



**MT. SAN JACINTO COMMUNITY  
COLLEGE DISTRICT**

**COVID-19  
PREVENTION  
PROGRAM**

UPDATED: MAY 23, 2022

# COVID-19 Prevention Program (CPP)

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

**Date: May 23, 2022**

## **Authority and Responsibility**

The Executive Cabinet has delegated the overall authority and responsibility for implementing the provisions of this CPP in our workplace to the departments of Human Resources, Risk Management and the Student Health Center. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

## **Identification and Evaluation of COVID-19 Hazards**

We implement the following in our workplace:

- Conduct workplace-specific evaluations using Appendix A: Identification of COVID-19 Hazards form.
- Document the vaccination status of our employees by using Appendix E: Documentation of Employee COVID-19 Vaccination Status, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace through the implementation of the COVID-19 Response Team, Return to Work Guide for Employees, and contact tracing communication for a safe and healthy workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## **Employee Participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by completing the [COVID-19 Safety Hazard Reporting Form](#).

## **Employee Screening**

We screen our employees and respond to those with COVID-19 symptoms via Cleared4. Employees self-report through the online Cleared4 format regarding symptoms, close contact, or quarantine information prior to their reporting to work on campus.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures are documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

## **Control of COVID-19 Hazards**

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees where required by orders from CDPH (California Department of Public Health). A “face covering” is a surgical mask, medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely cover the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head.

A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

Although no longer required for vaccinated employees, face coverings are available to all employees through their department supervisor and can be requested, replaced or reordered via the [PPE Request Form](#). The District will place signs and/or instructions in common areas (for example, reception area, break rooms, public common areas, etc.) to communicate face covering requirements to the general public entering the workplace, the work site and buildings.

When employees are required to wear face coverings, the following exceptions apply:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
  - A “worksites” is defined as a work area on any physical MSJC campus. Areas that are excluded from being a defined “worksites” include an employee’s personal residence, locations where an employee works alone, and remote work locations chosen by employee.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- Employees who cannot wear face coverings due to a medical, mental health condition, or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it. If their condition or disability does not permit a non-restrictive alternative, the employee shall be tested at least weekly for COVID-19 during paid time and at no cost to the employee.

- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are actually being performed.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

### **Engineering Controls**

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

- The District will maximize, to the extent possible, the quantity of outside air into our buildings and workplaces with mechanical or natural ventilation, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 if opening windows or maximizing outdoor air would cause hazard to employees (i.e. excessive heat or cold).
- The ventilation system will be properly maintained and adjusted at regular intervals and additional inspections will be performed as needed.

### **Hand Sanitizing**

To implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Employees will have access to appropriate hygiene products in the workplace including effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- The District encourages frequent hand washing with soap for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility. Hand sanitizer doesn't work if the hands are soiled, therefore, every effort must be made to wash hands with soap before applying hand sanitizer.

### **Personal Protective Equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by section 3380 and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are working indoors or in vehicles with more than one person. Employees that request a respirator for voluntary use may submit their request via the [PPE Request Form](#). Once the request has been received, employees will be assigned online training via Keenan Safe Colleges, scheduled for a fit-test, and provided with a respirator of the correct size and information on wearing the respirator. Employees are encouraged to use them in compliance with Section 5144 (c)(2). We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

### **Testing of Employees**

We make COVID-19 testing available during paid time and at no cost to all employees:

- Who had close contact in the workplace; or
- Who had COVID-19 symptoms, and
- During outbreaks and major outbreaks (see below for further details).

## **Investigating and Responding to COVID-19 Cases**

We have developed an effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the Appendix C: Investigating COVID-19 Cases form.

- The District will ensure that the following is implemented: Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, except for returned cases as defined in 3205(b)(11).
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to these employees.
- Provide written communication to the people at the worksite that may have been exposed to COVID-19. The notification will be written in a way that does not reveal any personal identifying information of the COVID-19 case and in the manner the District normally uses to communicate employment-related information. This notification will be anticipated to be received by the employee within one business day of sending and notice will be provided to the employee's authorized representative (if any). This notification will be provided to independent contractors and other employers on premises at the same worksite as the COVID-19 case during the infectious period. These notifications will meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c).
- We consider a "close contact" that meets the definition in section 3205(b)(1), unless it is otherwise defined by CDPH; "infectious period" meets the definition in 3205(b)(9), unless it is otherwise defined by CDPH; and "worksite" meets the section 3205(b)(12) definition.

