

Yosemite Community College District

Injury and Illness Prevention Program

COVID-19 INFECTION PREVENTION PLAN

OVERVIEW

The following guidelines and considerations are intended to help school and community leaders plan and prepare to resume in-person instruction.

This guidance is interim. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing college and district operations; as new data and practices emerge, the guidance will be updated. Additionally, the guidelines and considerations do not reflect the full scope of issues that college communities will need to address, which range from day-to-day site-based logistics to the social and emotional well-being of students and staff; further guidance is forthcoming, including on athletics and allied health clinical students.

Implementation of this guidance will depend on local public health conditions, including those listed here. Communities meeting those criteria, such as lower incidence of COVID-19 and adequate preparedness, may implement the guidance described below as part of a phased reopening. All decisions about following this guidance should be made in collaboration with local health officials and other authorities.

Implementation of this guidance will be tailored for each setting, including adequate consideration of instructional programs operating at each college site and the needs of students.

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on its Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage and will be developing supplemental guidance to assist education employers in complying with Cal/OSHA's COVID-19-related standards.

General Measures

The District will establish and continue communication with local and State authorities to determine current disease levels and control measures in our community. For example:

- Review and refer to, if applicable, the relevant county variance documentation.
- Consult with county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions.

- Collaborate with other local educational agencies in your region, including the California Community College Chancellor's Office.
- Regularly review updated guidance from state agencies, including the California Department of Public Health and California Department of Education.

The District will evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. The District will ensure external community organizations that use the facilities also follow this guidance.

The District will develop a plan for the possibility of repeated closures of classrooms, offices or entire facilities when persons associated with the facility or in the community become ill with COVID- 19.

The District will develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.

Healthy Hygiene Practices

Reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

- Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- Students and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.

The District will consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

The District will reinforce use of cloth face coverings, masks, or face shields. Face coverings are most essential when physical distancing is not practicable

- All staff and students should use face coverings unless Cal/OSHA standards require respiratory protection.
- Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.
- Students and staff should not touch their face covering and wash their hands frequently.
- Information should be provided to all staff and students in the campus community on proper use, removal and washing or disposing of face coverings.

The District will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, gloves, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff.

The District will provide and require staff use face coverings and all required protective equipment.

- The California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) are and will be working to support procurement and distribution of personal protective equipment.

Intensify Cleaning, Disinfection, and Ventilation

The District will suspend or modify use of site resources that necessitate sharing or touching items. For example, suspending use of drinking fountains and instead encouraging the use of reusable water bottles.

Staff should clean and disinfect frequently touched surfaces within campus and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff.

Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs

When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.

To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).

- Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product's instructions.
- The District will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

The District will ensure safe and correct application of disinfectant and securely store products.

The District will ensure ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. Plan to do thorough cleaning when buildings are not occupied. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.

If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, the District will consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 1

The District will take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Good sanitation practices include:

- Checking restroom facilities frequently and make sure they are clean and sanitary
- Assigning an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Making sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Making sure handwashing supplies are re-stocked regularly
- Sanitizing water receptacle and spigot frequently

Implementing Social Distancing

Classroom Space

1. Students should remain in the same space and in groups as small and consistent as practicable.
2. Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
3. Consider redesigning activities for smaller groups and rearranging furniture to maintain separation.
4. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand.
5. Implement procedures for turning in assignments to minimize contact.
6. Open doors and/or windows when possible to promote ventilation within the space

Physical 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. Employees will be asked to practice distancing outdoors including, but not limited to the following:

- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities include using various tools
- Anytime while on campus, including all outdoor spaces.

Guidance for Specific Workplace Scenarios

Public Transportation/Yosemite Community College District Transit: If you must take public transportation or use Yosemite Community College District Transit, wear a face covering before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as soon as possible and before removing your face covering.

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from others. If possible have at least one workspace separating you from another co-worker. You should wear a face covering at all times while in a shared work space/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any Yosemite Community College District facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your

exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.).

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Laboratory Work: Specific criteria will be developed for faculty and staff working in laboratory environments. For questions regarding your department, check with the Division Dean for direction and details.

Limit Sharing

Ensure adequate office and work supplies to minimize sharing of high-touch materials.

Avoid sharing electronic devices, computers, phones and desk supplies as much as practicable.

Train All Staff

The District will train all staff and provide educational materials in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance

- Use of face coverings
- Screening practices of COVID-19 with specific symptom identification

The District will provide the training and education virtually, or, if in-person, ensure distancing is maintained.

Information will be provided to all staff on proper use, removal and washing of cloth face coverings.

Check for Signs and Symptoms

The District will prevent discrimination against any student or staff member who (or whose families) were or are diagnosed with COVID-19.

The District will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. The District will **follow guidelines** that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff and students are aware of these.

The District will implement an online self-screening procedure for all staff and students entering the facility.

- The online self-screening form will ask all individuals about COVID-19 symptoms, a positive test, or any exposures.
- Make available and encourage use of hand-washing stations or hand sanitizer.
- Document/track incidents of possible exposure and notify local health officials and staff immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. As noted below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.
- The District will send home students and staff with COVID-19 symptoms.

Plan for When a Staff Member or Visitor Becomes Sick

The District will work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19:

- Fever
- New or worsening cough
- Mild or Moderate difficulty breathing
- Chills
- Unexplained muscle aches
- Feeling unusually weak or fatigued
- Vomiting or Diarrhea
- Sore throat
- Congestion or runny nose
- New loss of smell, taste or appetite

For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

Notify local health officials and staff immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.

Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

Sick staff members and students are not to return until they have met CDC criteria to discontinue home isolation, 10 days from symptom onset with 24 hours of no fever and an improvement of symptoms.

The District will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

The District will provide students, faculty and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.

Maintain Healthy Operations

The District will monitor staff absenteeism and have a roster of trained back-up staff where available.

The District will monitor the types of illnesses and symptoms among students and staff to help isolate them promptly.

The District will designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials and staff in a prompt and responsible manner.

The District will maintain communication systems that allow staff to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by state and federal law related to privacy. Additional guidance can be found here. <https://www.yosemite.edu/hr/info/yccdhr-covid-19-faq>

The District will consult with local health departments if routine testing is being considered by a local educational agency.

The District will support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, virtual learning or independent study.

Considerations for Partial or Total Closures

The District will check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

When a student, instructor or staff member tests positive, or are presumed-positive for COVID-19 and had exposed others at the school, implement the following steps:

- In consultation with the local public health department, the appropriate school official may decide whether campus closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Given standard guidance for quarantine at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff quarantine .
- Additional off-campus close contacts should also quarantine at home.
- Additional areas of the campus visited by the COVID-19 positive or presumed-positive individual may also need to be closed temporarily for cleaning and disinfection.
- Implement communication plans for campus closure to include outreach to students, faculty, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.
- Provide guidance to faculty and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Develop a plan for continuity of education.
- Maintain regular communications with the local public health department.

Training

The District will provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
- Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing. Methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
- Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.