



COVID-19 Prevention Program (CPP)

Revised 6.14.2022.

SRJC COVID-19 PREVENTION PROGRAM (CPP)

I. PURPOSE

The purpose of the Sonoma County Junior College District's (District) COVID-19 Prevention Program ("CPP") is to control exposures to the SARS-CoV-2 virus that may occur at the District to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, et seq.) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes the District from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

II. SCOPE

Unless one of the exceptions applies, this CPP applies to all District employees, including those who are vaccinated.

The following employees are exempted from coverage under the CPP: (1) District employees who are teleworking; or (2) District employees who are working in a facility or operation that is subject to the Cal/OSHA regulation concerning Aerosol Transmissible Diseases ("ATD") regulation.

Furthermore, certain District employees who perform services covered by the ATD regulation may be exempted during the actual performance of such services.

III. DEFINITIONS

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

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

"COVID-19 case" means a person who either: (1) Has a positive "COVID-19 test" as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county. A person is no longer a "COVID-19 case" when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

"Close contact COVID-19 exposure" means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" as defined here. This definition applies regardless of the use of face coverings.

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

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

"COVID-19 test" means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

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

The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“Infectious period” means the following time period: (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days after symptoms first appeared.

“Isolation” is the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. [Isolation](#) for public health purposes may be voluntary or compelled by federal, state, or local public health order.

“Quarantine” is the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease. [Quarantine](#) may be voluntary or compelled by federal, state, or local public health order.

“Returned case” whereas an employee has returned to work after the initial onset of COVID-19 symptoms or positive test and has not developed any symptoms for 90 days.

IV. PROGRAM

A. AUTHORITY AND RESPONSIBILITY

The administrator responsible for COVID-19 concerns is Kate Jolley, Vice President, Finance and Administrative Services who may be contacted at 707.527.4413 or kjolley@santarosa.edu. In addition, all managers and supervising administrators are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Nothing in this CPP precludes any District employee from adhering to the District’s existing Injury Illness Prevention Program (IIPP) per District Policy [6.8.2](#) and [6.8.2P](#).

B. SYSTEM FOR COMMUNICATING WITH DISTRICT EMPLOYEES

1. Reporting COVID-19 Symptoms and Possible COVID-19 Close Contact Exposures at District Worksites and Facilities

District policy requires that employees immediately report to the COVID Response Team, which includes their direct manager or supervising administrator, Coordinator of COVID Response, [Robin McHale](#) in Human Resources, [Rebecca Norwick](#) in Student Health Services, [Erin Bricker](#), [Kate Jolley](#), [President Frank Chong](#), and their component Vice President if they have been onsite within the high-risk period and have tested positive for COVID-19, present with COVID-19 symptoms, or have possible close contact exposures.

District managers or supervising administrators who receive any report of the above are required to report to the COVID Response Team as listed above.

The District will not discriminate or retaliate against any District employee who makes such a report.

2. Accommodations Process for District Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness

District Policy [4.20](#) and Procedure [4.20P](#) provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention (“CDC”) or the employees’ health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

The CDC currently identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness.

The CDC guidance currently provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

- a. Cancer
- b. Chronic kidney disease
- c. COPD (chronic obstructive pulmonary disease)
- d. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- e. Immunocompromised state (weakened immune system) from solid organ transplant
- f. Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
- g. Severe Obesity (BMI ≥ 40 kg/m²)
- h. Pregnancy
- i. Sickle cell disease
- j. Smoking
- k. Type 2 diabetes mellitus

The CDC guidance also currently provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

- a. Asthma (moderate-to-severe)
- b. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- c. Cystic fibrosis
- d. Hypertension or high blood pressure
- e. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- f. Neurologic conditions, such as dementia
- g. Liver disease
- h. Overweight (BMI > 25 kg/m², but < 30 kg/m²)
- i. Pulmonary fibrosis (having damaged or scarred lung tissues)
- j. Thalassemia (a type of blood disorder)
- k. Type 1 diabetes mellitus

The District will periodically review [this online resource](#) in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19.

District employees are encouraged to review the list of medical conditions and other condition provided above to determine whether they have such a condition.

To request an accommodation under the District policy, employees may make a request with their manager or supervising administrator or to [Robin McHale](#), Manager of Environmental Health and Safety.

- Use this form for [medical exemption requests](#).
- Use this form for [religious exception requests](#).

