

Chabot-Las Positas Community College District

# Modified Re-opening Measures and COVID-19 Training Document








by Chabot-Las Positas Community College Reopening Task Force



*Message Sent on Behalf of the Reopening Task Force.*

The following plan reflects the work of the District's Reopening Task Force, with guidance from the Chancellor's Senior Leadership Team, to facilitate the safe return of employees and students to workspaces and **pre-designated Fall lab classes for in-person instruction. The ROT and the SLT have drawn on orders and guidance from government entities, consultations with other colleges and universities, a review of trends across higher education and similar industries, and perspectives from campus stakeholders. The release of this plan will be followed by formal presentations to managers to solicit additional feedback.**

This plan sets out procedures, protocols, and guidelines in the following categories to promote the health and safety of the members of the campus community:

-  **Modifying Safe Office Spaces**
-  **Enhanced Disinfection and Cleaning**
-  **Physical Distancing**
-  **Screenings**
-  **Face Coverings**
-  **Testing**
-  **Training**

These measures incorporate guidance from local and national health authorities, including the Alameda County Public Health Agency, the Centers for Disease Control and Prevention (CDC), and other agencies such as the Occupational Safety and Health Administration (OSHA) and the U.S. Equal Employment Opportunity Commission (EEOC).



## Modified Safe Spaces

Supervising administrators and the ROT must approve any physical relocation of employees' workspaces; moving of furniture, large office equipment, or technology resources which require installation support from the IT Department; or significant physical adjustments to workspaces.



## Enhanced Disinfection and Cleaning

- The District has thoroughly cleaned and disinfected all facilities. Appropriate sanitation, disinfection, and cleaning of District facilities will be performed routinely while in use by any employees or students.
- Basic cleaning and sanitation supplies will be available in District facilities to allow employees and students to clean spaces and equipment after routine use. All employees are expected to regularly clean learning spaces, workstations, restrooms, including all common use equipment, keyboards, phones, faucets, and toilet handles before and after use.
- Cleaning staff work schedules will be adjusted to provide more thorough cleaning and disinfecting in high-traffic areas and during high-traffic times.
- All facilities, offices, studio spaces, break rooms, classrooms, lobbies, elevators, and restrooms will be cleaned and disinfected daily following CDC guidelines.
- High touch surfaces will be cleaned several times a day with disinfectant solutions, including light switches, doorknobs, handrails, elevator buttons, faucets, dispensers, toilet handles, refrigerator handles, and microwave doors.
- We have doubled the number of hand sanitizing stations placed throughout the campuses to nearly 400.
- All instructional equipment checked out for individual use will be cleaned between users using appropriate sanitizing protocols.
- The M&O Staff will post signs and other communications to promote good hygiene, including frequent hand washing, and remind employees and students of expectations.



# Physical Distancing

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

In accordance with CDC guidelines, employees and students are expected to stay away from District facilities when experiencing COVID-19 symptoms, have tested positive, or have been in close contact with someone who has symptoms while waiting for personal physician appointment or in process of being tested by personal physician.

Within CLPCCD, current physical distancing protocols will limit the number of people at a District facility at any given time. Most courses, instructional support, and student services will be delivered online or through a hybrid of in-person and remote instruction. Where appropriate, employees may continue to work from home. Instruction, student services, and employee work occurring at District facilities must provide at least six-foot physical distancing whenever possible when people are occupying the same space.

## **EXPECTATIONS FOR PHYSICAL DISTANCING AT ALL DISTRICT LOCATIONS:**

- Six-foot distancing for seating areas and walk spaces in classrooms
- Mandatory use of face coverings when pedagogical needs require students and instructors to be indoors or closer than six feet from each other with limitations on the duration of activities and the number of participants involved.
- Six-foot distancing whenever possible within employee workspaces, lobbies, and other common areas.
- Modified work shifts pursuant to collective bargaining agreements to reduce the number of employees in offices and common areas if necessary
- Mandatory use of face coverings (or PPE as appropriate) when a 6-foot distance cannot be maintained between employees and others.
- Use of audio and/or video conferencing tools for meetings where appropriate.
- Use of interactive process and reasonable accommodations for employees and students who are categorized as being at higher risk of COVID-19 infection and complications by the CDC for employees (managed by Human Resources) and for students contact the Office of Student Services

## **NEW FOOT TRAFFIC FLOWS:**

- Lobbies will have designated entrance-only and exit- only doorways.
- Stairwells will be designated for up- and down-only traffic in buildings with multiple stairwells (except for evacuation during emergencies).
- Use of spacing markers and circulation-flow markers on floors in high-traffic and common use areas.
- Other physical distancing measures include the following:
- Revised occupancy limits for buildings, meeting rooms, and other common use areas.
- No shared food and beverages in meetings and public spaces.
- Library and Technology materials will be sanitized and isolated for 72 hours after use and before being returned to circulation. Access to Library stacks will be limited; staff will retrieve items for users.



