



EFFECTIVE DATE:                     

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

## What is the hazard?

COVID-19 is the respiratory illness caused by the SARS-CoV-2 virus (a.k.a., novel coronavirus). The virus is thought to be spread mainly from person-to-person through respiratory droplets and contact. There is the potential to be exposed to the virus while at work, in the community, and at home. The latest information regarding COVID-19 is available on the U.S. Centers for Disease Control (CDC) website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>). This website should be regularly reviewed in order to stay current on the dynamics of the disease, including its risks, symptoms, and current guidance on prevention and what to do if you are sick.

## What safe work practices should be followed?

The following general safe work practices should be followed by all Chabot-Las Positas CCD employees, students and visitors to indoor facilities'. Each work area is also evaluated, and additional more specific practices tailored to a specific area or operation may also apply. All employees should be familiar with these additional practices within their work area and should inquire regarding additional practices when visiting other work areas. Questions regarding COVID-19 safety should be directed to your supervisor and you can review additional resources at Chabot-Las Positas CCD COVID-19 Website.



### MEDICAL SCREENING

1. *Symptoms.* Prior to coming to work, employees must screen themselves for symptoms of COVID-19. If symptoms are noted, or a positive COVID-19 test is obtained, employees must notify their supervisor (via phone/email) and stay home. Symptoms include, but are not limited to, fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste/smell, sore throat, congestion/runny nose, nausea/vomiting, or diarrhea. CDC guidance on symptoms is located at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> (see Attachment A for summary posting). The supervisor will inform the COVID Safety Coordinator who in turn will provide direction to both the supervisor and the employee.
2. *Exposure.* Employees must notify their supervisor (via phone) and stay home if they have been in close contact with or otherwise exposed to a known or suspected case of COVID-19 if they are unvaccinated. For fully vaccinated individuals who are exposed to a close contact do not need to remain home unless they develop symptoms as noted above. The supervisor will inform the COVID Safety Coordinator who in turn will provide direction to both the supervisor and the employee.
3. *At Risk Persons.* If an employee is at higher risk of serious complications from COVID-19, they should inform their supervisor, and contact their personal health care provider for additional instructions. The supervisor will inform Human Resources who will in turn provide direction to both the supervisor and the employee. At risk people include older adults and people of any age who have serious underlying medical conditions. More information is available at: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/people-at-higher-risk.html>.



## PHYSICAL DISTANCING

1. *Maintain Physical Distance.* Physical Distancing is no longer required but is recommended for individuals with at increased risk for infection.
2. *Reduce Need for Physical Interaction.* Coordinate with your supervisor to determine a plan for reducing the need for physical interactions.
3. *Evaluate Work Area Layout.* Coordinate with your supervisor and evaluate the need for changing the work area to support physical distancing (e.g., rearranging seating/desks/workstations).
4. *Distancing Markings/Notifications.* Follow any markings regarding location indicators, traffic flow, or occupancy which may appear on walls, floors, signage, seats or other locations. These notifications are in place to help promote proper interactions. Common examples include designations for in use/out of use seating, “wait here” markings on floors, designated entry/exit doors, and “this way” arrows on floors.



## PERSONAL HYGIENE

1. *Hand Hygiene.* Clean your hands often and avoid touching your eyes, nose, and mouth with unwashed hands. Avoid handshakes or physical contact with others. Wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, use a proper hand sanitizer (e.g., 60% isopropyl alcohol). Cover all surfaces of your hands and rub them together until they feel dry. Guidance on hand washing technique from the World Health Organization (WHO) is provided in Attachment B. CDC guidance on hand washing is located at: <https://www.cdc.gov/handwashing/when-how-handwashing.html>.
2. *Sneezing & Coughing.* Cover your mouth and nose when coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands. If no tissue is available, then cough and sneeze into your elbow. Do not come to work if you have COVID-19 symptoms (see below).
3. *Personal Items.* Be cognizant of the handling of frequently used personal items (e.g., phone, keys, wallet/purse, credit/debit cards, tablets, laptops). As these items are frequently touched, they may be viewed as an extension of your hands. Avoid placing these items on public surfaces. Clean and disinfect these items regularly.