3. COVID-19 Testing

The District possesses authority to require that employees who report to work at District worksites or facilities be tested for COVID-19.

Where the District requires that District employees be tested, the District will inform employees why testing is required.

The District will also inform District employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to a District site during the high-risk exposure period and satisfying the minimum criteria to return to work.

Where the District requires testing, the District has adopted policies and procedures (see IIPP Policy [6.8.2](#) and [6.8.2P](#)) that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act (“CMIA”). Specifically, the District will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

4. COVID-19 Hazards

The District will notify District employees and subcontracted employees of any potential COVID-19 exposure at a District worksite or facility (exposed workplace) where a COVID-19 case and District employees were present on the same day. The District will notify District employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

The District will also notify District employees of cleaning and disinfecting measures the District is undertaking to ensure the health and safety of the employees working at the District worksite or facility where the potential exposure occurred.

C. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT DISTRICT WORKSITES AND FACILITIES

1. Screening District Employees for COVID-19 Symptoms

The District possesses authority to screen employees or require that employee self-screen for COVID-19 symptoms.

District policy outlined in the [District Operational Protocols & Protection Plan](#) provides that District employees will self-screen for COVID-19 symptoms prior to reporting to any District worksite or facility.

2. Responding to District Employees with COVID-19 Symptoms

Should a District employee present with COVID-19 symptoms during a self-screening, the District will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work. The minimum criteria for returning to work is provided to District employees in the [Confirmed Positive COVID-19 Case Protocols](#).

District employees have multiple leave allocations that may be available for their own illness/injury due to COVID-19. Information on potential employee leave rights and benefits during COVID-19 is available and Human Resources will advise employees of any specific leaves to which they may be entitled during this self-quarantine period. For information or questions related to COVID-19 related leave of absences employees can contact Human Resources Technicians, [Danielle Donica](#) or [Linda Jay](#).

Further, the District has adopted Board Policy [6.8.2](#) and Procedure [6.8.2P](#) to ensure the confidentiality of employees and comply with the CMIA, and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

3. District's Response to COVID-19 Cases

In the event that District employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the District will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work (see [Confirmed Positive COVID-19 Case Protocols](#)).

The District will advise employees of any leaves to which they may be entitled during this self-isolation period.

The District will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) employees who were present at a District facility when the COVID-19 case was present; (4) the employee organizations that represent employees at the District worksite or facility; (4) the employers of subcontracted employees who were present at the exposed District worksite or facility; and (5) the District's workers' compensation plan administrator.

If possible, the District will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the high-risk exposure period. If the District determines that there were any close contact COVID-19 exposures, the District will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

The District has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, the District will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, the District will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

4. Workplace-Specific Identification of COVID-19 Hazards

The District conducts workplace-specific assessments of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, the District identifies places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

As part of this process, the District identifies potential workplace exposure to all persons at District worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The District considers how employees and other persons enter, leave, and travel through District worksites and facilities, in addition to addressing employees' fixed workspaces or workstations.

As part of this process, the District treats all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

As part of this process, District employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Concerns, comments, suggestions, or complaints about a safety related matter can be made, without fear of reprisal or discrimination of any kind, to the following:

- [Kate Jolley](#), Vice President, Finance and Administrative Services (the lead COVID-19 District administrator)
- [Gene Durand](#), Vice President, Human Resources
- [Robin McHale](#), Manager Environmental Health and Safety
- Any District employee
- Anonymous reports can be made [here](#).

5. Maximization of Outdoor Air and Air Filtration

For indoor District worksites and facilities, the District evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

6. District Compliance with Applicable State and Local Health Orders

The District monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the District's location and operations.

The District fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, the District will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

8. Periodic Inspections

The District will conduct periodic inspections of District worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District's COVID-19 policies and procedures. Periodic inspections will be recorded in an audit inspection form.

D. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN DISTRICT WORKSITES AND FACILITIES

1. Procedure to Investigate COVID-19 Cases

The District procedure for investigating COVID-19 cases in the workplace. As provided below, the procedure provides for the following: (1) the verification of COVID-19 case status; (2) receiving information regarding COVID-19 test results; (3) receiving information regarding the presentation of COVID-19 symptoms; and (4) identifying and recording all COVID-19 cases.

