



COVID-19 Prevention Program (CPP)

2020/2021

California Department of Industrial Relations (AB 685)

CHAFFEY COMMUNITY COLLEGE DISTRICT

COVID-19 PREVENTION PROGRAM (CPP)

Purpose

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19.

It is the policy of the Chaffey Community College District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread exposure of COVID-19 in the community, Chaffey Community College District has implemented the following infection control measures, which include applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and state and local guidelines.

Authority and Responsibility

The Executive Director of Human Resources has overall authority and responsibility for implementing the provisions of this CPP in our workplace. 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, complying with policies and procedures, and assisting in maintaining a safe work environment.

Introduction

What is COVID-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that caused the 2019 novel coronavirus outbreak first identified in Wuhan, China. The name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for

'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a new coronavirus that has not previously been seen in humans.

What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Procedures to Help Prevent the Spread of COVID-19

Identification and Evaluation of COVID-19 Hazards

The District will implement the following:

- Address potential workplace exposures to promote the health and safety of all staff, students, and anyone who may enter our workplace. Notifications of hazardous conditions can be made using **Appendix A: COVID-19 Hazardous Condition Report** or via the following link: [Chaffey College Report of Hazardous Condition/COVID-19 Safety Concern Form](#).
- Conduct workplace-specific evaluations using **Appendix B: COVID-19 Prevention Plan Risk Assessment form**.
- 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 additional controls.
- Conduct periodic inspections as needed to identify unhealthy conditions, address work practices and procedures related to COVID-19, and ensure compliance with all mandates. See **Appendix C: COVID-19 Inspection Form**.

Unsafe or unhealthy work conditions, practices, or procedures will be documented and corrected in a timely manner based on the severity of the hazard(s). Employees will identify unsafe or unhealthy work conditions, practices, or procedures by completing the [Report of Hazardous Condition/COVID-19 Safety Form](#). Employees may also notify the district of unsafe or unhealthy work conditions by completing [Appendix A: COVID-19 Hazardous Condition Report](#) and submitting it to the Executive Director, Facilities and Construction. The Executive Director, Facilities and Construction will review and abate all identified hazards, as necessary.

How Does it Spread?

The best way to prevent illness is to avoid being exposed to this virus. The virus is thought to spread

- mainly from person-to-person.
- between people who are in close contact with one another (within 6 feet).
- through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms. Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands.
- Preparing food, eating, or drinking with unwashed hands.
- Touching a contaminated surface or object.
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.

Older adults and people who have severe underlying medical conditions like heart or lung diseases or diabetes may be at higher risk for developing serious complications from the COVID-19 illness.

Control of COVID-19 Hazards

Hand Hygiene

To prevent the spread of respiratory infections from one person to another, frequent hand washing is recommended.

Hand hygiene procedures include the use of alcohol-based hand rubs and handwashing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol).

Proper handwashing with soap and water includes all of the following:

- Wet hands first with water.
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with a paper towel.
- Use a paper towel to turn off the water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids); likewise, it may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Liquid hand sanitizers and/or hygiene stations should be strategically placed to ensure easy access.

Proper use of alcohol-based hand rub includes (follow manufacturer’s directions):

- Dispense the recommended volume of product.
- Apply product to the palm of one hand, and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required). This should take around 20 seconds.

Handwashing facilities will be maintained at the College to provide an adequate supply of handwashing soap and paper towels.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow – not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol alcohol.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people outside their household or with those who are sick within their household.

The District's plan to implement social distancing will include, but is not limited to the following:

- Assign remote work for employees whose work allows for functions to be performed remotely.
- Ensure only essential employees are working on-site; reduce on-site work hours; and limit the number of employees present at one time, as appropriate.
- Implement flexible work hours by rotating or staggering shifts to limit the number of employees on campus.
- Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment), whenever possible. If sharing, employees will follow approved district procedures to clean and disinfect shared workspaces and work items before and after use.
- Increase physical space between employees and the public by offering drive-through services, whenever possible, or installing physical barriers such as partitions.
- Use signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not present.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Deliver services and hold meetings remotely by phone, video, or the Internet.
- Limit all unnecessary travel on behalf of the District.
- Eliminate all non-essential and non-related services.
- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, modify or postpone large work-related meetings or gatherings that can only occur in-person, in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces while maintaining a minimum distance of 6 feet apart and wearing cloth face coverings.