## PROTECTIVE EQUIPMENT

1. *Masks.* As cases continue to decline locally and across the country, masking requirements will follow the guidelines of CDC and CDPH. Masking requirement will match the CDC community risk level for Alameda County:
  - a. **High Risk (red):** Masks are required indoors in all District and College locations.
  - b. **Medium Risk (yellow):** Masks are required in classrooms and laboratories and all areas identified by “Dark Purple- Public Specialized areas” on the Safe Work Practices Zone Maps for each location\*. Individual faculty, staff and area managers may request that all individuals wear a mask in certain settings. **Please continue to carry a mask to wear** in these situations to protect the health of vulnerable people in our community and respect those who make these requests
  - c. **Low Risk (green):** Masks are optional in all District and College locations\*.
    - \* Masks are still required in some settings, such as clinical healthcare facilities, and on public transportation.
2. Updates to the masking requirement will occur on Thursday of each week and apply for the following calendar week (Sunday through Saturday)

3. Individual faculty, staff and area managers may request that all individuals wear a mask in certain settings. **Please continue to carry a mask to wear** in these situations to protect the health of vulnerable people in our community and respect those who make these requests.
4. **Individuals with accommodations** for the vaccine mandate shall wear a well fitted face covering, KN-95, KF-94 or N-95 filtering facepiece in accordance with the vaccine mandate accommodation process and guidelines.
5. Surgical, paper or cloth masks (a.k.a., face coverings) must be worn at times noted above unless both: a) you are alone in a substantially enclosed personal workspace (office, cubicle), room, or isolated area, and b) no other persons are anticipated to come within six (6) feet. CDC guidance on such masks are located at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. Masks, unlike respirators, are not intended to protect the wearer, but to help protect those around the wearer. Any employee using a respirator (e.g., N95), voluntarily or as assigned, must have received a copy of per the respiratory protection guidelines.
6. *Additional Protective Equipment.* Assignment of any other protective equipment (e.g., gloves, face shields, respirators) must be coordinated through your supervisor and used in accordance with work area/operation specific safety practices.



## ENVIRONMENTAL CLEANING

1. *What to Clean.* Frequently touched surfaces (i.e., those touched multiple times or by multiple people) and personal work areas should be cleaned/disinfected regularly. Examples include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, and shared work equipment.
2. *How to Clean.* Environmental cleaning involves first cleaning a surface to remove dirt and debris, and then using an approved disinfectant to inactivate the virus. Disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely (e.g., using gloves). A list of EPA-approved disinfectants for SARS-CoV-2 can be found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
3. *Coordination.* Coordinate with your supervisor regarding an environmental cleaning plan for your work area, including access to hand sanitizer, surface cleaning/disinfection products, and other associated supplies. Additional guidance on cleaning/disinfection from the CDC can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>.



## ADDITIONAL PRACTICES

1. *Training.* Coordinate with your supervisor to ensure you complete required COVID-19 safety training and watch for ongoing updates.
2. *Inspection.* Coordinate with your supervisor to ensure the work area is periodically inspected to ensure COVID-19 hazards are addressed and safety practices are being properly implemented.
3. *Case Incident Response.* If a known or suspected case of COVID-19 is found to have been present in the workplace, or exposed to employees, notify your supervisor and Vice Chancellor, Owen Letcher, immediately. A case incident response assessment will be performed to evaluate who was potentially exposed. Notification to affected parties will be provided as appropriate and a cleaning/disinfection plan will be implemented.
4. *Visitor/Vendor Communications.* Employees who are primary contacts for visitors and vendors must ensure that visitors/vendors understand that they are expected to follow the COVID-19 Board Policy on vaccination, safety guidance for visitors, as well as additional any area/operation-specific COVID-19 safety practices. In addition, employees who are primary contacts for vendors must coordinate with the vendor to learn of any additional safety practices that should be followed

by employees or visitors as a result of the vendor's work. This information must then be communicated to affected parties.

5. *Non-Work Activities.* Employees are encouraged to apply COVID-19 precautions similar to these safe work practices to their non-work personal activities. Such diligence in and out of the workplace will serve to protect co-workers, customers, families and communities during this pandemic.

