



# **COVID-19 Safety Plan**

**Updated April 2021**

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## **1. Introduction**

The purpose of this plan is to define the measures being taken by El Camino Community College District to help reduce the risk of infection from the COVID-19 virus (a.k.a., SARS-CoV-2, coronavirus). The defined measures are based upon guidance from established public health authorities as of the date of this document, including the U.S. Centers for Disease Control and Prevention (CDC), U.S. Occupational Safety and Health Administration (OSHA), and California Department of Public Health, as well as other published environmental health research and guidance materials. While the provisions of this document are intended to help reduce COVID-19 risk, they cannot guarantee that infection will not occur.

This plan begins by providing an overview of how it is applied and implemented, along with a summary of assigned roles and responsibilities. This is followed by a more specific discussion of various plan elements.

## 2. Application & Implementation Overview

This plan applies to all work areas and operations and is implemented as follows:

1. COVID-19 Task Force. The COVID-19 Task Force, in partnership the Office of Risk Management , is responsible for managing this plan and facilitating the COVID- 19 safety teams, which are described below:
  - a. *Pandemic Coordinators*. This team monitors current public health guidance, along with information regarding plan implementation, and determines how COVID-19 safety will be addressed by updating the provisions of this plan as appropriate.
  - b. *COVID-19 Task Force*. This team consists of representatives from primary organizational units and serves as a bridge between the core team and all employees and stakeholders. The team reviews information and plan updates provided by the core team and provides feedback regarding challenges and opportunities related to the implementation of plan provisions.

A listing of the COVID-19 Task Force members, along with associated contact information and current meeting plans, is maintained by the COVID-19 Task Force and the Office of Risk Management using the “Contacts & Resources” form provided in Appendix A.

2. Prevention. Supervisors of specific work areas and operations are responsible for assessing COVID-19 risks, identifying safe practices, training employees in these practices, ensuring these practices are followed, and documenting their implementation through periodic inspections. The Office of Risk Management defines global practices and provides general resources for developing area/operation specific practices, delivering training, and conducting inspections. More specific provisions are addressed in the Prevention section of this plan.
3. Case Response. Supervisors of specific work areas and operations are responsible for initiating a case response form, gathering incident information, and implementing immediate response actions. The Office of Risk Management is responsible for completing the case response form, which entails conducting additional incident assessment, response, and follow-up activities. The case response form defines a protocol that addresses the subject case, potentially exposed persons, and the impacted environment. More specific provisions are addressed in the Case Response section of this plan. The Office of Risk Management and/or the Office of Student Health Services will report incidents of COVID-19 exposure on campus to the Los Angeles County Department of Public Health.
4. Building Closure. The Office of Risk Management is responsible for coordinating with responsible parties (e.g., building maintenance) to ensure proper consideration is given to minimizing potential environmental health concerns prior to closing and re-opening buildings (including substantially reduced occupancy and partial closures). A checklist of common environmental health issues associated with building closures is included in Appendix B.
5. Supply Management. The Office of Risk Management is responsible coordinating with responsible parties (e.g., purchasing) to address the specification, acquisition, distribution and inventory of supplies critical to implementation of COVID-19 safe practices. Critical supplies and associated management protocols are identified using the form provided in Appendix C, which is managed by the Office of Risk Management.

### 3. Roles & Responsibilities

The key roles involved in the implementation of this plan and their associated responsibilities are summarized below. More specific descriptions of requirements are provided in the other sections of this plan.

#### 3.1. Office of Risk Management

The Office of Risk Management maintains this plan and facilitates its implementation. Key responsibilities:

- a. Ensuring this plan and associated practices are updated to reflect current public health guidance.
- b. Facilitating the core and extended safety teams.
- c. Developing global and common environment safe practices, as well as guidance for creating area/operation specific safe practices.
- d. Providing support to supervisors in developing area/operation specific practices
- e. Managing global facility color-coded mapping activities under Section 4.1.d.
- f. Reviewing, approving, and inventorying all safe practices and facility maps.
- g. Providing training on global and common environment safe practices, as well as training for supervisors on their responsibilities under this plan, including the creation of specific area/operation safe practices.
- h. Coordinating global communications to visitors/vendors.
- i. Reviewing and archiving inspection records.
- j. Reviewing and managing the completion of response actions related to known or suspected cases of COVID-19.
- k. Coordinating with responsible parties (e.g., building maintenance) to ensure proper consideration is given to minimizing potential environmental health concerns related to building closures.
- l. Coordinating with responsible parties (e.g., purchasing) to address the specification, acquisition, distribution and inventory of supplies critical to implementation of safe practices.

#### 3.2. Supervisors

Supervisors are responsible for ensuring the provisions of this plan are implemented in the areas/operations and among the employees under their responsibility. Key responsibilities:

- a. Developing safe practices for their specific work areas and operations, inclusive of area/operation color-coded mapping.
- b. Completing supervisor training related to this plan.
- c. Providing area/operation specific training on safe practices and ensuring employees under their responsibility complete training related to this plan.
- d. Inspecting work areas/operations under their responsibility on a regular basis to ensure compliance with safety practices, and for correcting deficiencies identified.
- e. Initiating immediate response actions regarding known or suspected cases of COVID-19 and working with the Office of Risk Management to complete response actions.

#### 3.3. All Employees

All employees are responsible complying with the provisions of this plan. Key responsibilities:

- a. Following safe practices as communicated to them by their supervisor or through training.

- b. Reporting hazardous conditions related to potential transmission of the COVID-19 virus.
- c. Staying home and reporting to their supervisor and to the Office of Risk Management if they exhibit symptoms of COVID-19, have a positive COVID-19 test, or have been exposed to a known or suspected case.

### 3.4. Other Parties

- a. Persons who are the primary contacts for visitors and vendors are responsible for ensuring that visitors/vendors understand that they are expected to follow the COVID-19 safety guidance for visitors, as well as additional any area/operation-specific COVID-19 safety practices. In addition, primary contacts for vendors are responsible for communicating to employees and visitors any additional safety practices that should be followed as a result of the vendor's work.
- b. Human Resources is responsible for communicating process and benefit information to employees restricted from work as a result of having COVID-19 symptoms, a positive COVID-19 test, or potential exposure to a known or suspected COVID-19 case.
- c. Los Angeles County Public Health In the event that a cluster of 3 or more cases are identified on campus that are epidemiologically linked (e.g., overlapping time and space during the infectious period) within a span of 14 days, a plan or protocol to report this cluster to the DPH via email at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or via telephone at (888) 397-3993 or (213) 240-7821. DPH will work with the site to determine if the cluster meets the outbreak criteria for IHE. If the outbreak criteria has been met, DPH will initiate an outbreak response which includes providing infection control guidance and recommendations, technical support and site-specific control measures.
- d. Cal OSHA Report employee related exposures that result in 1) a confirmed case of COVID-19, 2) COVID-19 caused serious injury or illness or death, and 3) said injury, illness, or death occurred at work should be reported within 8 hours of knowledge to the following local office:

Cal-OSHA  
Long Beach District Office  
3939 Atlantic Avenue, Suite 212  
Long Beach, CA 90807  
To report an accident, call (562) 506-0810

## 4. Prevention

Efforts to help prevent the risk of infection from the COVID-19 virus are enacted through a process of assessing infection hazards, identifying safe practices, training/communicating these practices, and confirming the practices are being implemented properly. These and other prevention elements are discussed below.