Employees will also be advised to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, gathering areas, and/or other outdoor areas.
- Before the start of the work shift.
- After the work shift.
- Traveling to and from vehicles.
- Entering, working, and exiting physical buildings or other structures.
- During breaks and lunch periods.

Cloth Face Coverings

All employees must cover their mouths and noses with cloth face covers when around others and follow any state, county, or local mandates/guidelines. Employees will be reminded of the following:

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#).
 - Cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a face mask meant for a healthcare worker.

If an Employee is Sick

Employees will be required to confirm that they are not currently experiencing any COVID-19 symptoms AND they have not been knowingly exposed to anyone who is currently experiencing COVID-19 related symptoms or is currently positive to COVID-19. This confirmation must occur prior to arrival at any campus location. Upon arrival to any campus, employees will be required to certify they meet the remote self-monitoring conditions and clear the temperature screening process.

If an employee is not feeling well or exhibiting symptoms that may be attributed to COVID-19, the District will use the following guidelines:

- Sick employees will be instructed to stay home.
- If the District becomes aware that an employee is present with COVID-19 related symptoms, the employee will be sent home and advised to contact the Executive Director, Human Resources for authorization to return to campus.
- If an employee goes home due to illness, the District will follow approved District procedures to clean and disinfect the area/room/office where the person worked, and the tools and equipment used; the sanitizing will occur prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended guidelines.
- Employees will be assured that they can report symptoms and hazards without fear of reprisal.
- Employees who are out sick with a fever or acute respiratory symptoms shall not return to work until both of the following occur:
 - At least 24 hours pass with no fever (without the use of fever-reducing medications) and improvement in symptoms.

- At least 10 full days pass since symptoms first appeared or, if asymptomatic, 10 full days pass since the COVID-19 test date.
- Employees who return to work following an illness shall promptly report any recurrence of symptoms.

Exclusion of COVID-19 Cases

When there is a positive COVID-19 case in our workplace, the transmission will be limited by:

- Ensuring COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a positive COVID-19 case.
- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever the District has determined that the COVID-19 exposure is work related. Notification of employee rights shall include information related to COVID-19 related benefits and leaves.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

The District will:

- Report required information about positive COVID-19 cases to the local health department.
- Report immediately to Cal/OSHA any COVID-19-related hospitalization or death (as defined under CCR Title 8 section 330(h)) of an employee occurring in the workplace or in connection with any employment.
- When testing is not required by the District, facilitate access to COVID-19 testing through the following programs and agencies:
 - Health plan for employee and covered dependent(s) covered in agreements/plans with CCFA, CSEA, CDCFA, Confidential, and Management employees.
 - District Worker’s Compensation Program (work-related only)
 - [San Bernardino County Testing Information](#)
 - [Los Angeles County Testing Information](#)
 - [Riverside County Testing Information](#)
- Provide COVID-19 testing at no cost to employees, whenever appropriate as determined by the District.
- When required to provide testing because of a workplace exposure or outbreak, notify all affected employees of the plan for testing, the reason for testing, and what to expect in the event of a positive COVID-19 test result.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b). Make our written COVID-19

Prevention Program available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately, upon request.

Return-to-Work Criteria

- An employee who is positive for COVID-19 with COVID-19 symptoms will not return to the worksite until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 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.
- An employee who has tested positive for COVID-19 but never developed COVID-19 symptoms will not return to the worksite until a minimum of 10 days has passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to the worksite.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to the worksite until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The District will conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE beyond the required use of face coverings, hand sanitizing, and disposable gloves (as appropriate). If the District identifies COVID-19 as a workplace hazard, it will provide employees with properly fitting PPE that will effectively protect employees. The District will stress hand hygiene before and after handling all PPE.

Washing Facilities

Employees will be advised to notify their supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

Cleaning and Disinfecting

The District will establish routine schedules to clean and disinfect common, high-touch surfaces and objects in the workplace. This includes, but is not limited to, shared desks, technology, counters, tables, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom surfaces, and vehicles.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces which lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning that can further lower the risk of spreading infection. Employees will need to follow the District's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include the following information:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.

Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls, employees will be advised of the following:

- Follow the manufacturer's instructions for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and Disinfecting a Building or Facility if Someone is Sick

The District will use the following guidelines for cleaning and disinfecting:

- Close off areas used by the sick person.
- Wait 24 hours before you clean or disinfect, if possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash hands immediately after removing gloves and after contact with a sick person.

- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection are not necessary.
- Continue routine cleaning and disinfection.

