



## **OSHA COVID-19 Prevention Program (CPP)**

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

**Date: June 21, 2021**

### **Authority and Responsibility**

Steve McKenzie, Director of Facilities & Planning has overall authority and responsibility for implementing the provisions of this CPP at all Redwoods Community College District (College) work locations. 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.

### **Section 3205**

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

The College will implement the following in the workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, the 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 the workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with Redwoods Community College District COVID-19 policies and procedures. Department managers and supervisors, or their designees, will conduct these inspections.

#### **Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Completing routine inspections of spaces and gathering points to ensure they are properly marked with informational signage and have the necessary PPE available.

#### **Employee screening**

Before coming to work each day, an employee should do a daily self-check of temperature, keep a written log of

their temperature, and complete the CR health screening COVID-19 questionnaire. If an employee's temperature is 100.4 degrees or higher, an employee should not come to work, inform their supervisor, and seek medical care as needed per CDC and County Health Department guidelines. If an employee answers yes to any question on the health screening COVID-19 questionnaire they should not come to work and discuss with their supervisor.

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

Unsafe or unhealthy work conditions, practices or procedures will be 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 identified during the inspection/evaluation process will be assessed and assigned a priority that identifies the necessary correction time frames accordingly.

Individuals are identified and assigned as being responsible for timely correction in accordance with the set priority. The individual responsible will be dependent upon the hazard identified.

Follow-up measures and corrections are assigned through work orders that include the priority level, date of reported hazard, date hazard was corrected and personnel assigned to complete the correction.

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

### **Face Coverings**

A face covering is a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings, must cover the nose and mouth, and should be clean and undamaged. 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. Employees will be supplied with face coverings by the District, or they can bring their own appropriate face covering.

#### **Vaccinated Employees:**

- Employees fully vaccinated are not required to wear face coverings indoors or outdoors in the workplace, even if around non-vaccinated individuals, except for when required by orders from the California Department of Public Health (CDPH).
- Employees may continue to wear face coverings, if desired.

#### **Unvaccinated Employees:**

- Employees not fully vaccinated are required to wear face coverings indoors and in vehicles with more than one person. This includes in common areas or hallways, on stairs, and in elevators. The following are exceptions to the use of face coverings in the workplace:
  - When an employee is alone in a room or vehicle.
  - While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
  - When an employee is at their workstation or cubicle in a shared office space and are able to maintain at least six feet of distance from other employees.
  - Employees wearing respirators required by the employer and used in compliance with respiratory protection in accordance with section 5144.
  - Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- Employees not fully vaccinated are not required to wear face coverings outdoors, however it is recommended that face coverings be worn if six feet of physical distancing cannot be maintained.

#### All Employees:

- The College will provide face coverings or respirators (N95 masks) to any employee who requests one at no cost, as well as training on how to wear the respirator and how to perform a seal check. Employees can wear face coverings at work, regardless of vaccination status, without fear of retaliation.
- The College will not prevent any employee from wearing a face covering when not required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- The College will ensure face coverings are worn by employees when required by orders from the California Department of Public Health (CDPH).

#### **Enforcement of COVID-19 Protocols**

Members of the public, who come into the work place, including contractors, are required to follow these face covering guidelines.

If there are concerns over a fellow CR employee, contractor, vendor, or student not following COVID-19 protocol, please contact the Public Safety Office at 707-476-4111.

#### **Vaccination Status Verification**

- IT will distribute a link to a private electronic portal file that employees can access and self-attest whether they have been fully vaccinated. Employees will not have to provide proof of their vaccination status via the portal. The file will be stored in a confidential location per Cal OSHA ETS 3205(c)(3)(C).
- HR will access the file and let supervisors know of their direct reports' vaccination status.
- Employees have the right to not disclose their vaccination status. Employees who do not disclose their vaccination status will be considered unvaccinated.
- Employees may provide a proof of their vaccination status to HR. Acceptable forms of proof are the vaccination card, a copy of the card, or digital verification. HR will not keep a physical copy of the verification document.

