

# COVID-19 Prevention Procedures (CPP) Los Rios Community College District

The following document serves as the Los Rios Community College (LRCCD) COVID-19 Prevention Procedures Plan (CPP) and meets the California Division of Occupational Safety and Health (Cal/OSHA) COVID-19 Prevention Program (CPP) and the California Department of Public Health COVID guidance. The LRCCD CPP provides our operational strategy to support our campuses in providing in-person services, support, and instruction. This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

As newly evolving variants continue to prolong the pandemic and impact our community, we remain committed to supporting the health, safety and well-being of our campuses.

**Date:** September 6, 2023

## Authority and Responsibility

The Vice President of Administration, Assoc. Vice Chancellor of Facilities Management (FM), Los Rios Police Chief, Executive Vice Chancellor of Finance and Administration, or designee has overall authority and responsibility for implementing the provisions of this CPP in our 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 procedures 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.

## Application of the Los Rios Community College District (LRCCD) Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
  - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
  - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and Sacramento, Yolo, and El Dorado County Public Health orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include these possible measures:
    - i. COVID testing
    - ii. Face masking when recommended/required
    - iii. Staying home when sick and testing
    - iv. Following isolation requirements when an individual tests positive for COVID
    - v. Following additional requirements in the event of an outbreak
2. Training and instruction on COVID-19 prevention is provided:
  - a. When this CPP was first established.

- b. To new employees.
  - c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
  - d. Whenever new COVID-19 hazards are introduced.
  - e. When we are made aware of new or previously unrecognized COVID-19 hazards.
  - f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.
  - g. LRCCD Keenan Safe Colleges Infectious Disease Policy Training:
    - h. <https://employees.losrios.edu/training/compliance-and-safety/keenan-safecolleges-training>
3. Procedures to investigate COVID-19 illnesses at the workplace include:
- a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. LRCCD will use established systems for investigating COVID-19 Cases and documenting this information.
  - b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. Individuals who are experiencing COVID symptoms should test. Individuals who test positive for Covid are required to report their positive case through the online COVID Reporting Form. If an individual does not have access to the internet, they must report their positive test to their immediate supervisor, who must submit the online [COVID Reporting Form](#).
  - c. Encouraging employees stay home ill and get tested when experiencing COVID-19 symptoms by using the online [Interactive Decision Chart](#). If an individual tests negative, they may return to work when 24 hours fever free (without medication) and symptoms have improved.
4. Effective procedures for responding to COVID-19 cases at the workplace include:
- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
    - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
    - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
      - a. The infectious period.
      - b. Through 5 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
    - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
    - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
  - b. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for persons who had close contacts, including other measures to reduce transmission.
  - c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.

- i. Stay Home Sick: Individuals should stay home if they are sick. Use the [Interactive Decision Chart](#) to determine your next steps. Symptoms of illness may include fever (100.4 or higher), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea ([CDC](#)). If the test is negative, individuals may return to work or school if 24 hours have passed since fever resolved without the use of fever-reducing medications and symptoms have improved.
- ii. Testing: Individuals should test when they experience symptoms or learn of a COVID exposure. Testing may allow for early identification of cases and reduced transmission. Over the Counter (OTC) test kits are available at college campus Wellness Centers or through the Facilities Department.
- iii. Reporting COVID-19 Cases/Contact Tracing: Individuals who test positive for COVID must remain home and report their positive test through the online [COVID Reporting Form \(Appendix C\)](#). If an individual cannot access the internet, they must report their positive test to their immediate supervisor or instructor, who will submit the online [COVID Reporting Form \(Appendix C\)](#). Individuals must follow the [CDPH isolation](#) guidance provided by the contact tracing staff. When there is a known exposure on a school/work site, notices will be sent to exposed individuals.
- iv. COVID-19 Vaccine: CDPH strongly recommends that all persons eligible for the COVID-19 vaccine receive them at the first opportunity. LRCCD will provide COVID vaccine information. When available through local state or county public health departments, LRCCD will host campus-based COVID vaccine clinics.
- v. Face Masks: LRCCD will provide face masks at no cost to individuals who want them. Individuals are recommended to wear a well-fitting face mask of their choosing that meets CDPH recommendations. See the [CDC Guide to Masks](#) for further information. Per Cal/OSHA, staff who return from isolation on or after day 6 are required to wear a face covering around others through Day 10. Face Masks are recommended in the following situations:
  - i. Individuals who return to work/school after being sick with COVID-like symptoms (but negative for COVID) are recommended to wear a face mask through day 10.
  - ii. Individuals who have been exposed to someone with COVID-19 are recommended to wear a face mask for 10 days after last exposure.
- vi. Ventilation: LRCCD is ensuring there is sufficient ventilation in classrooms and shared workspaces per the Centers for Disease Control (CDC) and the American Society of Heating, Refrigerating, and Air- Conditioning Engineers (ASHRAE).
- vii. Hand and Respiratory Hygiene: Individuals should wash hands frequently. If soap and water are not available, use hand sanitizer with greater than 60% ethyl alcohol-based. Use respiratory hygiene at all times on site. Once a tissue is used, throw it away in a waste container and then wash hands with soap and water or use hand sanitizer. Reinforce respiratory hygiene or cough/sneeze etiquette, including use of tissues and elbows by using signage and training.
- d. If an order to isolate or exclude 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.
- e. Upon excluding an employee from the workplace based on COVID-19, LRCCD will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and LRCCD policies and leave guaranteed by contract. For LRCCD workers compensation, contact Julia Coleman at (916) 568-3189 and for benefits contact [benefits@losrios.edu](mailto:benefits@losrios.edu).

## Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace.

Individuals may pick up a [free antigen test](#) at any of our four main campus Health & Wellness Centers. Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

## Notice of COVID-19 cases

Employees and independent contractors who had a close contact to a known positive COVID case, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, LRCCD will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, authorized representatives and independent contractors at the worksite identified as close contacts.

## Face Coverings

Employees will be provided face coverings and required to wear them:

- When required by orders from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
- During Cal/OSHA applicable outbreak management requirements.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact. Please refer to the section in this [FAQ on CDPH's Isolation and Quarantine Guidance](#).

Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. 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. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

## Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
  - How to properly wear the respirator provided.
  - How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
  - The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

## Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). LRCCD uses the CDC recommend [American Society of Heating, Refrigeration and Air-Conditioning \(ASHRAE\) standards](#). Read [Making Our Buildings Resilient During COVID-19](#) to learn more.
  - All buildings that are currently occupied have MERV-13 filters, the industry standard for COVID-19 mitigation. MERV-13 filters are recommended because they can trap smaller particles, including viruses, and are equivalent to N95 masks with regards to protection and air quality.
  - In the event a building's HVAC system cannot accommodate the MERV-13 filters, LRCCD is performing additional building "flushing" two hours prior and two hours after occupancy as recommended by CDC/ASHRAE for these situations. As more buildings open to accommodate more people coming to campus, we will perform HVAC system checks and filter changes prior to occupancy.
  - In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

## Reporting and Recordkeeping

LRCCD maintains documentation to record and track COVID-19 cases. These records will be retained by Risk Management and Health & Wellness for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

**Name/Title:** Mario Rodriguez, Executive Vice Chancellor of Finance & Administration

**Signed:** 

**Date:** 9/13/23

# **Additional Consideration**

## **Cal/OSHA COVID-19 Outbreak Definitions**

When 3 or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a seven-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. Reference CCR, Title 8 section 3205.1 for details.

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a seven-day period.

### **Exclude from Work**

All COVID-19 cases, as well as employees who had close contacts but do not take a COVID-19 test, will be excluded from the workplace.

### **COVID-19 Testing**

Immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, and continue to make test available to employees at least weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

Employees who had close contacts and remain at work will be required to take a COVID-19 test within three to five days after the close contact and those who test positive for COVID-19 will be excluded. Those who do not take a COVID-19 test will be excluded until our return-to-work requirements have been met.

### **Face Coverings**

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

### **Respirators**

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

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

LRCCD will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Leave policies and practices and whether employees are discouraged from remaining home when sick.
  - COVID-19 testing policies.
  - Insufficient supply of outdoor air to indoor workplaces.
  - Insufficient air filtration.
  - Insufficient physical distancing to the extent feasible.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:

- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing the outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing to the extent feasible.
  - Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
  - Other applicable controls.

## **Ventilation**

Ventilation procedures will be used as outlined above in the CPP plan. These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

## **Major Outbreaks**

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- Exclude COVID-19 cases as well as employees in the exposed group who do not take a COVID-19 test.
- Immediately ensure that all employees in the exposed group who remain at work are tested for COVID-19 at least twice weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period. Employees in the exposed group that do not take the COVID-19 test will be excluded until our return-to-work criteria have been met.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
  - Telework or other remote work arrangements.
  - Reducing the number of persons in an area at one time, including visitors.
  - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
  - Staggered arrival, departure, work, and break times.
  - Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.