Employee Training

Cal/OSHA COVID-19 Information:

- [COVID-19 Resources](#)

Centers for Disease Control and Prevention Information:

- [Hand Washing Hygiene](#)

The District will provide training and/or guidelines for employees on the following topics:

- COVID-19 plans and procedures to protect employees from COVID-19 hazards.
- What is COVID-19 and how it spreads.
- Signs and symptoms of COVID-19.
- When to seek medical attention if not feeling well.
- Preventing the spread of COVID-19 if you are sick.
- Coughing and sneezing etiquette.
- Safely using cleansers and disinfectants.
- Information regarding COVID-19-related benefits to which employees 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings:
 - Face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms and not coming to work if an employee has COVID-19 related symptoms.
- The District will regularly inform employees on updated regulations and procedures when

information becomes available. The District will also document any guidance that is released to employees.

Compliance

This COVID-19 Prevention Program will be reviewed regularly and updated according to federal, state, and local requirements. These guidelines and written prevention program are subject to change as information is received and the situation evolves. The most current version of the Chaffey Community College District COVID-19 Prevention Program will be available at [Chaffey College Environmental Health and Safety](#) webpage and provided to employees when updated. Employees of Chaffey Community College District are expected to review and participate in the COVID-19 Prevention Program.

References

- CCR, Title 8 sections:
 - 3205, COVID-19 Prevention
 - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
 - 3205.2, Major COVID-19 Outbreaks
 - 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work

Additional guidance materials available at:

[Department of Industrial Relations](#)

[Centers for Disease Control and Prevention](#)

[San Bernardino County COVID-19 Information](#)

Appendix A: Identification of COVID-19 Hazardous Condition Report

The purpose of this document is to provide Chaffey Community College District employees the opportunity to report any unsafe practices regarding potential COVID-19 workplace hazards that could lead to an exposure. The reported hazards should be in accordance with current Cal/OSHA Emergency Temporary Standards and AB-685.

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 fixed work locations.

Description of unsafe condition or practice: (location/date/details)

Suggestion for improving safety (In accordance with current Cal/OSHA COVID-19 standards):

Supervisor notified: _____ Yes _____ No (If yes, Supervisor name and date of notification) _____

Employee name (Optional): _____

Date of Report: _____ Site/Department: _____

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in the form of reprisal for exercising rights to participate in communications involving safety.

The employer will investigate all reports or questions as required by the **Injury and Illness Prevention Program Standard (Title 8, CCR 3203)**. The employee will be advised of the employer's response.

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FOR ADMINISTRATION USE ONLY:

Date of investigation: _____ Date of correction and/or other action: _____

Description of abatement action:

Abatement Verification by: _____ Date _____

Forward the completed copy via email to troy.ament@chaffey.edu, or fax to 909-652-6763, or campus mail to IS-106-Troy Ament, Executive Director, Facilities and Construction.

Appendix C: COVID-19 INSPECTION FORM

CAMPUS:

LOCATION(S) BEING EVALUATED (I.E. Classroom, Breakroom, etc.):

PERSON COMPLETING INSPECTION:

EXPOSURE CONTROLS	STATUS, IF INSTALLED		PERSON ASSIGNED TO CORRECT IF NEEDED	DATE CORRECTED
	SUFFICIENT	NEEDS INSTALLED OR CORRECTED		
ENGINEERING				
Barriers/partitions (If installed with prior approval)				
Ventilation (amount of fresh air and filtration maximized)				
Additional room air filtration (In working order, if installed or present)				
Site entrance and exit procedures in place				
ADMINISTRATION	IMPLEMENTED CORRECTLY	NEED CORRECTION OR TRAINING		
Physical distancing				
All high traffic areas being cleaned and disinfected frequently and as needed or requested (i.e., offices, work rooms, etc.)				
All high contact points being cleaned and disinfected frequently and as needed or requested (i.e., door knobs, light switches, office & classroom equipment, etc.)				
Hand washing facilities (adequate numbers and supplies)				
Hand washing facilities are cleaned daily				
Hand hygiene practices being followed				
Lunches are being taken according to current guidelines				
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions				
Workplace signage and other visual instructions in place				
PERSONAL PROTECTIVE EQUIPMENT (NOT SHARED, AVAILABLE, AND BEING WORN)	PPE USED ACCORDINGLY	TRAINING REQUIRED		
Face coverings should be cloth-like (face shields can be used if approved)				
Gloves (if position requires these additional levels of PPE)				
Other respiratory protection used correctly (if position requires these additional levels of PPE)				