#### **Engineering controls**

The College will maximize, to the extent feasible, the quantity of outside air for the buildings with mechanical or natural ventilation systems by:

- Increase the amount of outside air where possible to maintain the balance between fresh air and system reliability and efficiency. Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke will require this initiative to remain flexible for change.
- HVAC systems and ventilation will be monitored both manually and through the use of energy management systems to track and ensure the ventilation systems will be properly maintained and adjusted.
- Increase the frequency of preventative maintenance air filter changes beyond manufacturer recommendations.
- Increase the use of higher efficiency filters (MERV 13) where applicable.

#### **Cleaning and disinfecting**

Implementation has taken place for the following cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies are available and stocked in each building and that adequate time is allotted for sanitizing it to be completed properly.
- Additional cleaning of surfaces during normal daily work schedules for each building, including doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, and bathroom surfaces. This includes the cleaning of horizontal and high use surfaces in between classes when possible.

Should the College have a COVID-19 case in the workplace, the College will implement the following procedures utilizing College staff properly trained in the use of the necessary equipment and sanitizing products:

- Identify and isolate all areas of possible exposure with signage and lock out procedures.
- Determine last date of possible exposure.
- If possible, leave area vacant for up to 3 days after last date of exposure.
- Arrange for sanitization of the identified area and schedule Custodial Staff to initiate cleaning using the proper PPE and procedures as defined:
  - Staff PPE to include full cover Tyvek suit with hood, shoe or boot covers, face covering, full cover goggles, and gloves.
  - Day one the area will be sprayed using a fine mist sprayer containing a sanitizing product approved by the EPA for use with the identified virus.
  - Day two the area will have a complete manual wipe down of as many surfaces possible.

### **Hand sanitizing**

Effective hand sanitizing procedures will be implemented by:

- Evaluating handwashing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

The College evaluates the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and will provide such PPE as needed.

When it comes to respiratory protection, the evaluation is completed in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. The College provides and ensures the use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Testing of symptomatic employees**

The College will make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

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

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential close contact in the workplace during the high-risk exposure period will be:

- Notified of the potential exposure within one business day.
- Provided with the opportunity to be tested for COVID-19 at no cost during paid time.
- Provided with information on available benefits.

### **System for Communicating**

The goal of the College is to ensure that there is effective two-way communication with employees, in a form they can readily understand, and that it includes the following information:

Communication between employees and the College on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Therefore, the College has a communication system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for managers and supervisors. Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

- If an employee tests positive for COVID-19 they should immediately contact the public Safety Office at (707)476-4111.
- All College employees are encouraged to report to their immediate manager or supervisor all concerns regarding COVID-19 possible hazards, mitigation practices, possible close contacts in the workplace, or COVID-19 symptoms.
- Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact the Public Safety Office at (707)476-4111 or Steve McKenzie-Director of Facilities & Planning at (707)476-4382 or [Steven-McKenzie@Redwoods.edu](mailto:Steven-McKenzie@Redwoods.edu) who will triage the report and notify essential personnel for an appropriate response.
- If an employee has a disability, medical or other condition that put them at increased risk of severe COVID-19 illness and an accommodation is needed they are encouraged to report it to their supervisor or manager. The College will evaluate the request and determine, with input from the employee and their health care provider, whether the employee can be accommodated.
- **Potential Exposure Notifications will be sent to potentially exposed employees and contractors, as well as the employee exclusive representatives, within one business day of knowledge of the potential exposure by Kristy Seher, Manager of Public Safety.**
- Where testing is not required, employees can access COVID-19 testing through their own health care provider or contact Humboldt County Department of Health for information on testing sites. In the event the College is required to provide testing because of a workplace exposure or outbreak, it will communicate the plan for providing testing and inform affected employees of the reason for the testing. This will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- To request information about COVID-19 hazards employees (including other employers and individuals in contact with the workplace) may be exposed to, what is being done to control those hazards, and the COVID-19 policies and procedures, contact Steve McKenzie – Director of Facilities & Planning at (707) 476-4382 or [Steven-McKenzie@Redwoods.edu](mailto:Steven-McKenzie@Redwoods.edu)