2. Response to COVID-19 Cases

As provided above at Section IV.C.3 and outlined in the District's [Confirmed Positive COVID-19 Case Protocols](#), in the event that District employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the District will instruct the employees to remain at or return to their home or place of residence and not report to a District site until such time as the employees satisfy the minimum criteria to return onsite.

a. Contact Tracing

If possible, the District will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at an District worksite or facility; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any close contact COVID-19 exposure.

If the District determines that there were any close contact COVID-19 exposures, the District will instruct those employees to remain at their home or place of residence and not report to a District site until such time as the employees satisfy the minimum criteria to return onsite.

b. Reporting the Potential Exposure to Other Employees

The District will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) employees who were present at a District worksite or facility when the COVID-19 case was present; and (2) subcontracted employees who were present at the District worksite or facility.

c. Free COVID-19 Testing for Close Contact Exposures

The District will provide COVID-19 testing to all employees who had potential close contact COVID-19 exposure at a District worksite or facility. This COVID-19 testing will be at no cost to employees and during their working hours.

d. Leave and Compensation Benefits for Close Contact Exposures

The District will provide these employees with information regarding employee leave rights and benefits during the COVID-19 pandemic to which the employees may be entitled under applicable federal, state, or local laws. Per the District's [Confirmed Positive COVID-19 Case Protocols](#) employees are directed to contact Human Resources for information on available leave benefits for California workers specific to the individual District employee. These benefits may include any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1, 248.2 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the District's own leave policies, and leave guaranteed by contract. A chart of some possible leave benefits for all California workers is available on the Department of Industrial Relations webpage [here](#).

The District will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The District may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

The District will conduct an investigation to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

3. Confidential Medical Information

The District will protect the confidentiality of the COVID-19 cases and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19.

The District will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

E. CORRECTION OF COVID-19 HAZARDS AT DISTRICT WORKSITES AND FACILITIES

The District will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

F. TRAINING AND INSTRUCTION OF DISTRICT EMPLOYEES

1. COVID-19 Symptoms

The District provides employees with training and instruction on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

The District monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including guidance provided [online](#).

The District will advise employees in the event that the CDC makes any changes to its guidance concerning such symptoms.

The District provided employees instruction on the importance of not coming to work and obtaining a COVID-19 test if the employees have COVID-19 symptoms.

2. District's COVID-19 Policies and Procedures

The District provides regular updates to employees on the District's protocols to prevent COVID-19 hazards at District worksites and facilities and to protect District employees. Updates are posted to District employees using email and information on the District response to COVID-19 prevention and protocols is available on the [SRJC Coronavirus Webpage](#).

3. COVID-19 Related Benefits

Per the District's [Confirmed Positive COVID-19 Case Protocols](#), Human Resources advises District employees of the leaves to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1, 248.2 and 248.5, Labor Code sections 3212.86 through 3212.88, the District's own leave policies, and leave guaranteed by collective bargaining agreement.

Further, when employees require leave or are directed not to report to work by the District, the District will advise the employees of the leaves to which the employees may be entitled for that specific reason.

4. Spread and Transmission of the Virus that Causes COVID-19

The District advises District employees that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

The District further advises District employees of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective.

5. Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene

Per the [District Operational Protocols & Protection Plan](#) and the District Social Distancing Protocol, and through additional COVID prevention training, District employees are advised of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing.

Specifically, the District trains and instructs District employees on the importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

Further, the District trains and instructs District employees on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

G. PHYSICAL DISTANCING

The District recommends that all District employees be separated from other persons by at least six (6) feet, except where it can be demonstrated that six (6) feet of separation is not possible and where there is momentary exposure while persons are in movement.

The District has adopted several methods by which it increases physical distancing including, but not limited to, the following: (1) providing District employees the opportunity to telework or engage in other remote work arrangements; (2) reducing the number of persons in an area at one time, including visitors; (3) posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; (4) adopting staggered arrival, departure, work, and break times; and (5) adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not possible for District employees to maintain a distance of at least six (6) feet, the District recommends individuals to be as far apart as possible, to avoid contact, and to wear face coverings and appropriate PPE.

H. FACE COVERINGS

1. Face Covering Recommendation

The District provides face coverings to District employees and recommends that such face coverings are worn by employees and individuals at District worksites and facilities.

District policy adheres to orders and guidance provided by the CDPH and the local health department as provided [here](#).

The District's policy and direction on the use of face coverings ensures that they are worn over the nose and mouth when indoors, when outdoors and less than six (6) feet away from another person, and where required by orders from the CDPH or local health department.