**Attachments:**

- Attachment A: CDC COVID-19 Symptoms Poster
- Attachment B: WHO Hand Wash/Rub Posters
- Attachment C: Mask Request Personal Signage

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**Attachment A**  
**CDC COVID-19 Symptoms Poster**

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# Symptoms of Coronavirus (COVID-19)

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



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

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

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

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



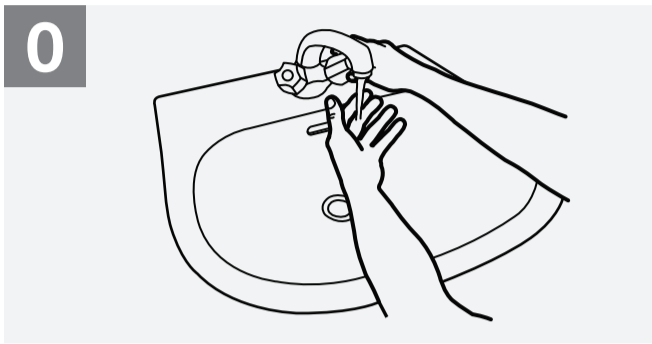
**Attachment B**  
**WHO Hand Wash/Rub Posters**

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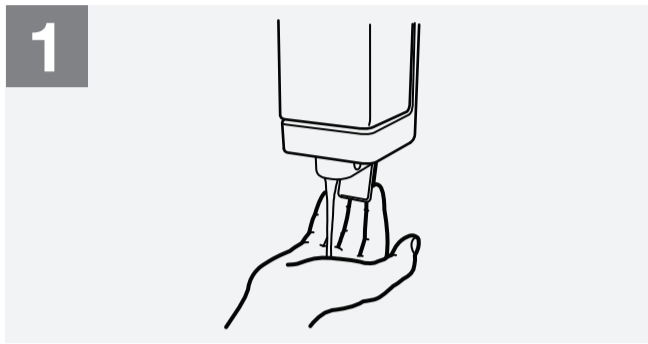
# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

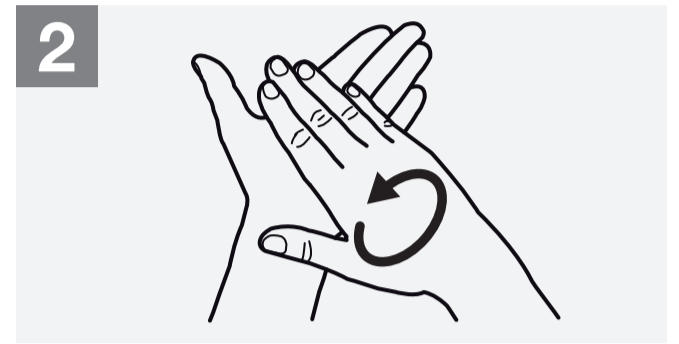
 Duration of the entire procedure: 40-60 seconds



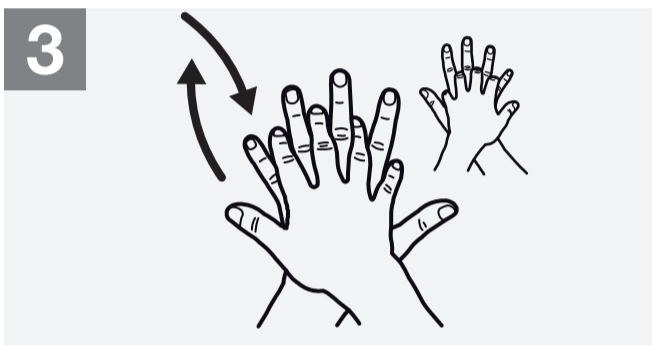
0 Wet hands with water;



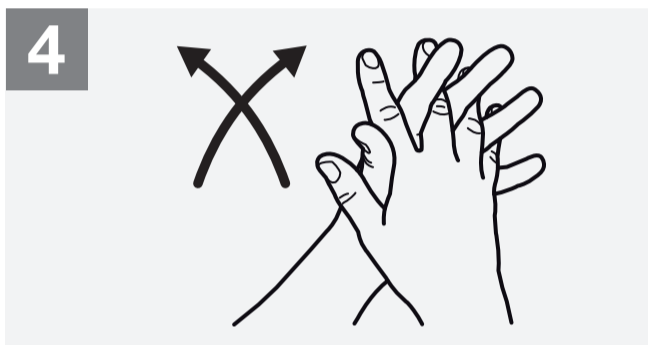
1 Apply enough soap to cover all hand surfaces;



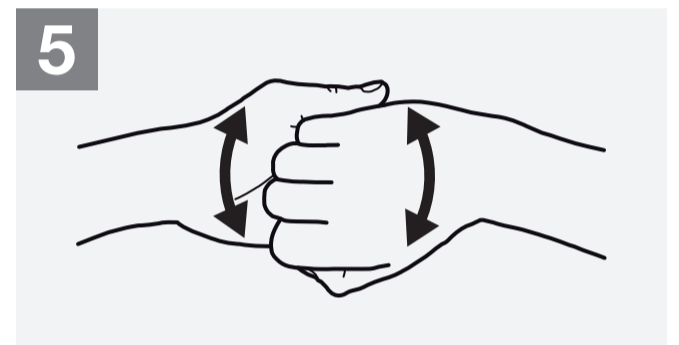
2 Rub hands palm to palm;



