COVID-19 PREVENTION PROGRAM
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PURPOSE

In an effort to protect the health and safety of our employees, Gavilan Joint Community College District has prepared a COVID-19 prevention program ("Program") intended to provide information related to the prevention of coronavirus, describe Gavilan Joint Community College District policies, procedures and practices to keep employees safe and to help prevent the spread of coronavirus in the workplace.

This Program is applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Center for Disease Control ("CDC"), state and local public health agencies, and Gavilan Joint Community College District operations.

The Prevention Program is intended to comply with state and local law regarding employees’ safety including Labor Code §6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein.

The Vice President of Administrative Services has overall responsibility for Gavilan Joint Community College District COVID-19 Prevention Program. In addition, Gavilan Joint Community College District expects all managers and supervisors to implement and maintain the Program in their departments and assigned areas.

SCOPE

This policy applies to all Gavilan Joint Community College District employees and contains general prevention best practices as well as Gavilan Joint Community College District policies and procedures related to COVID-19 in the workplace.

WHAT IS COVID-19

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Chills
- Cough
• Shortness of breath or difficulty breathing
• Fatigue
• Muscle or body aches.
• Headache
• Loss of taste or smell
• Sore throat
• Congestion or runny nose
• Nausea or vomiting
• Diarrhea

Laboratory testing is necessary to confirm an infection.

**COVID-19 TRANSMISSION**

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary reason the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

**INFECTION PREVENTION MEASURES – CONTROL OF COVID-19 HAZARDS**

Gavilan Joint Community College District, to the extent possible, will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

1. Where possible encourage and require remote work.

2. Use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons, whenever possible.

3. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.

4. Encourage sick employees to stay home.

5. If an employee becomes symptomatic with COVID-19 while at work, they will be asked to leave the workplace and seek medical treatment, depending on the symptoms.
6. Gavilan Joint Community College District will adhere to state guidance and local public health recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing.

7. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.

8. Gavilan Joint Community College District encourages frequent hand washing with soap for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility. Hand sanitizer doesn’t work if the hands are soiled so every effort must be made to wash hands before applying hand sanitizer.

9. Provide and require employees to use face coverings. Face coverings must be worn whenever a Gavilan Joint Community College District employee comes within six feet of another employee. We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Heath (CDPH) or local health department. The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering. However, if possible affected employees must wear an alternate form of face covering like a shield.

   Note: Face coverings are not considered respiratory or personal protective equipment (“PPE”), but combined with physical distancing, they help prevent infected persons without symptoms or who are pre-symptomatic from knowingly spreading the coronavirus.

10. Gavilan Joint Community College District will maximize, to the extent possible, the quantity of outside air into our buildings and workplaces with mechanical or natural ventilation.

11. Gavilan Joint Community College District will place signs and/or instructions in common areas (for example, reception area, break rooms, public common areas, et cetera) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering the workplace, the work site and buildings.

**INVESTIGATION, IDENTIFICATION AND CORRECTION OF COVID-19 HAZARDS**

Gavilan Joint Community College District takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. The following will be implemented:

1. Evaluate employee workspaces for potential hazards. Employees are encouraged to identify and bring to management’s attention potential COVID-19 hazards in their workspace.

2. Conduct periodic inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public.

3. Evaluate Gavilan Joint Community College District policies and procedures, work practices, and
staffing issues to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.

4. Gavilan Joint Community College District will conduct workplace specific evaluations of hazards following any positive COVID-19 case in the workplace.

5. Gavilan Joint Community College District will conduct an investigation to identify and eliminate COVID-19 hazards. In order to protect employees in the workplace it will also investigate each positive COVID-19 case to help identify those employees who were in close contact with the infected employee and require all those potentially exposed to quarantine as required by law.

6. Gavilan Joint Community College District will regularly evaluate the workplace for compliance with this program.

7. Unsafe and unhealthy hazards, work conditions, practices, policies or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard.

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

9. Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including co-workers, employees of other entities, members of the public, visitors, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work location.

10. Employees, students, and independent contractors who request to come on campus will be expected to use the QR code check-in/out and approval process. This will be accomplished by following the steps as outlined in: Appendix D: QR Code Request and Approval Process.

**EMPLOYEE RESPONSIBILITIES**

During the COVID-19 public health emergency, Gavilan Joint Community College District employees have a collective responsibility to ensure the protection of all people in the workplace to comply with Gavilan Joint Community College District policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site.