### 4.1. Hazard Assessment & Safe Practice Development

- a. Global Practices. The Office of Risk Management coordinates the development safe practices that apply to all work areas and operations.
- b. Common Environments. The Office of Risk Management coordinates the development of general safe practices for common work areas and operations.
- c. Specific Work Areas/Operations. Supervisors are responsible for the development of safe practices for their specific work areas and operations. The Office of Risk Management provides guidelines and support for creating these specific practices.
- d. Facility Mapping. A color-coded system of mapping facility areas based on general COVID-19 safety practices is utilized to help facilitate implementation. Coded floorplans may be posted along with relevant similarly coded safe practice documents in the subject areas. Area/operation mapping activities are managed by area/operation supervisors and global facilities mapping activities are managed by the Office of Risk Management. A work area diagram mapping template is provided in Appendix D. The following color codes are used to characterize areas and safe practice documents:

Green = staff personal spaces	Blue = global practices
Yellow = staff common areas	Light Purple = public common areas
Orange = staff specialized areas	Dark Purple = public specialized areas

- e. Approval. All coded floorplans and safe practice documents must be reviewed, approved and inventoried, and archived by the Office of Risk Management. An inventory of all developed safe practices is managed by the Office of Risk Management using the form provided in Appendix E.

### 4.2. Training & Communications

- a. General Training. The Office of Risk Management is responsible for providing resources to support training for all employees on global and common environment safe practices and for supervisors on their responsibilities under this plan. An inventory of available training resources is maintained by the Office of Risk Management using the form provided in Appendix F. Training is documented per the Injury & Illness Prevention Program.
- b. Area/Operation Specific Training. Supervisors and/or Office of Human Resources are responsible for ensuring their employees complete global and common environment training and are responsible for providing area and operation specific training to their employees. Training is documented per the Injury & Illness Prevention Program.
- c. Visitor/Vendor Communications. Persons arranging the work of visitors/vendors are responsible for communicating expectations of visitors/vendors regarding COVID-19 safety (e.g., general practices for visitors document). The Office of Risk Management is responsible for coordinating global communications to visitors/vendors (e.g., postings, email notifications, social media, or other means as deemed appropriate).

#### **4.3. Inspection**

- a. Supervisors are responsible for regularly evaluating their work areas and operations for compliance with safety practices, and for correcting deficiencies identified. This occurs on a continuous basis as part of ongoing operations and is formally documented on a regular basis using the inspection form provided in Appendix G. Completed inspection forms are provided to the Office of Risk Management.
- b. The Office of Risk Management is responsible for reviewing and archiving inspection records to confirm noted deficiencies have been corrected. Inspection records are maintained per the Injury & Illness Prevention Program.



## 5. Case Response

A case response protocol is enacted to help mitigate potential risk of COVID-19 transmission upon discovery of a COVID-19 case potentially impacting facilities, employees, or other stakeholders (a.k.a., COVID-19 case incident). The case response protocol is detailed in the "Case Response Form" (see Appendix H) which guides specific actions to take and information to document related to different types of COVID-19 case incidents. The protocol is summarized below:

1. Upon learning of COVID-19 case incident, area/operation supervisors are responsible for initiating the Case Response Form.
2. Supervisors gather incident information and take immediate response actions per the form. These actions involve addressing the subject case, potentially exposed persons, and the impacted environment.
3. The Office of Risk Management, after being notified by the area/operation supervisor, takes ownership of the form and conducts a more detailed incident assessment and response per the form. This includes additional follow-up on potentially exposed persons, closure of spaces/buildings, cleaning/disinfection of the impacted environment, communication with concerned stakeholders, and implementation of the area/operation specific COVID-19 safe practices. The Office of Risk Management conducts these actions working in conjunction with Facilities and Planning Services and Marketing and Communications, outside environmental health consultants and cleaning/disinfection contractors as needed.
4. The Office of Risk Management manages the case response protocol until the subject environment has been properly addressed and all identified potentially exposed persons have been cleared to return to the area/operation.
5. The Office of Risk Management compiles the completed and signed case response form, along with all associated documentation, and retains these materials for recordkeeping purposes.

# **Appendix A**

## **Contacts & Resources**



## COVID-19 Safety Plan: Contacts & Resources

### COVID-19 Safety Coordinator

Name	Department/Title	Phone	Email
Michael Pascual	Purchasing & Risk Management	310-660-3374 (Office) 310-294-4729 (Cell)	mopascual@elcamino.edu

### Core COVID-19 Safety Team

Name	Department/Title	Phone	Email
Susan Nilles	Student Health Center	310-660-3643 (Office) 626-252-6061 (Cell)	snilles@elcamino.edu
Kerri Webb	Marketing and Communications	310-660-6075 (Office) 805-459-4624 (Cell)	kwebb@elcamino.edu
Michael Pascual	Purchasing & Risk Management	310-660-3374 (Office) 310-294-4729 (Cell)	mopascual@elcamino.edu

#### Notes

- Team Meetings—As-Needed Basis

### COVID-19 Task Force

Name	Department/Title	Phone	Email
Loic Audusseau	ITS/ Chief Technology Officer	310-660-3266	laudusseau@elcamino.edu
Rick Christophersen	Center for the Arts/ Director	310-660-3748	rchristophersen@elcamino.edu
Roy Dietz	Facilities	310-660-3067	rdietz@elcamino.edu
Melissa Fujiwara	Humanities/ Professor	310-660-3765	mfujiwara@elcamino.edu
Ricardo Gonzalez	Counseling & Student Services	310-660-3444	rigonzalez@elcamino.edu
Jorge Gutierrez	Facilities/ Executive Director	310-660-6172	jgutierrez@elcamino.edu
Jeff Hinshaw	Business Management/Director	310-660-3160	jhinshaw@elcamino.edu
Iris Ingram	Administrative Services/ VP	310-660-3107	iingram@elcamino.edu
Dena Maloney	Superintendent/ President	310-660-3111	dmaloney@elcamino.edu
Crystle Martin	Library & Learning Resources/ Director	310-660-3526	cmartin@elcamino.edu
Jane Miyashiro	Human Resources/ VP	310-660-3401	jmiyashiro@elcamino.edu
Ross Miyashiro	Student Services/ VP	310-660-3471	rmiyashiro@elcamino.edu
Susan Nilles	Student Health Center/ Faculty Coordinator	310-660-6416	snilles@elcamino.edu
Ann O'Brien	Marketing & Communications/ Executive Director	310-660-3406	aobrien@elcamino.edu
Teresa Palos	Microbiology/ Professor	310-660-5354	tpalos@elcamino.edu
Michael Pascual	Risk Management/ Director	310-660-3374	mopascual@elcamino.edu
Dipte Patel	Counseling & Student Success/ Dean	310-660-3444	dpatel@elcamino.edu
Jeffrey Miera	Interim Athletics/ Director	310-660-3547	jmiera@elcamino.edu
Russell Serr	Health Sciences & Athletics/ Dean	310-660-3550	rserr@elcamino.edu
Jean Shankweiler	Academic Affairs/ VP	310-660-3122	jshankweiler@elcamino.edu
Marc Stevens	Public Information Officer	310-660-6075	mstevens@elcamino.edu
Michael Trevis	Chief of Police	310-660-3100	mtrevis@elcamino.edu
Viviana Unda	Institutional Research & Planning/ Director	310-660-3515	vunda@elcamino.edu
Paul Yoder	ITS	310-660-3271	pyoder@elcamino.edu
<b>Notes</b> Team Meetings—Bi-Weekly on Fridays (Zoom).			

