



What is the hazard?

COVID-19 is the respiratory illness caused by the SARS-CoV-2 virus (a.k.a., novel coronavirus). 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 Community College District (CLPCCD) employees, visitors and onsite vendors. Questions regarding COVID-19 safety should be directed to the COVID-19 Safety Coordinator.

Vaccinated and Unvaccinated Employees

In some instances, safe work practices will differ for fully vaccinated individuals compared to unvaccinated individuals, as unvaccinated individuals are at a higher risk of becoming ill from SARS-CoV-2 and transmitting COVID-19 to others. In general, people are considered fully vaccinated 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. At this time all individuals are required to follow guidance for **UNVACCINATED** employees. In the future those who have provided proof of being fully vaccinated to Human Resources may follow protocols for **VACCINATED** employees and those who have not or who have declined to state must follow the protocols for **UNVACCINATED** employees.



MEDICAL SCREENING

VACCINATED and **UNVACCINATED** Employees:

1. *Symptoms.* Prior to coming to work, employees must screen themselves for symptoms of COVID-19. If symptoms are noted, 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 Human Resources who in turn will provide direction to both the supervisor and the employee.
2. *Positive Test.* Employees must notify their immediate supervisor (via phone/email) and stay home if they receive a positive COVID-19 test. The Supervisor in cooperation with the Covid Safety Coordinator and HR Benefits Staff will provide direction to both the supervisor and the employee.
3. *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 not fully vaccinated at the time of exposure. The supervisor will inform the Covid Safety Coordinator and Human Resources who in turn will provide direction to both the supervisor and the employee.
4. *Order to Isolate.* Employees must notify their supervisor (via phone/email) and stay home if they are subject to an order to isolate by a state or local public health official. The supervisor will inform the Covid Safety Coordinator and Human Resources who will provide direction to both the supervisor and the employee.

5. *At Risk Persons.* If an employee is at higher risk of serious complications from COVID-19, they should inform their supervisor. 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

VACCINATED Employees:

1. Physical distancing is no longer required. However, CLPCCD supports employee efforts to minimize large gatherings and close contact with others (<6 feet of distance for more than 15 minutes) to the extent practical.

UNVACCINATED Employees:

2. Unvaccinated employees must maintain at least 6 feet of physical distancing when face coverings are removed for eating or drinking.



PERSONAL HYGIENE

VACCINATED and **UNVACCINATED** Employees:

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% ethyl alcohol or 70% isopropyl alcohol, methyl alcohol prohibited). 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 medical screening above).



PROTECTIVE EQUIPMENT

VACCINATED and **UNVACCINATED** Employees:

1. *Masks—When to Use.* Face coverings (e.g., cloth masks or surgical masks) will be provided upon request. Face coverings must be worn in the following settings regardless of vaccination status:
 - a. On public transit (examples: airplanes, taxis, ride-shares) and in transportation hubs (examples: airport, subway station).
 - b. Indoors in at all **CLPCCD facilities** and K-12 schools, childcare, and other youth settings.
 - c. Healthcare settings, including long term care facilities.
 - d. Correctional facilities and detention centers.
 - e. Homeless shelters, emergency shelters, and cooling centers.
 - f. Inside residential dwellings (when present for business purposes).
 - g. When recommended or required by local health authorities.
 - h. At any worksite or place of business where use of face coverings is requested.
2. *Masks—How to Use.* Masks must be kept clean and undamaged. Masks primarily protect those around the wearer and may provide some protection to the wearer. CDC mask guidance is at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>.

CDPH mask guidance is at: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>.

3. *Respirators—Approval for Use.* N95 filtering facepiece respirators will be provided for voluntary use upon request. Employees may voluntarily use N95 respirators after reviewing the Cal/OSHA voluntary use guidance (<https://www.dir.ca.gov/title8/5144d.html>).
4. *Masks.* Face coverings (e.g., cloth masks or surgical masks) must be worn at all times when indoors unless you are alone in a closed private room (e.g., private office or car) that is not used by others.



ENVIRONMENTAL CLEANING

VACCINATED and **UNVACCINATED** Employees:

1. *What to Clean.* Frequently touched surfaces (i.e., those touched multiple times or by multiple people). Examples include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, and shared work equipment.
2. *When to Clean.* The fewer people that touch the surface between cleaning/disinfection the better. Daily cleaning of frequently touched surfaces is generally considered sufficient.
3. *How to Clean.* For frequently touched surfaces, daily cleaning with a general cleaner is generally sufficient, although disinfectants may also be used as well. Disinfection with an approved disinfectant must be conducted when there has been a confirmed or suspected case in an area during the high-risk period. 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>.



ADDITIONAL PRACTICES

VACCINATED and **UNVACCINATED** Employees:

1. *Training.* Ensure that you have completed all required COVID-19 safety training.
2. *Hazard Reporting.* Potential COVID-19 hazards in the workplace should be immediately reported to your supervisor, the Covid Safety Coordinator, or a member of the safety committee.
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, the Covid Safety Coordinator, or a member of the safety committee immediately. A case incident response assessment will be performed to evaluate who was potentially exposed, and what surfaces were potentially contaminated. Notification to affected parties will be provided and a cleaning/disinfection plan will be implemented, as appropriate.
4. *Visitor/Vendor Communications.* Employees who are primary contacts for visitors and vendors must ensure that visitors/vendors are aware of and follow the “FACS COVID-19 Visitor Guidance” included in Attachment C.
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.

Additional Requirements for UNVACCINATED Employees:

6. *Eating & Drinking.* When eating meals, try to be alone outdoors or indoors in a space not used by others (e.g., private office). If you cannot be alone, maintain as much distance as possible from others (minimum 6 ft.) and wear a face covering when you are not in the process of eating. Do not socialize with others when eating, even at a 6 ft.+ distance. Masks may be momentarily removed to eat or drink if 6 ft.+ of distance is maintained from others.

References: Current CDPH, Cal/OSHA, and CDC COVID-19 guidance.

Attachments:

- A. CDC COVID-19 Symptoms Poster
- B. WHO Hand Wash/Rub Posters
- C. Visitor Posting

Attachment A

CDC COVID-19 Symptoms Poster

Print Resources Home:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

“Symptoms of Coronavirus (COVID-19”, 7/22/20

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

Attachment B

WHO Hand Wash/Rub Posters

May 2009:

https://www.who.int/docs/default-source/infection-prevention-and-control/how-to-handwash-poster.pdf?sfvrsn=8ab212f0_2

https://www.who.int/docs/default-source/infection-prevention-and-control/how-to-handrub-poster.pdf?sfvrsn=f5e8bfb1_2

Attachment C
Visitor Posting

COVID-19 VISITOR GUIDANCE

Visitors and vendors to FACS facilities are requested to follow the COVID-19 safety practices listed below. Please direct any additional questions to your site contact.



Medical Screening. Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



Physical Distancing. Although physical distancing is not required, please respect the preferences of others. FACS supports maintaining a distance of at least six feet to the extent practical.



Personal Hygiene. Wash your hands or use hand sanitizer immediately before or upon entering the work area. Cover coughs and sneezes.



Protective Equipment. When indoors, wear a face covering/mask which covers your nose and mouth at all times. FACS supports the use of masks regardless of vaccination status.



Environmental Cleaning. Cleaning of frequently touched surfaces is generally performed daily. Perform additional cleaning of surfaces you will be using at your discretion.



Additional Practices. Subsequent to your visit, if you are known or suspected to have had COVID-19 while on site, notify your FACS contact immediately.