Employees have the following affirmative responsibilities:

1. Employees must self-screen for COVID-19 symptoms prior to entering the facility for their shift and should stay home and seek medical treatment if they experienced any of the following symptoms in the past 48 hours:
   - 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

2. Employees, students and independent contractors who request to come on campus will be expected to use the QR code check-in/out and approval process which includes a self-screening questionnaire.

3. Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.

4. An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions.

5. Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, must consult with their physician and their manager before physically returning to work.

6. Employees must cooperate with Gavilan Joint Community College District in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help Gavilan Joint Community College District to identify employees who may have been exposed and quarantine them so there is no further workplace exposure.

7. Employees who test positive for the COVID-19 virus must not return to work until the following occurs:

   **When Symptomatic**
   
   • At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever and reducing medications;
   
   • COVID-19 symptoms have improved;
   
   • At least 10 days have passed since COVID-19 symptoms first appeared.
   
   • The District follows County guidelines as applicable based on District locations.

   **When Asymptomatic**

   Employees who test positive but never developed COVID-19 symptoms shall 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.

- The District follows County guidelines as applicable based on District locations.

8. Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor.

9. Employees shall practice physical distancing and remain at least 6 feet apart when practicable. When it isn’t practicable employees must wear face coverings. Ways to maintain physical distancing include working from home when practicable, and by using video or telephonic meetings as much as possible.

10. Employees must avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.

11. Employees shall wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.

12. Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.

13. Employees must avoid sharing personal items with co-workers (for example, dishes, cups, utensils, towels).

14. Employees shall notify their manager or supervisor if any washing facilities do not have an adequate supply of suitable cleaning agents, water, single-use towels, or blowers.

15. No employees shall bring cleaning products and/or disinfectant into the workplace that had not been approved by Gavilan Joint Community College District.

**PERSONAL PROTECTIVE EQUIPMENT**

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, personal protective equipment (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 the outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Gavilan Joint Community College District will supply all necessary and required PPE, including face coverings. Gavilan Joint Community College District will clean any soiled PPE and replaced any damaged PPE. We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed. When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.
We provide and ensure 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.

If employees wish to use additional PPE, they must make the request of the manager or supervisor who will approve usage. Managers and supervisors will approve all reasonable requests.

CLEANING AND DISINFECTION POLICY AND PRACTICE

The Gavilan Joint Community College District recognizes that high traffic and high touch common areas in the workplace need to the extent possible cleaning and disinfecting to limit the spread of the COVID-19 virus.

Gavilan Joint Community College District will assign personnel and establish routine schedules to clean and disinfect common areas and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, rest room and bathroom surfaces, elevator buttons, and trash cans.

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 as well as Safety Data Sheets for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, contact time).

Scope of Custodial Work:

The scope of this plan covers the custodial services operations across all Gavilan Community College District for the essential deep cleaning, disinfecting, and stocking of products for the District’s buildings during an emergency or disruptive event. Although intended to be utilized by employees designated to custodial operations, this protocol shall serve District wide as a declaration of essential facility operations.

Purpose:

The following protocol shall delineate the ongoing critical deep cleaning, disinfection, and preservation of District buildings in a timely organized manner. The District’s professional custodial team is the first line of defense against disease transmission. The primary objectives of the plan are to:

- Deep clean areas by removing dust, dirt, and pathogens from within buildings to safeguard the health and safety of building occupants and preserve these District assets.
- Sanitize and/or disinfect occupied spaces to reduce the potential of disease transmission.
- Provide personnel move management support for critical construction projects or essential operations.
- Provide support to critical campus services program objectives.
- Maintain situational awareness of employees designated to work on site throughout the emergency event.
Procedures:

We evaluate the need for PPE (such as gloves, goggles, disposable coveralls, gowns, face shields and respiratory protection) in accordance with CCR Title 8, section 3380, and provide such PPE as needed to control employees’ exposure to COVID-19 while cleaning and disinfecting.

Scheduling of Custodians:

- Facilities Director and Lead Custodian will coordinate the schedules.
- Schedules will occur on a rotational basis.
- Custodians will work a full day and be on site as scheduled.
- No less than two custodians will work on site at the same time daily, with a maximum of the whole crew reporting for duty.
- If circumstances require that a custodian work alone, s/he will check in with Security at the start and end of their shift.