### Internal Team Resources

<b>COVID-19 Safety Page</b>	<a href="https://www.elcamino.edu/notices/coronavirus/">https://www.elcamino.edu/notices/coronavirus/</a>
<b>Environmental Health Consultant</b>	Forensic Analytical Consulting Services ( <a href="http://www.forensicanalytical.com">www.forensicanalytical.com</a> ) Ben Kollmeyer o. 310-668-5600 ♦ d. 310-668-5618 ♦ <a href="mailto:bkollmeyer@forensicanalytical.com">bkollmeyer@forensicanalytical.com</a>
<b>Cleaning/Disinfection Contractor</b>	Chris Egnozzi – Assistant Director, Facilities & Planning Services Jorge Gutierrez – Executive Director, Facilities & Planning Services

### Local Public Health Department Contacts

<b>Los Angeles County Department of Public Health</b>	<a href="http://publichealth.lacounty.gov/">http://publichealth.lacounty.gov/</a>
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### Key Guidance & References

<b>CDC (Centers for Disease Control)</b>	Main: <a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a> Industry Guidance: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html">https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html</a>
<b>California</b>	Main: <a href="https://covid19.ca.gov/">https://covid19.ca.gov/</a> Industry Guidance: <a href="https://covid19.ca.gov/industry-guidance/">https://covid19.ca.gov/industry-guidance/</a> Cal/OSHA: <a href="https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html">https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html</a>
<b>Campus Reopening Safety Plan</b>	<a href="https://www.elcamino.edu/notices/coronavirus/docs/Campus-Reopening-Safety-Plan.pdf">https://www.elcamino.edu/notices/coronavirus/docs/Campus-Reopening-Safety-Plan.pdf</a>

# **Appendix B**

## **Building Closure Checklist**



## COVID-19 Safety Plan: Building Closure Checklist

<b>Building:</b>			
<b>Completed by:</b>		<b>Date:</b>	

Before Closure		Done
1.	Remove garbage, food, and other perishable materials prior to closure.	<input type="checkbox"/>
2.	Develop a plan for maintaining water systems during closure.	<input type="checkbox"/>
3.	Develop a plan for managing HVAC systems during closure.	<input type="checkbox"/>
During Closure		Done
1.	Routinely inspect for water intrusion events, which can result in water damage or mold growth if left unaddressed (e.g., roof leaks, plumbing leaks, surface flooding).	<input type="checkbox"/>
2.	Continue pest control measures on a modified schedule. Reduced maintenance activities can allow for infestation of pests or accumulation of pest allergens, dander, and droppings.	<input type="checkbox"/>
3.	Consider ways to prevent water stagnation, including flushing fixtures routinely, to avoid issues with water quality including microbial growth of organisms, leaching of metals, and buildup of sediment. Address potable water system components as well as specialized water systems (e.g., fountains, cooling towers, misters, etc.).	<input type="checkbox"/>
4.	Ensure drain traps remain filled.	<input type="checkbox"/>
5.	Periodically run HVAC system to ventilate the building and reduce buildup of indoor air and surface contaminants such as dust, particulates,	<input type="checkbox"/>
Before Reopening		Done
1.	Ensure that water damage or standing water is not present. Address any mold/moisture issues before re-occupancy.	<input type="checkbox"/>
2.	Ensure that garbage, food, and other perishable materials are removed as appropriate.	<input type="checkbox"/>
3.	Inspect for pests and rodents. Reduced maintenance activities can allow for infestation of pests or accumulation of pest allergens, dander, and droppings.	<input type="checkbox"/>
4.	Ensure no objectionable odors are present. Investigate and address as needed (e.g., dry drain-traps, garbage, pests, water intrusion, unattended plants, spoiled food).	<input type="checkbox"/>
5.	Evaluate spaces for COVID-19 safety concerns and implementing related modifications (e.g., postings, traffic routing, barriers, etc.). Consider the need for cleaning/disinfection, either based on actual risk or as a precaution to address occupant concerns about contamination.	<input type="checkbox"/>
6.	Flush water fixtures prior to re-occupancy to remove stagnant water, using respiratory protection if stagnant for an extended period. Address potential issues associated with specialized water systems (e.g., fountains, cooling towers, misters, etc.). Consider further assessment if conditions of concern present.	<input type="checkbox"/>
7.	Ensure HVAC systems are in good condition. Inspect air handling units (filters, coils, pans, outdoor air intakes, etc.).	<input type="checkbox"/>
8.	Ensure adequate ventilation to occupied areas. Lack of ventilation and circulation of fresh air during low occupancy can result in the buildup of indoor air and surface contaminants such as dust, particulates, and volatile organic compounds.	<input type="checkbox"/>

# **Appendix C**

## **Critical Supply List**



## COVID-19 Safety Plan: Critical Supply List

Item	Specification	Management Notes	Updated
Hand Sanitizer	At least 70% isopropyl alcohol.		
Disinfectant Wipes			
N95/KN95 Masks	NIOSH & OSHA Certified		
Disposable Nitrile Gloves			
Disposable Elastic Coveralls			
Acrylic Barriers			
COVID-19 Signage			
Automated Sanitizer Dispenser			



# **Appendix D**

## **Work Area Diagram**

# **Appendix E**

## **Inventory of Safe Practices**



## COVID-19 Safety Plan: Inventory of Safe Practices

Safe practices files are located at: \_\_\_\_\_.