Face coverings are strongly encouraged regardless of vaccination status. The District recommends that when worn, face coverings are clean and undamaged.

- Working alone in a closed office or room;
- Persons who are actively eating and/or drinking;
- Persons swimming or showering in a fitness facility;
- Persons who are obtaining a medical or cosmetic service involving the head or face for which temporary removal of the face-covering is necessary to perform the service;
- Persons who are specifically exempted from wearing face coverings pursuant to other California Department of Public Health (CDPH) guidance.
- This applies to everyone, whether vaccinated or not until protocols are no longer required.

While face coverings are not required outdoors for anyone, it is recommended that unvaccinated individuals wear face masks if six feet of physical distancing cannot be maintained

All face coverings shall be specifically designed for protection as defined by the [Centers for Disease Control and Prevention \(CDC\)](#)

- Facial coverings are not respiratory protective equipment.

If wearing a facial covering, it shall:

- Fit snugly but comfortably against the face;
- Be secured with ties, ear loops, or elastic bands;
- Include at least two layers of fabric;

- Allow for breathing with minimal restriction;
- Be laundered and machine dried without damage or change to shape;
- If employees, students, or visitors do not have a face covering, one will be provided, and must be worn as directed;
- Use of bandanas and neck gaiters are not allowed;
- Any images or graphics that are part of a face covering should be professional in nature, and not offensive, crude, etc.

2. Prohibition on Preventing Employees from Wearing Face Covering

The District does not prevent any District employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment. District managers and supervising administrators will work with employees to determine safe work alternatives to promote appropriate and safe mask use.

3. Communication to Non-Employees Regarding Face Covering Recommendation

The District posts [signage](#) to inform non-employees that the District recommends the use of face coverings at District worksites and facilities.

4. Policies to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings

The District has developed COVID-19 policies and procedures to minimize employees' exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

These policies and protocols developed and described in this CPP include recommending that employees and non-employees wear face coverings at District worksites and facilities, that District employees wear face coverings at other times, maintain physical distance from person not wearing a face covering, and observe proper hand hygiene.

I. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Installation of Solid Partitions Between Workstations Where Physical Distancing is Not Possible

At fixed work locations where it is not possible to maintain the physical distancing recommendation at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employees and other persons.

2. Maximization of Outdoor Air

As provided above at Section IV.C.5., for indoor District worksites and facilities, the District evaluated how to maximize the quantity of outdoor air.

Further, for District worksites and facilities with mechanical or natural ventilation, or both, the District has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency ("EPA") Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to District employees, for instance from excessive heat or cold.

3. Cleaning and Disinfecting Procedures

The District's cleaning and disinfecting policy requires the following:

- a. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, tables, switches, and steering wheels. The District will inform employees and

authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

- b. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
- c. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Further, the District requires that cleaning and disinfecting must be done in a manner that does not create a hazard to District employees or subcontracted employees, and that protocols follow all established health and safety protocols for hazard communication.

4. Evaluation of Handwashing Facilities

In order to protect District employees, the District evaluated its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

The District encourages District employees to wash their hands for at least 20 seconds each time.

The District does not provide hand sanitizers with methyl alcohol.

5. Personal Protective Equipment (PPE)

District policy provides for PPE.

The District evaluates the need for PPE, such as masks, gloves, goggles, and face shields, to prevent exposure to COVID-19 hazards and provide such PPE as needed.

In accordance with applicable law, the District evaluates the need for respiratory protection when the physical distancing recommendations, as provided herein, are not feasible or are not maintained.

In accordance with applicable law, the District will provide and ensure use of respirators in accordance when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

In accordance with applicable law, the District will provide and ensure use of eye protection and respiratory protection when District employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

J. REPORTING, RECORDKEEPING AND ACCESS

1. Reporting COVID-19 Cases to the Local Health Department

In accordance with applicable law and per the [District Confirmed Positive COVID-19 Case Protocols](#), the District will report information about COVID-19 cases at the exposed workplace to the local health department.

Further, the District will provide any related information requested by the local health department.

2. Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA

In accordance with District policy and applicable law, the District will immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths of District employees occurring at a District worksite or facility or in connection with any employment.

Further, in accordance with applicable law, the District will record any serious work-related COVID-19-related illnesses or deaths.

3. Maintenance of Records Related to the Adoption of the CPP

In accordance with applicable law, the District will maintain records of the steps taken to implement this CPP.