# Screenings

In accordance with CDC guidelines, employees and students are directed to stay away from District facilities when experiencing COVID-19 symptoms, if they have tested positive for COVID-19, or if they have been in close contact with someone who has COVID-19 symptoms while waiting for personal physician appointment or in process of being tested by personal physician.

The Student Health and Wellness Center is available for students to seek medical attention, including through online appointments, when ill. Students should call before coming to the Center in person.

All employees, students, contractors, and visitors at District facilities must attest, via an CLPCCD Symptom Check Tracking Sheet form, that they:

- Are not currently experiencing symptoms associated with COVID-19 as defined by CDC, including fever, coughing, shortness of breath, chills, muscle pain, sore throat, or loss of taste or smell.
- Have not come into close contact (six feet or less for an extended period of time) with a person experiencing COVID-19 symptoms or who has tested positive within the past 14 days.
- Have not traveled to a country or region on the CDC's Level 3 Travel Health Notice within the past 14 days. Have self-screened for COVID-19 symptoms before coming to a District facility.

## **RETURN TO CAMPUS FOR SICK INDIVIDUALS**

- Employees, students, and contractors must submit a medical approval certification from a licensed physician or the Alameda County Public Health agency before visiting a District facility following a positive COVID-19 test.
- Temperature and fever screenings may be required before any employee, student, contractor, or visitor is allowed to access a District facility.



# Face Coverings

Face coverings are an effective tool for limiting the spread of COVID-19. The CDC advises everyone to wear a cloth face covering over their nose and mouth whenever in public spaces. All District employees, students, contractors, and visitors are required to wear a face covering while at District facilities. Everyone must wear a face covering when participating in instructional activities, student services, or work when six (6) feet of physical distance between participants cannot be maintained.

This requirement will promote the health of our community while allowing students and employees to resume instruction, student services, and work activities without disruption and will reduce the risk of infection.

Individuals unable to wear a face covering due to a medical condition must contact Human Resources (for employees) or Services for Students with Disabilities.



# Testing

Employees must report a positive COVID-19 test, when experiencing COVID-19 related symptoms, or close contact with someone who is experiencing COVID-19 symptoms or has tested positive within 14 days of contact to their immediate supervisor and District Human Resources.

The CDC defines “close contact” as “an individual who has had close contact (< 6 feet) for a prolonged period of time” with someone who tested positive or has symptoms, depending on whether the individual “was wearing a face mask (which can efficiently block respiratory secretions from contaminating others and the environment).”

The more widespread availability of testing for COVID-19 is critical for effective re-opening plans that have been announced by the Governor of California. Testing is available within the CLPCCD community at several locations. Additional information on testing can be found at <http://www.acphd.org/2019-ncov/testing.aspx>



# Training

In addition to this training document, the District offers additional online training to ensure all members of the campus community understand the risks of COVID-19, precautions against infection, and District procedures and guidelines related to the pandemic. Training handouts are provided at the end of this document for reference by all individuals using CLPCCD facilities. This video training is available to all CLPCCD employees via the Safe College Training program by utilizing the following link <https://clpccd-keenon.safecolleges.com/login>.

Training videos include the following: Coronavirus Awareness (10 minutes); Coronavirus: Cleaning and Disinfecting your Workplace (10 minutes); Coronavirus: Transitioning to a Remote Workforce (11 minutes); Coronavirus: Preparing Your Household (9 minutes); Coronavirus: Managing Stress and Anxiety (12 minutes); Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings (9 minutes); Pandemic Flu (19 minutes).

# Future Revisions

The District re-opening procedures and guidelines may be revised as appropriate in response to government mandates, public health agency guidelines, local conditions, and new information on safe operational procedures. Revisions will be developed as necessary.