### Global & Common Environment Safe Practices

Category	Safe Practice Title	Revised
Global	General Practices for All Employees	
Global	General Practices for Visitors	
Global (Form)	Case Response Form	
Global (Form)	Cleaning/Disinfection Log	
Global (Form)	Hazard Analysis Form	
Global (Form)	Inspection Form	
Global (Form)	Work Area Diagram	
Public General	Buildings—Safe Practices Guide	
Public General	Classrooms—Safe Practices Guide	
Public General	Restrooms Posting	
Public General	Work Room Posting	
Public Special	Buildings—Safe Practices Guide	
Staff General	Offices—Safe Practices Guide	
Staff General	Restrooms Posting	
Staff General	Work Room Posting	
Staff Personal	Personal Work Areas	
Staff Special	Staff Special Area—Safe Practices Guide	

### Specific Work Area/Operation Safe Practices

Category	Area/Operation	Safe Practice Title	Revised



## El Camino Community College District COVID-19 Safe Practices: General Practices for Visitors/Students

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

### What is the hazard?

COVID-19 is the respiratory illness caused by the SARS-CoV-2 virus (a.k.a., novel coronavirus). The virus is thought to be spread mainly from person-to-person through respiratory droplets and contact. It may also be spread by touching a surface that has the virus on it and then touching your eyes, nose, or mouth. There is the potential to be exposed to the virus while at work, in the community, and at home. The latest information regarding COVID-19 is available on the U.S. Centers for Disease Control (CDC) website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>). This website should be regularly reviewed in order to stay current on the dynamics of the disease, including its risks, symptoms, and current guidance on prevention and what to do if you are sick.

### What safe work practices should be followed?

The following general guidance should be followed by all El Camino Community College District visitors and students. Additional more specific practices tailored to specific areas and operations may also apply. All visitors/students should be familiar with these additional practices within the areas they are entering. Questions regarding COVID-19 safety should be directed to your instructor, your campus contact, or a campus departmental office. Additional resources related to COVID-19 can be found at: <https://www.elcamino.edu/notices/coronavirus/>



#### MEDICAL SCREENING

1. *Medicat Screening System.* The District is utilizing the Medicat Screening System as its self-reporting platform. The platform may be accessed through the District's website at: <https://www.elcamino.edu/notices/coronavirus/reporting-protocol.aspx>. Medicat is a HIPAA compliant COVID-19 health screening questionnaire.
2. *Symptoms.* Visitors and students must screen themselves for symptoms of COVID-19 and not come to campus if symptoms are noted or if a positive COVID-19 test is obtained. Symptoms include, but are not limited to, cough, fever, chills, muscle pain, shortness of breath, difficulty breathing, sore throat, and new loss of taste or smell. Visitors and students should not come to campus until they have been cleared to do so by a medical professional following guidance from the CDC. CDC guidance on symptoms is located at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
3. *Exposure.* Visitors and students should not come to campus if they have been in close contact with or otherwise exposed to a known or suspected case of COVID-19. Visitors and students should not come to campus until they have been cleared to do so by a medical professional following guidance from the CDC, or until it has been 14 days from the subject exposure.
1. *At Risk Persons.* Some individuals are at higher risk of serious complications from COVID-19, including older adults and people of any age who have serious underlying medical conditions. More information is available at: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/people-at-higher-risk.html>. If a visitor or student feels they are at greater risk, they should consult with a medical professional prior to engaging in campus-based



#### PHYSICAL DISTANCING

*Maintain Physical Distance.* Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better.

2. *Limit Time on Campus.* Reduce the need to be on campus to the extent possible. Coordinate with

instructors, classmates, and campus representatives remotely whenever possible. Do not study on campus unnecessarily or loiter after addressing essential needs.

3. *Distancing Markings/Notifications.* Follow any markings regarding location indicators, traffic flow, or maximum occupancy which may appear on walls, floors, signage, seats or other locations. These notifications are in place to help promote proper physical distancing. Common examples include designations for in use/out of use seating, “wait here” markings on floors, designated entry/exit doors, and “this way” arrows on floors.
4. *Discontinue Non-Essential In-Person Meetings/Gatherings.* If an in-person meeting/gathering is determined to be essential, it must be limited to essential attendees, short as possible in duration, and conducted maintaining at least six feet of distancing with masks.



## PERSONAL HYGIENE

1. *Hand Hygiene.* Clean your hands often and avoid touching your eyes, nose, and mouth with unwashed hands. Avoid handshakes or physical contact with others. Wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, use a proper hand sanitizer (e.g., 70% isopropyl alcohol). Cover all surfaces of your hands and rub them together until they feel dry. CDC guidance is located at: <https://www.cdc.gov/handwashing/when-how-handwashing.html>, and WHO guidance at: <https://www.who.int/gpsc/5may/resources/posters/en/>.
2. *Sneezing & Coughing.* Cover your mouth and nose when coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands. If no tissue is available, then cough and sneeze into your elbow. Do not come to campus if you have COVID-19 symptoms (see below).
3. *Personal Items.* Be cognizant of the handling of frequently used personal items (e.g., phone, keys, wallet/purse, credit/debit cards, tablets, laptops). As these items are frequently touched, they may be viewed as an extension of your hands. Avoid placing these items on public surfaces which may be contaminated. Clean and disinfect these items frequently.



## PROTECTIVE EQUIPMENT

1. *Masks.* N95s, KN95s or cloth masks (a.k.a., face coverings) must be worn at all times. CDC guidance on such masks are located at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. Masks, unlike respirators (e.g., N95), are not intended to protect the wearer, but to help protect those around the wearer.
2. *Additional Protective Equipment.* Requirements for any other protective equipment (e.g., gloves, face shields, respirators) will be coordinated through the Office of Risk Management and used in accordance with area/operation specific safety practices.



## ENVIRONMENTAL CLEANING

1. *What to Clean.* Contact surfaces in personal work areas and shared equipment should be cleaned/disinfected before and after use (e.g., desks, computer keyboard/mouse).
2. *How to Clean.* Environmental cleaning involves first cleaning a surface to remove dirt and debris, and then using an approved disinfectant to inactivate the virus. Disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely (e.g., using gloves). A list of EPA-approved disinfectants for SARS-CoV-2 can be found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
3. Additional guidance on cleaning/disinfection from the CDC can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>.



## ADDITIONAL PRACTICES

1. *Case Incident Response.* If you are known or suspected to have COVID-19 and believe you may have exposed staff or students on campus, notify the Office of Risk Management at 310-660-3374. A case incident response assessment will be performed by the Office of Risk Management to evaluate who was potentially exposed, and what surfaces were potentially contaminated. Notification to affected parties will be provided as appropriate and a cleaning/disinfection plan will be implemented by the Facilities and Planning Services.
2. *Non-Work Activities.* Visitors and students are encouraged to apply COVID-19 precautions similar to these safe work practices to their personal activities off campus. Such diligence on and off campus will serve to protect classmates, staff, families and communities during this pandemic.
3. *Vendors.* Vendors are expected to develop and follow practices that protect themselves and others from COVID-19 risks associated with their work in accordance with federal, state, and local public health guidance. These practices must, at a minimum, include the provisions of these practices for visitors, as well as the area-specific practices associated with the locations in which they are working.