## COVID-19 Training

The College will provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - 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, hand hygiene, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
- The College will provide respirators (N95) to employees on a voluntary basis and will provide training on how

to properly wear the respirator provided, how to perform a seal check, 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. 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.
- 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 College of the Redwoods' COVID-19 policies; how to access testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.
- Additional trainings may be assigned as necessary.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases**

Where there is a COVID-19 case in the workplace, the College will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met.
- Excluding from the workplace employees who had a close contact until the return to work requirements are met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
  - COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it has been demonstrated that the close contact is work related. This will be accomplished by:
  - Exclusion sick leave for the duration of the exclusion when an employee without COVID-19 symptoms is excluded from the worksite due to a work-related exposure and cannot work remotely
  - Up to 60 workdays of Worker's Compensation/Industrial Accident Leave
  - Up to 80 hours of COVID-19 sick leave for qualifying reasons provided for in SB 95 (this leave is scheduled to expire on September 30, 2021)
  - Sick Leave
  - Extended Illness Leave
  - Up to 12 weeks of leave pursuant to the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)
  - Other rights specified in the employee's collective bargaining agreement or applicable MOU.
- Providing employees at the time of exclusion with information on available benefits.

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

It is the College's policy to:

- Report information about COVID-19 cases at the workplace to the local health department whenever required by law, and provide any related information requested by the local health department. The employer shall report all information to the local health department as required by Labor Code section 6409.6
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).

- Make the 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. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Track daily staff attendance.

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

- COVID-19 cases with COVID-19 symptoms will not return to work until all of the following have occurred:
    - 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
    - COVID-19 symptoms have improved; and
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - Once a COVID-19 case has met the requirements above, as applicable, a negative COVID-19 test will not be required for an employee to return to work.
  - Persons who had a close contact may return to work as follows:
    - Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
    - Persons who had a close contact and developed any COVID-19 symptoms cannot return to work until they have met the same requirements as COVID-19 cases with symptoms, unless all of the following are true:
      - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
      - At least 10 days have passed since the last known close contact; and
      - The person has been symptom free for at least 24 hours, without using fever-reducing medications.
  - 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. If no period was specified, then the period will be in accordance with the return to work periods specified in the sections above, as applicable.
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**Signed:**

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Julia Morrison – Vice President of Administration





## Appendix B: COVID-19 Inspections

Further information is available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace.

**Date:**

**Name of person conducting the inspection:**

**Work location evaluated:**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions (In the event of an outbreak)			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Water fountain shutoffs			
Signage/Social distance delineators			
<b>Administrative</b>			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE and sanitizer supplies will be maintained at a minimum 2 month supply			
<b>PPE (not shared, available and being worn)</b>			
Face coverings/masks (cleaned/replaced sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Tyvek suits Protective booties			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by the College will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of person conducting the investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>			

**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:**

<p><b>All employees who may have had COVID-19 exposure and their authorized representatives.</b></p>	<p><b>Date:</b></p>		
	<p><b>Names of employees that were notified:</b></p>		
<p><b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b></p>	<p><b>Date:</b></p>		
	<p><b>Names of individuals that were notified:</b></p>		
<p><b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b></p>	<p><b>What could be done to reduce exposure to COVID-19?</b></p>		
<p><b>Was local health department notified?</b></p>	<p><b>Date:</b></p>		

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature

## **Section 3205.1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section will take effect if the workplace is identified as the location of a COVID-19 outbreak, or if there are three or more COVID-19 cases in the workplace within a 14-day period.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

#### **COVID-19 testing**

- The College will make COVID-19 testing available to all employees in an exposed workgroup except for employees who were not present during the period of an outbreak or the relevant 14-day period and employees who were fully vaccinated and who do not have COVID-19 symptoms. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All applicable employees in the exposed workgroup will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, the College will continue to make available COVID-19 testing of employees in the exposed group at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
  - The College will make additional testing available when deemed necessary by Cal/OSHA.

The employer shall continue to comply with all applicable provisions of the CPP, and shall also do the following:

- Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the face covering exceptions applies.
- Employer shall give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
- Employers shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

#### **COVID-19 investigation, review and hazard correction**

The College will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Leave policies and practices and whether employees are discouraged from remaining home when sick.
  - COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The College will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as feasible.
  - Requiring respiratory protection.

In buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV 13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

## **Section 3205.2**

### **Major COVID-19 Outbreaks**

This section applies to any workplace covered by section 3205 if 20 or more employee COVID-19 cases in an exposed group visited the workplace during their high-risk period within a 30-day period.

This section of the CPP will stay in effect until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

### **COVID-19 testing**

The College will continue to comply with section 3205.1, except that the COVID-19 testing shall be made available to all employees in the exposed group, regardless of vaccination status twice a week or more frequently if recommended by the local health department,

In addition to the requirements of sections 3205 and 3205.1, the College shall take the following actions:

- The College will provide a respirator for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Any employees in the exposed group who are not wearing respirators required by the employer and used in compliance with section 5144 shall be separated from other persons be at least six feet, except where an employer can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as possible.
- At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where the physical distancing requirement is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
- The College will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

## Section 3205.3

### COVID-19 Prevention in Employer-Provided Housing:

Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

The following exceptions apply:

- This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:
  - The employer is a government entity; or
  - The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.
- This section does not apply to employees with occupational exposure as defined by section 5199, when covered by that section
- This section does not apply to employer-provided housing used exclusively to house COVID-19 cases or where a housing unit houses one employee.
- The requirements below for controls, Face coverings, Cleaning and disinfecting, Screening, and Isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.

#### Assignment of housing units

The College will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

#### Ventilation

- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted High Efficiency Particulate Air (HEPA) filtration units shall be used, to the extent feasible, in all sleeping areas in which there are two or more residents who are not fully vaccinated.

#### Face Coverings

The College shall provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

#### Cleaning and disinfection

The College will ensure that:



- Housing units, kitchens, bathrooms, and common areas are effectively cleaned prevent the spread of COVID-19. Housing units, kitchens, bathrooms, and indoor common areas shall be cleaned and disinfected after a COVID-19 case was present during the high-risk exposure period, if another resident will there within 24 hours of the COVID-19 case. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.

### **Screening**

The College will encourage residents to report COVID-19 symptoms to Steve McKenzie, Director of Facilities & Planning or the Public Safety office.

### **COVID-19 testing**

The College will establish, implement, and maintain effective policies and procedures for COVID-19 testing of residents who had a close contact or COVID-19 symptoms.

### **COVID-19 cases and close contacts**

The College will:

- Effectively quarantine residents who have had a close contact from all other residents. Effective quarantine will include providing residents who had a close contact with a private bathroom and sleeping area. The following residents are exempt from this requirement:
  - Fully vaccinated residents who do not have COVID-19 symptoms; and
  - COVID-19 cases who have met the requirements in section 3205 and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- Effectively isolate COVID-19 cases from all residents who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19-case residents.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with the CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with the CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

## **Section 3205.4**

### **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

This section will take effect if there becomes a need for employer-provided motor vehicle transportation which is any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by an employer regardless of the travel distance or duration involved.

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the passenger is alone in the vehicle.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- To employees with occupational exposure as defined by section 5199, when covered by that section.
- To vehicles in which all employees are fully vaccinated.
- To public transportation.

#### **Assignment of transportation**

To the extent feasible, the College will reduce exposure to COVID-19 hazards by assigning employees shared vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. The College will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or workplace will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are feasible.

#### **Face coverings and respirators**

The College will ensure that the:

- Face covering requirements of the section 3205, if applicable, are followed for employees waiting for transportation.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under the section 3205 applies..
- Upon request, the College will provide respirators for voluntary use in compliance with 5144 to all employees in the vehicle who are not fully vaccinated.

#### **Screening**

The College will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

#### **Cleaning and disinfecting**

The College will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and must be cleaned and disinfected if used by a COVID-19 case during the high-risk period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high risk exposure period, if the surface will be

used by another employee within 24 hours of the COVID-19 case.

- Sanitizing materials and training on how to use them properly is provided, and that they are kept in adequate supply.

### **Ventilation**

The College will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive cold would create a hazard to employees.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

### **Hand hygiene**

The College will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

This section shall take precedence when in conflict with section 3205.

**More additional guidance  
materials can be found at**  
[www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)