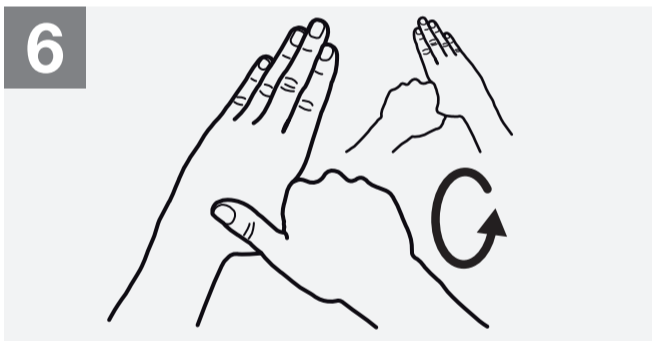
3 Right palm over left dorsum with interlaced fingers and vice versa;



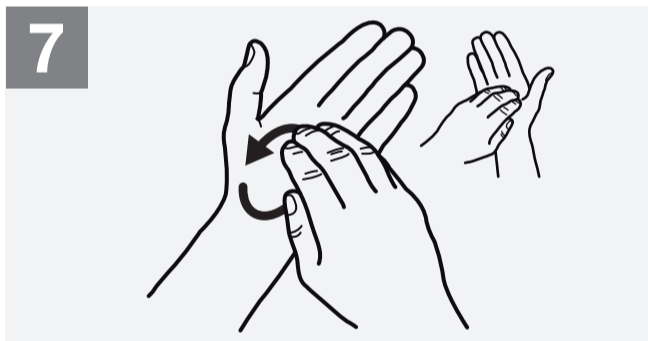
4 Palm to palm with fingers interlaced;



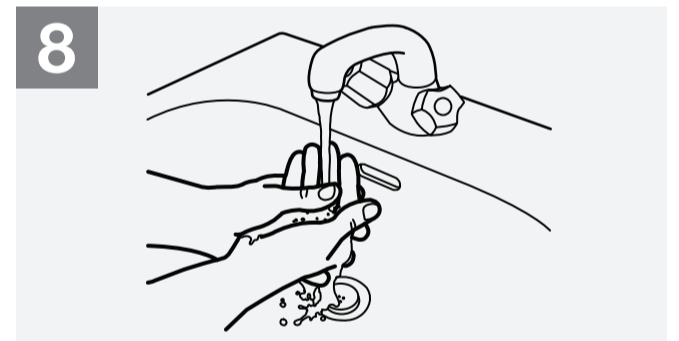
5 Backs of fingers to opposing palms with fingers interlocked;



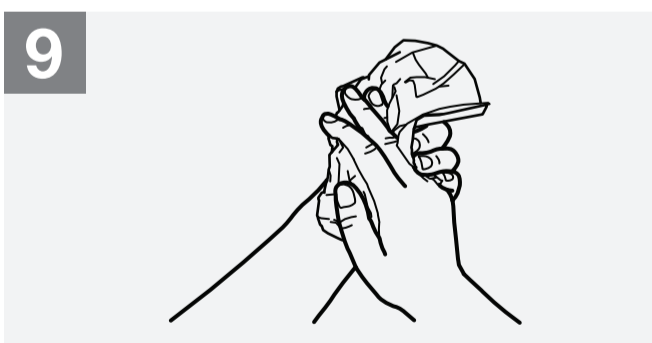
6 Rotational rubbing of left thumb clasped in right palm and vice versa;



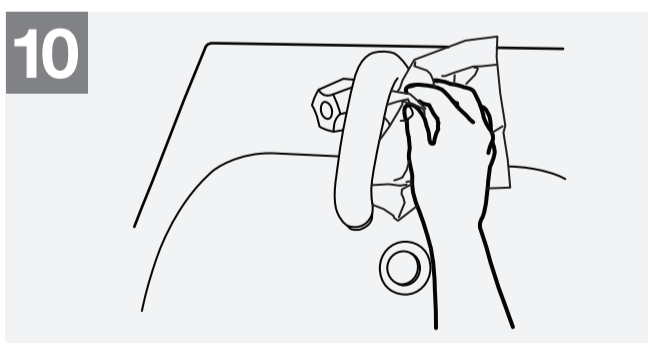
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