A brief quick-reference guide is attached.

# Employee Guide: Physical Distancing on Campus

*Based on local, state, and federal recommendations*

The Chabot-Las Positas Community College District continues to prioritize the health and safety of the District employees, students and community as primary to operations of the institution. The overall goal of this guide is to provide physical distancing procedures in order to increase the physical space between members of the campus community to reduce unintended exposures.

According to the Center for Disease Control (CDC), social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Access Control – Students will be required to present identification and must be rostered.
- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- Facial Coverings are required for employees and students while indoors and outdoors where they are unable to maintain physical distancing.

## How can departments practice physical distancing?

### **MAINTAIN SAFE OFFICE SPACES**

- Modify offices and relocate employees (with administrator/IT approval) where employees are likely to be in very close contact.
- Rearrange desks and common seating spaces to maximize the space between employees.
- In these situations, create a 3-foot radius around each employee, resulting in a 6-foot total distance between any two employees.
- Turn desks to face in the same direction where possible (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Visual aids (e.g., painter’s tape, stickers, etc.) will be used to illustrate traffic flow and appropriate spacing to support physical distancing.
- In reception areas, limit the number of seats, organizing them to ensure 6-feet in-between.
- Increase distance in waiting lines.

### **ENCOURAGE AND REINFORCE SOCIAL NORMS AND HEALTH ETIQUETTE**

- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.
- Have hand sanitizer and tissues readily available.
- Reinforce hand washing routines. Ask employees to wash hands upon entering and leaving classroom or other spaces on campus.
- Consider ways to reinforce good hand hygiene. For example, provide incentives (e.g., department/team recognition or special responsibilities) for proper and thorough hand washing.
- Avoiding touching your face and eyes; wash hands when you do.
- Wash your hands thoroughly with soap and water for at least 20 seconds.
- Cover your cough
- Stay home when you are sick

## **AVOID COMMUNITY SUPPLIES WHEN POSSIBLE**

- If shared supplies are necessary, designate bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.
- Do not share writing utensils and office supplies between students or employees (when possible).
- Frequently clean office materials or equipment that cannot be designated.
- Place hand hygiene supplies in close proximity to shared equipment (e.g., printer/copier).
- Promote a safe workplace for employees.
- Hold staff meetings virtually or in a large enough space to accommodate physical distancing.
- Encourage non-essential campus planning and activities be conducted using virtual methods.
- Allow staff to use alternate spaces or telework.
- Conduct professional development virtually whenever possible.
- Explore opportunities for staff who cannot be on campus due to their own high-risk conditions or those of their family members to complete work utilizing alternate spaces (e.g., telecommute).
- Ensure office access to hand hygiene products
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.
  - Have hand sanitizer and tissues readily available for use by employees throughout the building.
  - Custodial Department will continue to provide cleaning in alignment with CDC's Cleaning and Disinfection Recommendations.
- Avoid employee mixing outside of the office
- Adjust work schedules to stagger arrival and/or departure times.
- Explore the use of alternate spaces (e.g.,

classroom) for eating or create visual cues in cafeteria to ensure physical distancing.

- Build in visual cues that demonstrate physical spacing in open areas such as the quad.
- Breakrooms should be managed to reduce communal use. If safe distances cannot be maintained, consider finding alternative areas to take breaks.
- Keep in mind physical distancing also applies in other areas such as vehicles, carts, and non-traditional work settings.

## **RESTROOMS**

- Utilize single-stall restrooms.
- Increase signs encouraging individuals to wash hands properly.
- Increase cleaning and disinfecting of restrooms.
- Promote health checks
- This includes temperature checks and respiratory symptom screening for employees to ensure those who develop symptoms are not attending work.
- Ask about access to thermometers and consider implementing temperature checks for households who do not have one.
- Use existing campus outreach systems to provide text and email reminders to employees to check for symptoms of household members in the morning and evening.
- Limit interactions outside campus.
- Limit nonessential visitors or volunteers on campus.
- Use virtual formats for guest speakers, trainings, and other professional development.
- Limit non-essential work travel.
- Provide reminders about the importance of not sharing food or drinks.

\* Please keep in mind when creating temporary barriers or workstations that you do not block or inhibit emergency egress, corridors, aisles, or safe paths of travel. In addition, consider the flammable nature of materials so you do not create a fire hazard.