**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All El Camino College employees must follow the “General Practices for All Employees” COVID-19 safety guidance and all visitors must follow the “General Practices for All Visitors” COVID-19 safety guidance. The purpose of this document is to provide a tool for developing additional, more specific COVID-19 safe practices tailored to a given building’s general common areas and systems (e.g., lobbies, elevators, restrooms, HVAC systems). Each area/operation within the building is responsible for developing their own specific COVID-19 safe practices tailored to their area/operation.

The divisions are responsible for the general common areas and systems of the building completes the following risk assessment checklist and develops building-specific practices and postings based on the general templates provided as attachments. A copy of this completed checklist and associated materials is then forwarded to the Office of Risk Management. Comments or notations regarding each item can be added under each item below or included as an attachment as desired. Questions regarding the development of COVID-19 safety practices should be directed to the Office of Risk Management.





**Building:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Completed By:** \_

#	Item	Done	n/a
<div> <b>MEDICAL SCREENING</b> </div>			
1.	<i>Symptom Postings.</i> Ensure current CDC information on COVID-19 symptoms are posted at entrances. CDC symptom postings are referenced and provided as attachments to the “General Practices for All Employees” document.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<i>Supplemental Screening.</i> Contact the Office of Risk Management if there is concern that operations within the building present higher COVID-19 risks which may warrant supplemental screening at building entrances (e.g., on-site daily temperature checks and questionnaires).	<input type="checkbox"/>	<input type="checkbox"/>
<div> <b>PHYSICAL DISTANCING</b> </div>			
1.	<i>Traffic Flow.</i> Evaluate the building and identify opportunities to reduce physical interaction by directing traffic flow (e.g., designated entry/exit doors, “wait here” lines, “this way” directional arrows, one-directional stairwells). Post signs/markings as appropriate. Consider posting a diagram of the modified traffic flow (Attachment A). See rows on restrooms, reception desks, and elevators below.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<i>Common Area Layout.</i> Make changes to the layout of common areas to support physical distancing of at least 6 feet and to discourage congregating and interaction (e.g., restrict access to unneeded areas, rearrange/eliminate seating, mark seating locations). Consider incorporating into diagram postings (Attachment A).	<input type="checkbox"/>	<input type="checkbox"/>
3.	<i>Common Break/Work Rooms.</i> Determine seating arrangements to support six feet of distancing, associated maximum occupancies, and any room-specific practices. Communicate this to users by posting each room (Attachment B).	<input type="checkbox"/>	<input type="checkbox"/>



#	Item	Done	n/a
4.	<i>Staggered Start Times.</i> Coordinate with occupant group representatives to explore opportunities to stagger activities (e.g., start/stop times, events) in order to minimize the number of people using building common areas at the same time.	<input type="checkbox"/>	<input type="checkbox"/>
 <b>PERSONAL HYGIENE</b>			
1.	<i>Hand Sanitizer.</i> Make hand sanitizer available in common areas, along with provisions for keeping supplies stocked. Hand sanitizer should be made available at entrances and other key locations in the building as practicable.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<i>Touchless Systems.</i> Evaluate if touchless technologies or other systems can be used to minimize the need to touch surfaces (e.g., sanitizer dispensers, waste cans, automated doors). Leave doors open to eliminate need to touch where practicable.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<i>Communal Items.</i> Consider eliminating or replacing high-touch communal items and equipment with alternatives (e.g., single-serving food items, scoop-type ice bins, coffee table books/magazines).	<input type="checkbox"/>	<input type="checkbox"/>
4.	<i>Handwashing Postings.</i> Consider posting handwashing/sanitizing guidance at sinks and dispensers (postings provided in "General Practices for All Employees".)	<input type="checkbox"/>	<input type="checkbox"/>
 <b>PROTECTIVE EQUIPMENT</b>			
1.	<i>Masks.</i> Determine if masks (a.k.a., face coverings) will be made available as needed to persons entering the building. If so, ensure procedures for dissemination and stocking of supplies. The Office of Risk Management will provide masks to all employees.	<input type="checkbox"/>	<input type="checkbox"/>
 <b>ENVIRONMENTAL CLEANING</b>			
1.	<i>Cleaning Plan.</i> Develop a cleaning/disinfection plan for the building common areas by completing the Cleaning/Disinfection Log (Attachment C). Document completion on the provided form as well. The plan should address cleaning/disinfection of all frequently touched surfaces at least daily and ideally multiple times a day (e.g., doors, elevator buttons, handrails, vending machines, dispensers). If building maintenance performs cleaning within the work areas of occupants, work with area representatives to develop a cleaning/disinfection plan specific to each area.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<i>Cleaning Supplies.</i> Ensure adequate supplies cleaning/disinfection products and materials are stocked and available to support the cleaning plan.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<i>Cleaning Safety.</i> Ensure that employees have proper training on how to use cleaning/disinfection products properly and safely (e.g., eye protection, gloves).	<input type="checkbox"/>	<input type="checkbox"/>
 <b>ADDITIONAL PRACTICES</b>			
1.	<i>Restrooms.</i> Ensure restrooms located in the area are configured to allow for six feet of distancing (e.g., remove urinals/sinks from service, "wait here" lines). Consider touchless systems for sinks, soap, paper towels, and trash cans. Provision of paper towels is preferred over the use of air dryers. Leave the door propped open if appropriate. Confirm exhaust fans are functional. Ensure the restroom is included on the area cleaning/disinfection plan and is kept stocked with hand cleaning provisions. Place the restrooms posting at entrances (Attachment D) and handwashing guidance at sinks (see "General Practices for All Employees").	<input type="checkbox"/>	<input type="checkbox"/>

#	Item	Done	n/a
2.	<b>Reception Desks.</b> Make changes to the layout of reception desks to support physical distancing of at least 6 feet between and among customers and employees (e.g., queuing lines, rearranging or eliminating seating/workstations, installing barriers to create 6 feet of air travel). Ensure safe practices are in place specifically addressing the roles of reception personnel.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>Elevators.</b> Determine occupancy limits and riding positions for each elevator to allow for six feet of distancing and provide markings for riders (see <a href="https://nationalelevatorindustry.org/wp-content/uploads/2020/05/COVID-Facility-Manager-Tips.pdf">https://nationalelevatorindustry.org/wp-content/uploads/2020/05/COVID-Facility-Manager-Tips.pdf</a> ). Establish queuing markings at elevators to allow for six feet of distancing for riders waiting to use the elevator and directional markings for riders entering and exiting the elevator. Encourage the use of stairwells where practicable by providing directional markings. Provide hand sanitizing stations near elevators as practicable. Place elevator postings communicating this information at elevator lobbies and inside of elevators (see Attachment E).	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>HVAC—Ventilation.</b> Increase ventilation beyond normal guidance levels for the type of space. This may be done by opening outdoor air dampers, potentially as high as 100%. Increasing outdoor air must be balanced with providing acceptable thermal comfort, with preference toward increasing ventilation during the current pandemic. Consideration should also be given to outdoor pollution levels. Reduced building occupancies also effectively increases ventilation rates per person. Consider opening doors and windows to enhance ventilation as well. Disable demand-controlled ventilation systems that reduce air supply based on temperature or occupancy. Keep systems running longer hours than usual in order to facilitate ventilation between periods of use.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<b>HVAC—Filtration.</b> Increase air filtration to the highest level practicable (e.g., MERV-13) without significantly reducing design airflow. Check the fit/seal of filters to minimize air bypass.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<b>HVAC—High Risk Areas.</b> If the building includes areas/operations presenting a higher COVID-19 risk, contact Facilities Planning and Services for an evaluation of potential supplemental HVAC-related control measures (e.g., airflow management, enhanced system or portable filtration to MERV-13 or HEPA, UVGI systems). Further guidance from ASHRAE related to COVID-19 and HVAC-related controls can be found at: <ul style="list-style-type: none"> <li>• <a href="https://www.ashrae.org/File%20Library/About/Position%20Documents/Airborne-Infectious-Diseases.pdf">https://www.ashrae.org/File%20Library/About/Position%20Documents/Airborne-Infectious-Diseases.pdf</a> and</li> <li>• <a href="https://www.ashrae.org/file%20library/about/position%20documents/pd_infectiousae_rosols_2020.pdf">https://www.ashrae.org/file%20library/about/position%20documents/pd_infectiousae_rosols_2020.pdf</a> .</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<b>Other Areas.</b> Evaluate other areas associated with the building (e.g., parking garages, outdoor areas) relative to the items on this checklist and apply measures as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b>Supplemental Guidance Review.</b> In addition to the above checklist items related to buildings in general, review and incorporate public health guidance on COVID-19 safe practices which pertain to specific types of work areas/operations as appropriate. This guidance may be found at: <ul style="list-style-type: none"> <li><input type="checkbox"/> CDC: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/index.html</a>, and <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/index.html</a></li> <li><input type="checkbox"/> State of CA: <a href="https://covid19.ca.gov/industry-guidance/#top">https://covid19.ca.gov/industry-guidance/#top</a>, and <a href="https://www.dir.ca.gov/dosh/coronavirus/">https://www.dir.ca.gov/dosh/coronavirus/</a></li> <li><input type="checkbox"/> AIHA: <a href="https://www.backtoworksafely.org/">https://www.backtoworksafely.org/</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

#	Item	Done	n/a
9.	<i>Finalize Building Posting.</i> Review the attached building safety posting and modify for the specific building as appropriate (see Attachment F). Provide this completed form and associated documents to Facilities Planning and Services. Post the building posting at entrances and other key high-visibility locations as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
10.	<i>Vendor Management.</i> Ensure that all building-related vendors are aware of the "General Practices for All Visitors" guidance, as well as relevant area/operation specific practices.	<input type="checkbox"/>	<input type="checkbox"/>
11.	<i>Occupant Group Communication.</i> Communicate with occupant group representatives to ensure they are aware of building safe practices so that they may incorporate them into the COVID-19 safety training for their employees and stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>
12.	<i>Inspections.</i> In coordination with the Facilities Planning and Services and Office of Risk Management, ensure a system is in place for routinely inspecting the building common areas for compliance with building safe practices.	<input type="checkbox"/>	<input type="checkbox"/>
13.	<i>Non-English Speakers.</i> Evaluate and address needs for communicating the above information to non-English speakers. Postings from the CDC on COVID-19 in multiple languages are available at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc">https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</a>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment A: Work Area Diagram

Attachment B: Work Room Posting

Attachment C: Cleaning/Disinfection Log

Attachment D: Restroom Posting

Attachment E: Elevator Posting

Attachment F: Building Posting



**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All El Camino Community College District employees must follow the “General Practices for All Employees” COVID-19 safety guidance and all visitors must follow the “General Practices for All Visitors” COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the classroom listed above. Questions regarding COVID-19 safety should be directed to your supervisor.



### MEDICAL SCREENING

1. As indicated in the general COVID-19 safety practices guidance for employees and students/visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness. Employees and students/visitors must complete the HIPAA-compliant Medical Screening Portal prior to arriving on campus.



### PHYSICAL DISTANCING

1. *Maintain Physical Distance.* Maintain at least six feet of distance between staff, students, and others. More distance and more physical barriers between people are better.
2. *Reduced Physical Interaction.* Follow District guidance about distance learning, working from home, staggering schedules and breaks, working online, and other measures aimed at reducing the need for physical interaction.
3. *Groupings (Cohorting).* Keep student and staff groupings as static as possible. Limit mixing between groups.
4. *Activities.* Plan activities focusing on individual study or small groups that allow for physical distancing. Prioritize outdoor activities as much as possible. Activities that involve loud talking or limited singing should be curtailed or incorporate greater physical distancing due to greater risk of expelled respiratory droplets. Singing, such as a choir, should only be conducted outside and with greater than six feet of distancing.
5. *Classroom Layout.* Be aware of and support changes in the classroom layout that support physical distancing (e.g., do not use seats/desks marked as out of use, do not rearrange configurations changed for distancing, follow traffic flow guidance). Keep seating/desks at least 6 feet apart. Ensure seating/desks face in the same direction (rather than facing each other), or have barriers in between if facing each other.
6. *Maximum Occupancies.* Adhere to the posted classroom occupancy and seating configuration in order to promote proper physical distancing.
7. *Seating Assignments.* Have assigned seating for students when possible. This helps to support consistent physical distancing habits and minimizes the diversity of potential exposures.
8. *Instructor Area.* Conduct instruction from the areas designated for the instructor whenever possible in order to help maximize the distance between the instructor and students.

9. *Implementation of Safe Practices.* Staff are responsible for reinforcing safe practices in the classroom. Teach students the safe practices and enforce their implementation.



## PERSONAL HYGIENE

1. *Hand Hygiene.* Reinforce handwashing with soap and water for at least 20 seconds among students and staff. At a minimum, handwashing should occur before and after touching shared surfaces and after coughing/sneezing. Stagger handwashing to prevent congregating at sinks. When handwashing is not feasible, use provided hand sanitizer, which should be rubbed into hands until completely dry.
2. *Sneezing & Coughing.* Reinforce covering coughs and sneezes with a tissue or the inside of their elbow.
3. *Avoid Touching Face.* Reinforce not touching the face (eyes, nose, and mouth) with unwashed hands.
4. *Personal Belongings/Clothing.* Keep each student's belongings separated from others' and in individually labeled containers, shelves, or areas. Non-essential personal items should be kept at home.
5. *Shared Materials.* Avoid sharing materials when possible. Ensure adequate supplies to minimize sharing of high touch materials (e.g., art supplies, books, equipment etc.). Assign supplies and equipment to a single student or limit use to one group of students at a time and clean/disinfect between uses. Discourage sharing of items that are difficult to clean (e.g. porous items) or eliminate their use altogether.
6. *Supplies.* Maintain adequate supplies to support healthy hygiene behaviors, including soap, approved hand sanitizer for classrooms, paper towels, tissues, and no-touch trash cans.