## **System for Communicating**

Communication between employees and the District on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Employees are encouraged to freely communicate with their supervisors and managers with regard to COVID-19 symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal. Our goal for effective two-way communication with employees, in a form they can readily understand, and that it includes the following information:

- All District employees are encouraged to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace. Employees may also report a concern via the [COVID-19 Safety Hazard Reporting Form](#).
- Employees must immediately report to Human Resources any symptoms of COVID-19 they experience whether the symptoms developed while at work. Employees must also promptly disclose positive COVID-19 tests to Human Resources.
- Employees must cooperate with Human Resources personnel in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics.

- If an employee has a disability, medical, or other condition that puts them at increased risk of severe COVID-19 illness and an accommodation is needed they are encouraged to request an accommodation to their supervisor, manager, or Human Resources. The District will evaluate employee accommodation requests with information from the employee and their health care provider, to document and discuss reasonable accommodations through the interactive process.
- The District will provide no cost testing during work hours to all employees who must be quarantined and excluded from the workplace due to industrial exposure, or suspected industrial exposure, as required by law.
- The COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures which can be reviewed via the [Return to Campus Guide for Employees](#).

## **Training and Instruction**

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards through the Keenan Safe Colleges online training portal.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination pay) to which the employee may be entitled under applicable federal, state, or local laws via [Human Resources website](#).
- The fact 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.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - Although less common, an infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear the respirator provided.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
- The conditions where face coverings must be worn at the workplace.



- Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- Employees will be notified of the training through the Keenan Safe Colleges online portal and all employees are required to participate. Appendix D: COVID-19 Training Roster will be used to document this training.

## **Exclusion of COVID-19 Cases and Employees who had a Close Contact**

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements in section 3205(c)(10) are met.
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts. For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. This will be accomplished by utilizing the appropriate leave benefits (sick leave, state mandated leave benefits) or other rights and benefits, to the extent of the law, paid at the employee's regular rate of pay.
  - California Education Code §87781 and §88191 Sick Leave Policy as attached. Employees may have additional leave benefits based on their bargaining unit. Information regarding additional leave benefits is available via Administrative Policy/Board Policy 7340 (AP/BP 7340) found here.
  - Leave Pursuant to the Collective Bargaining Agreement can be found by clicking the appropriate bargaining unit below:
    - [CSEA](#)
    - [CWA](#)
    - [CTA/NEA](#)
- Providing employees at the time of exclusion with information on available rights and benefits.
- Earnings Continuation. If it is determined that the COVID-19 exposure is work related, the employee is required to quarantine, is able to work, and work from home or temporary work is unavailable, the employee may be entitled to earnings and benefit continuation. Employees will work directly with Human Resources.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases.
- Confidential records are maintained by Human Resources which will include a record of tracking all COVID-19 cases.

## **Return-to-Work Criteria**

The following return to work criteria shall apply to COVID-19 cases and employees excluded from the workplace:

- COVID-19 cases, regardless of vaccination status or previous infection and who do not develop symptoms or symptoms are resolving, cannot return to work until we can demonstrate that all of the following criteria have been met:
  - At least five (5) days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
  - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
  - A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.
- COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving, may not return to work until:
  - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
  - 10 days have passed from when the symptoms began.
- COVID-19 tests may be self-administered and self-read only if the following independent verification of the results can be provided (with name and date included with test results).
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- The return to work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.



## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, trainings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

**Person conducting the evaluation:** [enter name(s)] **Date:** [enter date]

**Name(s) of employee and authorized employee representative that participated:** [enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls

## Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and handsanitizing solutions being used according to manufacturer instructions			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently, cleaned often, undamaged, worn over nose/mouth)			
Gloves			
Face shields/goggles			
Respiratory protection			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Date:** [enter date COVID-19 case – suspected/confirmed - became known to the employer]

**Name of person conducting the investigation:** [enter name]

**Name of COVID-19 case (employee or non-employee\*) and contact information:** [enter information]

**Occupation (if non-employee\*, why they were in the workplace):** [enter information]

\*If we are made aware of a non-employee COVID-19 case in our workplace

**Names of employees/representatives involved in the investigation:** [enter information]

**Date investigation was initiated:** [enter information]

**Locations where the COVID-19 case was present in the workplace during the infectious exposure period, and activities being performed:** [enter information]

**Date and time the COVID-19 case was last present and excluded from the workplace:** [enter information]

**Date of the positive or negative test and/or diagnosis:** [enter information]

**Date the case first had one or more COVID-19 symptoms, if any:** [enter information]

**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**  
[enter information]

**Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:**

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing and why they were exempt from testing.
- The names of those close contacts that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those close contacts exempt from exclusion requirements and why they were exempt from exclusion. [enter information]

**Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:**

1. All employees who were on the premises at the same worksite as the COVID-19 case during the infectious period.
2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a) (2) and (c))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period.

Names of individuals that were notified:	Date

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

[enter information]

What could be done to reduce exposure to COVID-19?

[enter information]

Was local health department notified? Date?

[enter information]

## Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature