfecting products, especially if soap and water are not available in the area. When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination. Hands should be washed before putting on gloves; touching the face or uncontaminated surfaces while wearing gloves should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds or hand sanitizer used after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated portion (outside surface) of the gloves.

### **v. Cleaning and Disinfection Logs**

Cleaning and disinfection logs listing the date, location, scope of cleaning (regular or sanitization after occupant tests positive for COVID).

1. A general log should be kept for each building by the custodial department.