## PROTECTIVE EQUIPMENT

1. *Masks.* As indicated in the general COVID-19 safety practices guidance for employees and visitors (including students), N95s/KN95s (employees) cloth masks (a.k.a., face coverings for students) must be worn at all times unless alone in a private office. Instructional staff may wear a clear mask in limited situations when necessary for instruction, provided the instruction can be performed from a distance of at least six feet. Likewise, properly fitted and assigned respirators (e.g., KN95/N95) may also be used in lieu of face coverings, provided exhalation valves are covered with cloth. Face coverings are not to be worn by those who have trouble breathing or are unable to remove to remove the covering without assistance. Additional precautions should be implemented in such situations as determined on a case by case basis.
2. *Gloves.* Employees performing shared manual operations must wear disposable rubber gloves. Put the gloves on prior to beginning work and remove them (using proper hygienic technique) when done and before taking breaks or performing any other tasks. Wash hands immediately after removing gloves. Gloves can be obtained by completing a PPE request form online.
3. *Face Shields.* Wearing plastic face shield alone without a mask is inadequate as it protects the wearer only.
4. *Respirators.* Employees performing instruction or services closer than 6' apart must wear a minimum of an N95 respirator and be enrolled in the respiratory protection program. Respirator supplies can be obtained by completing a PPE request form online.
5. *Protective Clothing.* When close contact with students is required, staff can protect themselves by wearing an extra outer layer of clothing that can be easily removed and laundered if it becomes soiled.



## ENVIRONMENTAL CLEANING

1. *General Surfaces.* Frequently touched surfaces in the classroom are cleaned as specified in the cleaning/disinfection log form and in accordance with the “General Practices for All Employees” COVID-19 safety guidance. This includes desks, chairs, blackboards, doorknobs, light switches, telephones, keyboards, staplers, supply cubbies, and storage furniture. Coordinate with your supervisor or Facilities and Planning Services about your specific responsibilities in supporting the cleaning plan.
2. *Outside Items.* Individuals bringing packages, mail, or other items into the area should either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than three days.
3. *Cleaning/Disinfection Supplies.* Approved cleaning/disinfection products and materials can be obtained by picking up from the PPE Distribution Center. Per the “General Practices for All Employees” COVID-19 safety guidance, disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. *Visitors/Vendors.* When hosting a visitor/vendor in the classroom, confirm with them that they are free of COVID-19 symptoms, positive tests, or known exposures. Ensure they are familiar with the general guidance for visitors document, as well as additional classroom-specific practices. For vendors, find out if their work will require any additional safety practices people in the area will need to follow, and communicate to others as appropriate. Meet visitors at the door and ensure they wash/sanitize their hands and are wearing a face covering.
2. *Ventilation.* As often as feasible within the limitations of weather and instructional needs, teachers should open windows and doors to increase ventilation in the classroom.





## PAGE \_\_\_\_\_ OF \_\_\_\_\_

[illegible]

**Notes:**

ID#	Activity/Task	Infection Hazard (potential surface/air transmission)	Infection Risk <sup>1</sup>	Safety Practices (actions to reduce infection hazard)
1--Infection Risk: Degree of infection risk (High, Med, Low or 1,2,3,4...)				



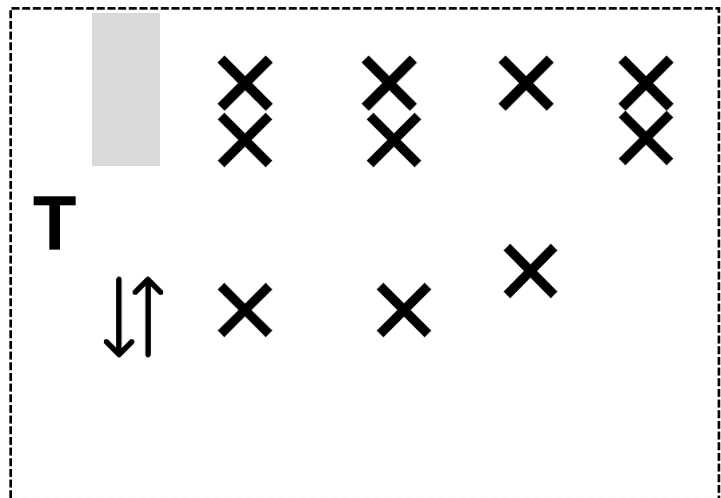
## El Camino Community College District COVID-19 Safe Practices (Public Area, General): Classroom Posting

### Name of Classroom

#### MAXIMUM OCCUPANCY

**10**  
**Students**  
**(+1 Instructor)**

#### SEATING CONFIGURATION



#### CLASSROOM INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to this classroom:

- Medical Screening.** Monitor yourself and all others in the classroom for symptoms related to COVID-19. If anyone displays symptoms, initiate case response protocols immediately.
- Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better.
- Personal Hygiene.** Wash/sanitize your hands upon entry into the classroom, before leaving, and at regular intervals throughout the day. Cover coughs & sneezes and wash/sanitize hands afterwards.
- Protective Equipment.** Wear a face covering/mask at all times unless medically unable to do so. Teachers may use face shields instead of face coverings when necessary for instruction.
- Environmental Cleaning.** Clean and disinfect surfaces following the cleaning plan for the room.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**





## PAGE OF

<b>Location &amp; Purpose:</b>	<b>Completed By:</b>	<b>Date:</b>

[illegible]

1--Infection Risk: Degree of infection risk presented by the surface based on degree of impact and frequency of contact (High, Med, Low or 1,2,3,4... )



**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All El Camino College staff must follow the “General Practices for All Employees” COVID-19 safety guidance and all visitors must follow the “General Practices for All Visitors” COVID-19 safety guidance. The purpose of this document is to provide a tool for developing additional, more specific COVID-19 safe practices tailored to general classroom environments. Classrooms for students with disabilities that require specific additional supports (e.g., medical procedures, toileting, lifting and mobility assistance) will require specialized risk assessment and consideration of additional safe practices.



The divisions are responsible for the subject area and completes the following risk assessment checklist and develops classroom-specific practices and postings based on the general templates provided as attachments. A copy of this completed checklist and the classroom-specific safe practices document is then forwarded to the Office of Risk Management. Comments or notations regarding each item can be added under each item below or included as an attachment as desired. Questions regarding the development of COVID-19 safety practices should be directed to the Office of Risk Management.