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# Share facts about COVID-19

Know the facts about coronavirus (COVID-19) and help stop the spread of rumors.

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/share-facts.html>

FACT  
1

**Diseases can make anyone sick regardless of their race or ethnicity.**

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT  
2

**For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.**

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT  
3

**Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.**

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT  
4

**There are simple things you can do to help keep yourself and others healthy.**

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT  
5

**You can help stop COVID-19 by knowing the signs and symptoms, which can include:**

- Fever
- Cough
- Shortness of breath

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Last Modified on June 24, 2020

# Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

## Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



## Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
  - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



## Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include\*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 if you have a medical emergency.** If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

## Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



## If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



## Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



## Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



## Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



## Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective.

## How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
  - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
    - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
    - at least 10 days have passed since your symptoms first appeared.
  - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
    - You no longer have a fever (without the use of medicine that reduces fevers)AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
    - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



**In all cases, follow the guidance of your healthcare provider and local health department.** The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.



## Coronavirus Disease 2019 (COVID-19)

### How COVID-19 Spreads

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

#### Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

#### The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

**The virus that causes COVID-19 is spreading very easily and sustainably between people.** Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

#### The virus may be spread in other ways

It may be possible that a person can get COVID-19 by **touching a surface or object that has the virus on it** and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

#### Spread between animals and people

- At this time, the risk of COVID-19 spreading **from animals to people** is considered to be low. Learn about [COVID-19 and pets and other animals](#).
- It appears that the virus that causes COVID-19 can spread **from people to animals** in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do [if you have pets](#).

### Protect yourself and others

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- [Maintain good social distance](#) (about 6 feet). This is very important in preventing the spread of COVID-19.
- [Wash your hands](#) often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- [Routinely clean and disinfect](#) frequently touched surfaces.
- Cover your mouth and nose with a [cloth face covering](#) when around others.

Learn more about what you can do to [protect yourself and others](#).

## More Information

[ASL Video Series: How does COVID-19 Spread?](#)

Page last reviewed: June 1, 2020

Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\), Division of Viral Diseases](#)

# Worker Exposure Risk to COVID-19

## Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have, or suspected of having, COVID-19.

OSHA has divided job tasks into four risk exposure levels, as shown below. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

## Occupational Risk Pyramid for COVID-19

### VERY HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include:

- Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

### HIGH EXPOSURE RISK

Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

### MEDIUM EXPOSURE RISK

Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include:

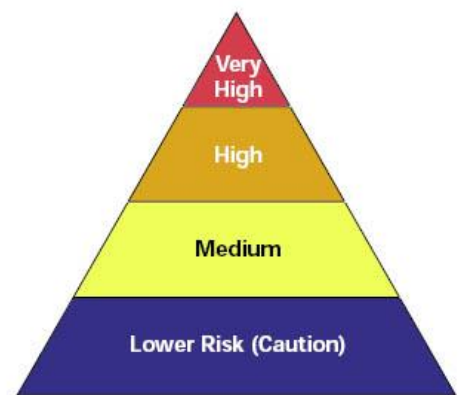
- Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.

### LOWER EXPOSURE RISK (CAUTION)

Jobs that do not require contact with people known to be, or suspected of being, infected.

- Workers in this category have minimal occupational contact with the public and other coworkers.

For more information, see the [Guidance on Preparing Workplaces for COVID-19](#).



*The four exposure risk levels represent probable distribution of risk.*

# How to Protect Yourself and Others

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

## Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

### Clean your hands often

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- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact

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- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)





## Cover your mouth and nose with a cloth face cover when around others

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- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
  - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

## Cover coughs and sneezes

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- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Clean and disinfect

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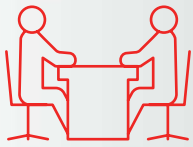
- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

# SOCIAL DISTANCING GUIDELINES AT CLPCCD



# 1

Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.



# 2

Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands.



# 3

Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.



# 4

Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible.