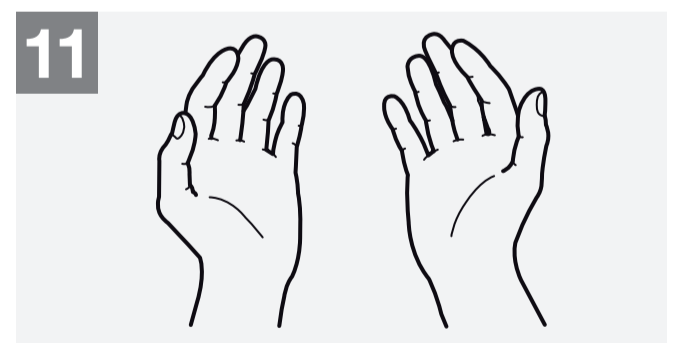
8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES  
Clean Your Hands

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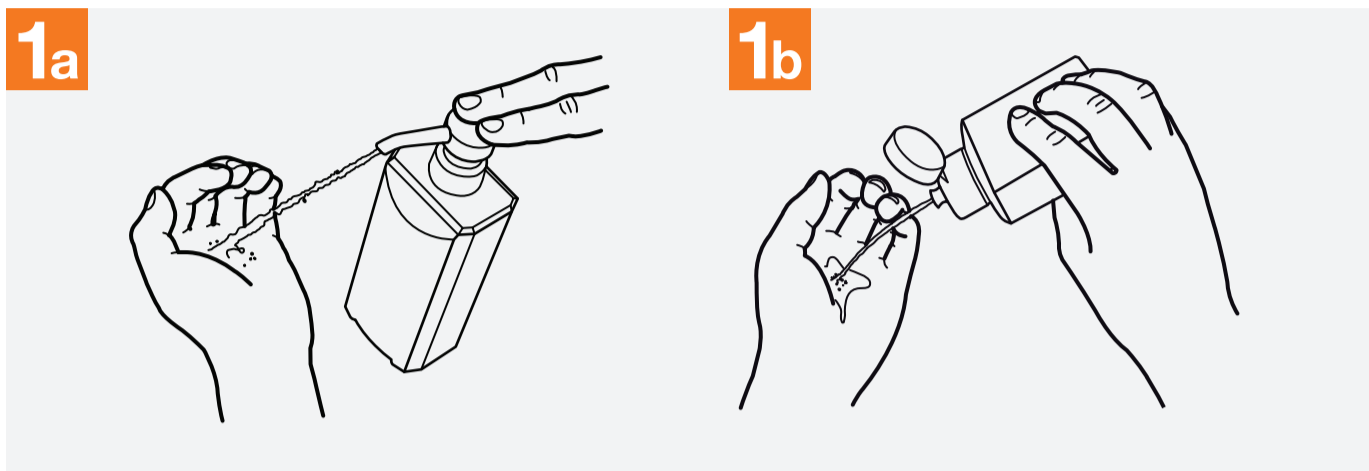
WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.



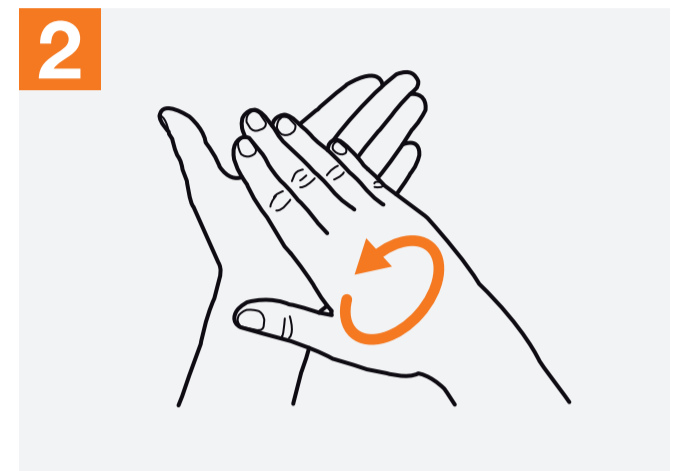
# How to Handrub?