4. Availability of the CPP for Inspection

The District will make this written CPP available to employees and employee organizations at District worksites or facilities.

Further, the District will make this written CPP available to Cal/OSHA representatives immediately upon request.

5. Records Related to COVID-19 Cases

The District will keep a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, the District will keep the employees' medical information confidential.

In accordance with the CMIA and applicable law, the District will make this information available to employees and employee organizations with personal identifying information removed except where the employee has applied for workers' compensation. The District will also make this information available as otherwise required by law.

K. EXCLUSION OF COVID-19 CASES

1. Exclusion of COVID-19 Cases from District Worksites and Facilities

The District will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.L.

2. Exclusion of Employees with Close Contact COVID-19 Exposures from District Worksites and Facilities

The District requires that employees who experience a close contact COVID-19 exposure test within 3-5 days of the last known close contact COVID-19 exposure. Employees must wear face coverings around others for a total of 10 days after exposure. If an exposed employee develops symptoms, they will be excluded from the workplace for 10 days after the date of symptom onset. After a close contact, the District will make COVID-19 testing available at no cost and during paid time to both unvaccinated and vaccinated employees, even if asymptomatic.

3. Provision of Benefits to District Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

The District will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The District will provide these employees their normal compensation for the work that they perform for the District during the isolation or quarantine period.

For employees who are excluded from work, and are unable to work or telework, the District will provide the information on [employee leave rights and benefits](#) to which the employees may be entitled under applicable federal, state, or local laws.

This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1, 248.2 and 248.5, Labor Code sections 3212.86 through 3212.88, the District's own leave policies, and leave guaranteed by contract. The obligations set forth in this section do not limit any other applicable law, District policy, or collective bargaining agreement that provides District employees with greater protections or benefits.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, the District will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

4. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases

District policy outlined in the [Confirmed Positive COVID-19 Case Protocols](#) requires that COVID-19 positive cases with COVID-19 symptoms remain at their home or place of residence and not report to any District worksite or facility until they satisfy each of the following conditions:

- a. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- b. COVID-19 symptoms have improved; and
- c. At least 10 days have passed since COVID-19 symptoms first appeared.

5. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases

District policy outlined in the [Confirmed Positive COVID-19 Case Protocols](#) requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any District worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test. Following current CDC guidelines, anyone who has been exposed to COVID-19 may request approval to return to campus sooner than the 10-day quarantine based on their vaccination status and symptoms. If you believe this applies to you and would like to request approval to return to campus sooner than 10 days, please call (707) 527-4445 or email studenthealthservices@santarosa.edu.

6. COVID-19 Testing Not Required in Order to Return to Work

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, the District does not require employees submit to a COVID-19 test, or produce a negative COVID-19 test result, to return to work.

7. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

If employees are subject to an isolation or quarantine order issued by a state or local health official, District policy outlined in the [Confirmed Positive COVID-19 Case Protocols](#) requires that the employees not report to any District worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the order did not specify a definite isolation or quarantine period, then the period shall be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

8. Allowance by Cal/OSHA for an Employee to Return to Work

If there are no violations of state or local health officer orders related to the employee's isolation or quarantine, the District may request that Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

Where the absence of an essential employee from the District's worksite would cause a staffing shortage that would have an adverse on a community's health and safety and pose an undue risk to the community's health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, the District may submit the written request to rs@dir.ca.gov. In the event of an emergency, the District may request a provisional waiver by contacting the local Cal/OSHA office while the District prepares the written waiver request.

The written waiver request must provide for the following information:

- a. Employer name and business or service;
- b. Employer point-of-contact name, address, email and phone number;
- c. Statement that there are no local or state health officer orders for isolation or quarantine of the excluded employees;
- d. Statement describing the way(s) in which excluding the exposed or COVID-19 positive employees from the workplace impacts the employer's operation in a way that creates an undue risk to the community's health and safety;
- e. Number of employees required to be quarantined under the Cal/OSHA regulation, and whether each was exposed to COVID-19 or tested positive for COVID-19; and
- f. The employer's control measures to prevent transmission of COVID-19 in the workplace if the employee(s) return or continue to work in the workplace, including the prevention of further exposures. These measures may include, but are not limited to, preventative steps such as isolating the returned employee(s) at the workplace and requiring that other employees use respiratory protection in the workplace.

In addition to submitting a request for a Cal/OSHA waiver, the District will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the District worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.