# 5

Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

## FLU PREVENTION TIPS



Get vaccinated



Wash hands often



Cover coughs & sneezes



Stay home when sick



CHABOT  
LAS POSITAS

COMMUNITY  
COLLEGE

Last Modified on June 24, 2020 ICT



# Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

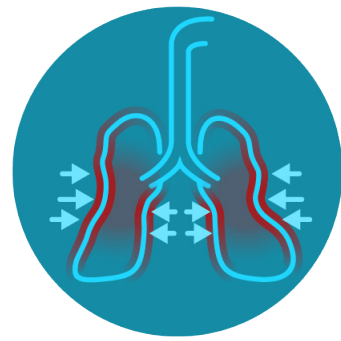
**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS OF  
BREATH**



[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)

Updated on June 24, 2020

Disinfecting instructions using Hydrogen Peroxide  
Pending

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## Coronavirus Disease 2019 (COVID-19)

### When to wear gloves

For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick.

In most other situations, like running errands, wearing gloves is not necessary. Instead, practice [everyday preventive actions](#) like keeping [social distance](#) (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a [cloth face covering](#) when you have to go out in public.



#### When cleaning

When you are routinely [cleaning and disinfecting your home](#).

- Follow precautions listed on the disinfectant product label, which may include-
  - wearing gloves (reusable or disposable) and
  - having good ventilation by turning on a fan or opening a window to get fresh air into the room you're cleaning.
- [Wash your hands](#) after you have removed the gloves.



#### When caring for someone who is sick

If you are providing care to someone who is [sick at home or in another non-healthcare setting](#)

- Use disposable gloves when cleaning and disinfecting the area around the person who is sick or other surfaces that may be frequently touched in the home.
- Use disposable gloves when touching or having contact with blood, stool, or body fluids, such as saliva, mucus, vomit, and urine.
- After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.
- [Wash your hands](#) after you have removed the gloves.



#### When gloves aren't needed

Wearing gloves outside of these instances (for example, when using a shopping cart or using an ATM) will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs. The best way to protect yourself from germs when running errands and after going out is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.



#### Other ways to protect yourself

COVID-19 is a respiratory virus and is mainly spread through droplets created when a person who is infected coughs, sneezes, or talks. You can protect yourself by keeping [social distance](#) (at least 6 feet) from others and washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol) at [key times](#), and practicing [everyday preventive actions](#).



## Gloves in the workplace

Guidelines and recommendations for glove use in [healthcare](#) and [work settings](#) will differ from recommendations for the general public.

Page last reviewed: May 9, 2020

Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\), Division of Viral Diseases](#)



## Coronavirus Disease 2019 (COVID-19)

# When You Can be Around Others After You Had or Likely Had COVID-19

If you have or think you might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. **If you have an emergency warning sign (including trouble breathing),** get emergency medical care immediately.



When you can be around others (end home isolation) depends on different factors for different situations.

Find CDC's recommendations for your situation below.

## I think or know I had COVID-19, and I had symptoms

You can be with others after

- 3 days with no fever **and**
- **Symptoms** improved **and**
- 10 days since symptoms first appeared



Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

## I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test



Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.”

## I have a weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?

People with conditions that weaken their immune system might need to stay home longer than 10 days. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. You can be with others after you receive two negative test results in a row, at least 24 hours apart.

If testing is not available in your area, your doctor should work with an infectious disease expert at your local health department to determine if you are likely to spread COVID-19 to others and need to stay home longer.

## For Anyone Who Has Been Around a Person with COVID-19

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop illness.



### For healthcare professionals

[Criteria for Return to Work for Healthcare Personnel with Suspected or Confirmed COVID-19](#)

#### More information

[What to Do If You Are Sick](#)

[Caring for Someone at Home](#)

[Quarantine and Isolation](#)

[Symptom-Based Strategy to Discontinue Isolation for Persons with COVID-19](#)

Page last reviewed: May 24, 2020

Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\), Division of Viral Diseases](#)



**CLEANING** with soap and water removes germs, dirt and impurities from surfaces. It lowers the risk of spreading infection. If you notice a surface that needs to be cleaned please notify District maintenance and Operations.

**DISINFECTING** kills germs on surfaces. By killing germs on surfaces after cleaning, it can further lower the risk of spreading infection. The District is providing 3% Hydrogen Peroxide as a safe, green, disinfecting product for use by anyone who utilizes District facilities.

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**HOW TO USE:** Spray a paper towel or the surface to be disinfected with the product provided, wipe the area and allow to air dry.

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If the materials provided have run out please notify District Custodial Staff for replacement.

Maintenance and Operations (M&O)

Contact Information

Chabot College Phone #:510-723-7206

Las Positas College Phone #:925-424-1760

District Office Phone #:925-424-1760



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