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

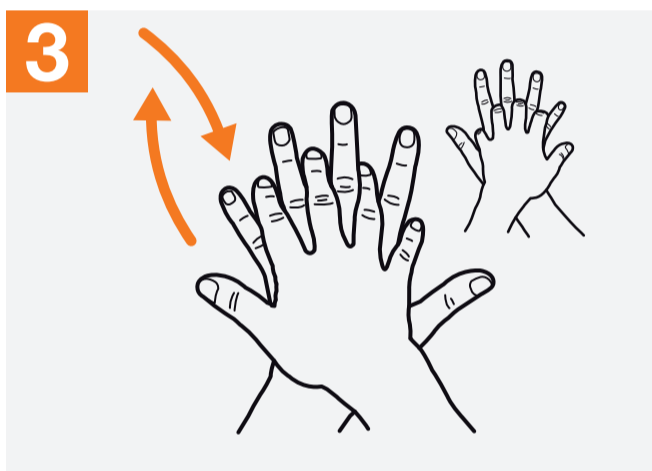
 **Duration of the entire procedure: 20-30 seconds**



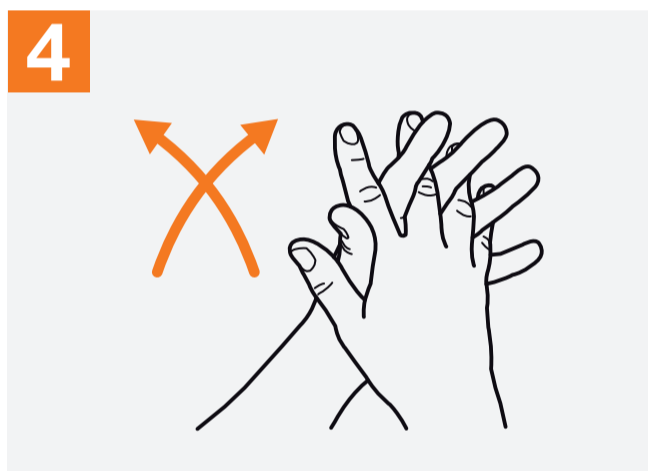
Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



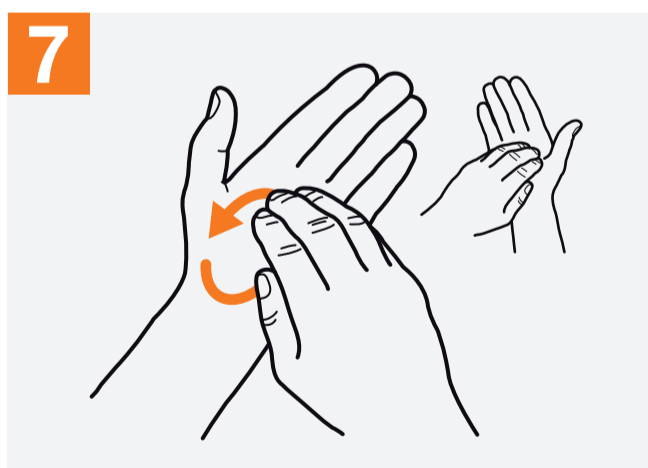
Palm to palm with fingers interlaced;



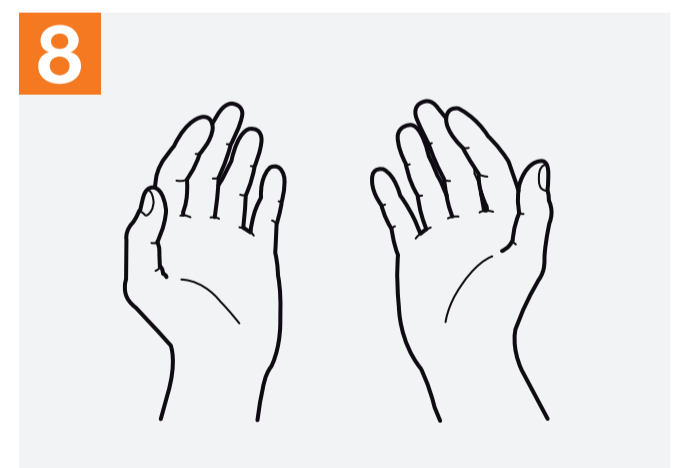
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.



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**Attachment C**  
**Mask Request Personal Signage**

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# PLEASE WEAR A FACE MASK.

Visitors to this space are kindly requested to wear a mask/face covering before entering.

**THANK YOU**



**CHABOT  
LAS POSITAS**  
COMMUNITY COLLEGE DISTRICT