Cleaning of Buildings:

Deep Cleaning Requirements:

- Deep Clean by Removing dust and dirt from within buildings to safeguard the health and safety of building occupants and preserve these District assets. Apply all professional cleaning techniques to the process.
- Vacuum, dust, mop, and wash surfaces as needed to remove dust and dirt.
- Clean, disinfect, and stock, restrooms per CDC Specifications.
- Sanitize and/or disinfect occupied spaces to reduce the potential of disease spread per CDC specifications.
- Per CDC instructions, use a hospital grade disinfectant or an EPA approved disinfectant for the occupied spaces.
- Provide support for moving large objects or office contents for critical construction projects and essential operations.
- Ensure adherence to 6’ social distancing requirements.
- Provide support to critical campus services program objectives.
- Maintain situational awareness of employees designated to work on site throughout the emergency event.

Emergency Work:

Any emergency work that needs two or more people to work within a 6’ proximity to one another requires Facilities Director approval, as other safety precautions are required such as wearing protective masks.

RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES

When required Gavilan Joint Community College District will consult with state and local public health agencies for mitigation practices and responsible protocols. Gavilan Joint Community College District will follow the California Health Department strategies, listed below, for returning employees to work. The following are considered minimum criteria for return to work and some variation may occur depending on individual cases, our local public health department and unique circumstances. Negative COVID-19 tests are not required in order to return to work.
**Symptomatic Positive:** Employees with symptoms who are laboratory confirmed to have COVID-19.

1. At least 24 hours have passed since resolution of fever without use of fever reducing medications; and
2. At least 10 days have passed since symptom onset; and
3. Other symptoms have improved.

**Asymptomatic Positive:** Employees who have never had symptoms and are laboratory confirmed to have COVID-19. A minimum of 10 days have passed since the date of their first positive COVID-19 tests. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

**Symptomatic Negative:** Employees who had symptoms of COVID-19 but test results returned negative. Use the same criteria as Symptomatic Positive cases.

**Asymptomatic Negative:** Employees who never had symptoms but were tested due to a close contact with a laboratory confirmed case patient and were negative. Employees should quarantine at home for 14 days after the last known contact with the case-patient. Symptoms can develop even after testing negative within 14 days of exposure. The local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community’s health and safety.

**Symptomatic Untested:** Employees who had symptoms of COVID-19 but were not tested. Testing is encouraged. If an employee cannot be tested or refuses to be tested, use the same criteria for return to work as Symptomatic Positive cases.

**Asymptomatic Untested:** Employees who had close contact to a laboratory confirmed case at work, home, or in the community and do not have symptoms or employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms. Employees should be quarantined at home for 14 days after the last known contact with the case-patient. Testing is highly recommended; if testing hasn’t occurred the local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community’s health and safety. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

If an employee tests positive for COVID-19, Gavilan Joint Community College District will immediately inform co-workers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Gavilan Joint Community College District will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

Gavilan Joint Community College District will provide no cost testing during work hours to all employees who must be quarantined and excluded from the workplace as required by law. The District follows County guidelines as applicable based on District locations.
Cleaning and Disinfecting Following a Confirmed COVID-19 Case.

1. Temporarily close the general area where the infected employee or guest worked/visited until cleaning has completed.

2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 72 hours or as long as practical before cleaning and disinfecting the area.

3. Conduct deep cleaning of the entire general area where the infected employees worked and may have been, including break rooms, restrooms and travel areas with a cleaning agent approved for use by the EPA against the coronavirus.

4. Custodial personnel cleaning the area must be equipped with a proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

SYSTEM FOR COMMUNICATION

Communication between employees and Gavilan Joint Community College District on matters relating to COVID-19 mitigation and response is important to ensure employees’ safety while in the workplace. Therefore, Gavilan Joint Community College District 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. Our goal is to ensure that we have effective two-way communication with our employees, in a form that they can readily understand, and that it includes the following information:

1. All Gavilan Joint Community College District employees are encouraged to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.

2. Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact the Human Resources Department who will triage the report and notify essential personnel for an appropriate response.

3. 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. Gavilan Joint Community College District will evaluate the request and determine, with input from the employee and their health care provider, whether the employee can be accommodated.

4. When required by law, Gavilan Joint Community College District will provide COVID-19 testing to potentially exposed employees.

5. As required by AB 685, Gavilan Joint Community College District will notify all employees and employers of subcontracted employees, who were present at the same worksite within the infectious period when a positive case has been reported.
6. Gavilan Joint Community College District will also notify the exclusive representative of any affected bargaining unit employees when a positive case has been reported. The notice will include COVID-19 related benefits or leave rights under federal, state, and local laws, internal policies including leave benefits contained within the collective bargaining agreement and the employee’s protections against retaliation and discrimination.

**MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS**

Gavilan Joint Community College District will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak.

A COVID-19 outbreak is defined as 3 or more cases of COVID-19 in a 14-day period.

A major COVID-19 outbreak is defined as 20 or more cases of COVID-19 in a 30 day period.

1. Gavilan Joint Community College District will provide the legally mandated COVID-19 testing to all exposed employees in the workplace except those who were not present during the period of an outbreak. The testing will be provided at no cost to the employees and will occur during working hours. In the event that we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

2. All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.

3. We will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in **Responding to Positive or Suspected COVID-19 Cases in the Workplace**.

4. Gavilan Joint Community College District will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with **Investigation, Identification, and Correction of COVID-19 Hazards** and **Responding to Positive or Suspected COVID-19 Cases in the Workplace**.

5. Gavilan Joint Community College District will perform a review of its COVID-19 policies, procedures, and controls and implement changes where needed. The investigation and review will be documented and include review of:

   a. Leave policies and practices to insure employees are encouraged to remain home when sick;
   b. COVID-19 testing process;
   c. Insufficient outdoor air;
d. Lack of physical distancing, face coverings or use of other PPE.
e. Evaluation of mechanical ventilation, and, if possible, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the system. We will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other cleaning systems would reduce the risk of transmission.
f. Determine the need for additional respiratory protection.
g. Determine whether to halt some or all operations until the COVID-19 hazard has been corrected.
h. Implement any other control measures as required by Cal/OSHA.

6. Notify the local health department as required by law.

**POTENTIAL BENEFITS AVAILABLE TO EMPLOYEES WHO MUST QUARANTINE**

Employees may be entitled to the following COVID-19 benefits under applicable federal, state, or local laws, including, but not limited to, COVID-19 related leave, company sick leave, state-mandated leave, supplemental sick leave, negotiated leave provisions and workers compensation:

**Families First Coronavirus Response Act (FFCRA)**
Gavilan Joint Community College District has voluntarily extended the expired legally required leaves under the FFCRA through March 31, 2021. This allows all employees a maximum of 80 hours of paid emergency sick leave for time taken off work for COVID-19 related reasons.

**Family Medical Leave Act (FMLA)/California Family Rights Act Leave (CFRA)**
The FMLA and CFRA allow employees to take 12 to 26 weeks (based on reason) of job protected leave to care for a seriously ill family member or for their own illness. In order to qualify for these leaves, employees must have worked with the District for at least 12 months prior to the start of the leave and served for at least 1,250 hours.

**Extended Sick Leave per Education Code 87786 and 88196**
The California Education Code provides extended sick leave at 50% of a qualifying employee’s regular rate of pay when all other sick leave has been exhausted.

**Other Leave Pursuant to the Collective Bargaining Agreement**
Additional leave entitlements, such as personal leave and unpaid leave, are available based on the language included in the employees respective collective bargaining agreements.

**Workers’ Compensation Benefits.** If you believe you contracted a COVID-19-related illness as a result of your employment, you may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, you may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, please notify your employer that you believe your COVID-19-related illness is work-related and file a DWC 1 Claim Form pursuant to Labor Code Section 5401.

**Earnings Continuation.** If the COVID-19 exposure is work related, the employee is required to quarantine, is able to work, and work from home or temporary work is unavailable, the employee may be entitled to earnings and benefit continuation.
For questions regarding any of these benefits, please contact the Human Resources Department at (408)852-2818.

**REPORTING, RECORDKEEPING, AND ACCESS**

Gavilan Joint Community College District is committed to following all local and state law requiring reporting, recordkeeping, and access to records. It is our policy to:

1. Record and track all COVID-19 cases, including the date of a positive test, as required by law. The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.

2. Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.

3. Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the workplace.

4. Keep and maintain records of Gavilan Joint Community College District efforts to implement the written COVID-19 Prevention Program.

5. Make the COVID-19 Prevention Program available to employees, authorized employee representatives, and to Cal/OSHA immediately upon request.

**EMPLOYEE TRAINING**

Gavilan Joint Community College District will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent the spread, and the employer’s procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, in-person presentation, online video training and/or acknowledgment of receipt of the Gavilan Joint Community College District COVID-19 prevention program. We will provide effective training and instruction that includes:

- Our 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.
- 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 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 – face coverings are intended to primarily protect other individuals from the wearer of the face covering.

• COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Employees will be notified of the training and all employees are required to participate.
Appendix A: Identification of COVID-19 Hazards

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

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

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

Date: [enter date]

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

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<thead>
<tr>
<th>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</th>
<th>Places and times</th>
<th>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</th>
<th>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</th>
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Appendix B: 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 us 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:** [enter date]

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

<table>
<thead>
<tr>
<th>Employee (or non-employee*) name:</th>
<th>Occupation (if non-employee, why they were in the workplace):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location where employee worked (or non-employee was present in the workplace):</td>
<td>Date investigation was initiated:</td>
</tr>
<tr>
<td>Was COVID-19 test offered?</td>
<td>Name(s) of staff involved in the investigation:</td>
</tr>
<tr>
<td>Date and time the COVID-19 case was last present in the workplace:</td>
<td>Date of the positive or negative test and/or diagnosis:</td>
</tr>
<tr>
<td>Date the case first had one or more COVID-19 symptoms:</td>
<td>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</td>
</tr>
</tbody>
</table>
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):
# Appendix C: Gavilan Joint Community College District Accident/Injury/Incident Report

## GAVILAN COMMUNITY COLLEGE DISTRICT

**ACCIDENT – INJURY – INCIDENT REPORT**

Please print the following information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>SSN</th>
<th>Birthdate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check One:  
- [ ] Student
- [ ] Employee
- [ ] Public

### INJURED PERSON (fills out this section)

- **Location of Incident:** Building/Room
- **Date of Incident:**
- **Time:**

For accidents in class or lab activities:

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Witness/es Name(s)</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Injured Party: Please describe how accident/injury/incident occurred:

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Print Name of Injured Person</th>
<th>Signature of Injured Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COLLEGE PERSONNEL (only college personnel may fill out the following information)

- **Describe part of body affected, condition/injuries (do not diagnose):**

- **First Aid/Treatment given (more space on back):**

- **Referred to (check one):**  
  - [ ] Emergency Facility  
  - [ ] MD  
  - [ ] Home  
  - [ ] Other

- **Follow-up plans (if applicable):**

- **Insurance (check one):**  
  - [ ] Student Ins.  
  - [ ] Worker’s Comp  
  - [ ] Kaiser  
  - [ ] Medi-Cal  
  - [ ] Other

- **Was Accident Insurance information given to student? (check one):**  
  - Yes  
  - No

- **Did injured person’s blood or body fluid come in contact with student or staff?**  
  - Yes  
  - No

If yes who:  

<table>
<thead>
<tr>
<th>Print Name</th>
<th>SS#</th>
<th>Phone#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did injured blood or body fluid come in contact with any surface or equipment?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If yes, who decontaminated area, and how?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Staff accidents or blood exposure must be reported immediately to: Human Resources Department hr@gavilan.edu x2823
Appendix D: QR Code Request and Approval Process
How to Request Entry to Campus (Requestor: Staff & Faculty)

1. Direct Requestors to the following link:  

2. Requestors Click on [Submit On Campus Request] icon.

3. Requestor is redirected to Facilitron management system.
   a. Logs In using [name@gavilan.edu](mailto:name@gavilan.edu) email.
   b. Reviews Protocols.
   c. Selects Dates, Times, Submits:
How to Approve Requests (Site Supervisors)

1. Log in: https://www.facilitron.com/dashboard/home
   a. If you forgot your log in, use your name@gavilan.edu to reset you password to get in.
   b. Alternate Method:
      i. Click here: https://www.facilitron.com/gc95020
      ii. Click [Log In] at top right of the webpage.
      iii. Enter your district email [name@gavilan.edu] and [password], and then click [Log in].
      iv. Select your Gavilan College account, and click on the word “Dashboard”
      v. If you do not know your password, click the “Forgot password” link.
   c. Help: Contact grace@facilitron.com for assistance.
1. Click the Reservation ID for the request you’d like to approve:

2. Check the Comments/History section for any necessary edits. Then, click Approve:

Contact grace@faciltron.com for assistance.
1. **Alternate Method of Approval: Calendar Method**
   a. Click on [Calendar]
   b. Click on Facilities and select “On-Campus Requests (Virtual Meeting Room)”
   c. Click on the hashed calendar event on the calendar item.
   d. A pop up window will appear, review, and click on [approve].
   e. This will record the approval on the Virtual Meeting Room.

2. **Approval / Disapproval: Notification**
   a. The Requestor will receive an alert notification that the request has been approved or disapproved.
   b. If approved, the Requestor is authorized to enter campus and QR Code into the approved areas.