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

#	Item	Done	n/a
<b>I</b>	<b>HAZARD ANALYSIS</b>		
1.	<i>Activity Analysis.</i> Review each activity conducted in the classroom to identify: a) COVID-19 virus transmission risks, and b) measures to be taken to minimize the risk. Many, but not necessarily all, of the measures that may be taken are addressed below. The COVID-19 infection hazard analysis form provided in Attachment A may assist in this review.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<i>Guidance Review.</i> Before or after performing the activity analysis, review public health guidance on COVID-19 safe practices which pertain to classrooms. This guidance may be found at: <ul style="list-style-type: none"> <li><input type="checkbox"/> CDC: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html</a></li> <li><input type="checkbox"/> CA.gov: <a href="https://covid19.ca.gov/industry-guidance/#top">https://covid19.ca.gov/industry-guidance/#top</a> (see schools)</li> <li><input type="checkbox"/> Cal/OSHA: <a href="https://www.dir.ca.gov/dosh/coronavirus/">https://www.dir.ca.gov/dosh/coronavirus/</a> (see schools)</li> <li><input type="checkbox"/> CA Dept of Education: <a href="https://www.cde.ca.gov/ls/he/hn/coronavirus.asp">https://www.cde.ca.gov/ls/he/hn/coronavirus.asp</a></li> <li><input type="checkbox"/> AIHA: <a href="https://www.backtoworksafely.org/">https://www.backtoworksafely.org/</a> (see institutions of higher education)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>+</b>	<b>MEDICAL SCREENING</b>		
1.	<i>Symptom Screening &amp; Response.</i> Determine the role and responsibilities of instructors and other classroom staff in supporting the COVID-19 Safety Plan symptom screening/monitoring protocol, as well as the case response protocol. Ensure they are trained accordingly. Incorporate these actions into the classroom-specific practices document (see Appendix B).	<input type="checkbox"/>	<input type="checkbox"/>

#	Item	Done	n/a
 <b>PHYSICAL DISTANCING</b>			
1.	<i>Reduce Need for Physical Interaction.</i> Determine a plan for reducing the need for physical interactions (e.g., distance/online education, hybrid online/in-person instruction models, student cohorts). Incorporate this plan into the classroom-specific safe practices document (Attachment B) or reference where it is located and how it is communicated to staff, parents, students, and other stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<i>Grouping (Cohorting).</i> Determine if a student grouping policy is being implemented, and if so, ensure the classroom is setup to support the maximum number of students that may be assigned to it. Consider assigning each group to a specific classroom and, when appropriate, rotate instructors into the classroom rather than rotating students between classrooms. Keep student groups as static as possible and limit mixing between groups. Grouping also helps reduce the frequency of cleaning/disinfection needed by eliminating the use of some materials by multiple people.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<i>Evaluate Classroom Layout.</i> Make changes to the classroom layout to support physical distancing of at least 6 feet (e.g., rearranging or eliminating seating/desks/work areas, installing barriers to create 6 feet of air travel, pre-arranging supplies for each class to minimize student travel in the classroom, directing traffic flow to minimize close interactions). Items that are not to be used should be removed or marked accordingly. Post a diagram of the modified layouts using Attachment C).	<input type="checkbox"/>	<input type="checkbox"/>
4.	<i>Traffic Flow.</i> Evaluate the classroom and determine if there are opportunities to reduce physical interaction by directing traffic flow (e.g., designated entry/exit doors, "wait here" lines, "this way" directional arrows). Post signs/markings as appropriate. Consider showing traffic flow on the classroom posting (Attachment C).	<input type="checkbox"/>	<input type="checkbox"/>
5.	<i>Instructor Area.</i> Consider marking areas in the classroom to be reserved for the instructor. The areas must be a minimum of 6 feet from the nearest student seating. The instructor should work from within these areas as much as feasible.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<i>Specialized Classrooms.</i> Some classrooms (e.g., music, theater, fine arts) require additional space for each student to maintain physical distancing as the students are required to handle bulky tools or instruments and move around to perform class activities. Design student and instructor work area arrangements to support six feet of distancing, appropriate maximum occupancies, and additional room-specific practices. Consider alternatives to use of traditional classrooms where additional space is available to support physical distancing (e.g., hold band practice outdoors, move art classes into a gym or cafeteria).	<input type="checkbox"/>	<input type="checkbox"/>
7.	<i>Outdoor Teaching Opportunities.</i> Identify opportunities to use outdoor areas for instruction (with at least 6 foot distancing). When feasible, outdoor areas are preferred over indoor areas for all school activities.	<input type="checkbox"/>	<input type="checkbox"/>
 <b>PERSONAL HYGIENE</b>			
1.	<i>Hand Washing/Sanitizing.</i> Ensure hand washing/sanitizing provisions are available in each classroom, along with provisions for keeping supplies stocked and secured. Post hand washing/sanitizing guidance near fixtures and dispensers (provided as attachment to "General Practices for All Employees"). If hand sanitizer is used, it should be fragrance free to minimize asthma concerns.	<input type="checkbox"/>	<input type="checkbox"/>

#	Item	Done	n/a
2.	<i>Coughing &amp; Sneezing.</i> Provide tissues and waste receptacles to promote proper hand hygiene with regard to coughing and sneezing.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<i>Touchless Systems.</i> Evaluate if touchless technologies or other systems can be used to minimize the need to touch surfaces or make person-to-person handoffs (e.g., sanitizer dispensers, waste cans, bulletin boards, transfer shelving/surfaces).	<input type="checkbox"/>	<input type="checkbox"/>
4.	<i>Staff Communal Items.</i> Consider eliminating or replacing shared high-touch staff communal items (e.g., chalk and white-board pens, classroom computer controls, shared desks, group supplies) with alternatives such as personally assigned computers, personal sets of chalk and pens, and pre-packaged, single-use items.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<i>Student Communal Items.</i> Consider eliminating or replacing shared high-touch student communal items (e.g., water fountains, shared desks, group supplies) with alternatives such as pre-packaged, single-use items and personally assigned supplies. If possible, assign each student a personal storage space where all their personally assigned supplies may be kept when not in class.	<input type="checkbox"/>	<input type="checkbox"/>




## PROTECTIVE EQUIPMENT

1.	<i>Gloves.</i> Consider providing gloves for staff tasks that require frequent touching of common items or items handled by others (typically disposable gloves). Note, use of gloves for routine teaching activities is not required, instead good personal hygiene practices should be emphasized.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<i>Face Shields.</i> Provide all instructors and other staff frequently interacting with students with face shields to be worn when use of a face covering is not practicable (e.g., phonological instruction). Face shields should be individually assigned when feasible, and or cleaned and disinfected between users.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<i>Respirators.</i> Consider the use of assigned respirators (e.g., N95) for instructors and staff who must work within six feet of others. All employees required to wear respirators must be enrolled in the respiratory protection program.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<i>Student Face Coverings.</i> The Office of Risk Management may provide face coverings to students who lose, damage, or otherwise end up without one. Determine how to address students with disabilities who refuse or are not able to wear masks.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<i>Equipment Supplies.</i> Ensure adequate supplies of required or suggested protective equipment are stocked and available to staff and students.	<input type="checkbox"/>	<input type="checkbox"/>



## ENVIRONMENTAL CLEANING

1.	<i>Cleaning Plan.</i> Develop a cleaning/disinfection plan for each classroom by completing the Cleaning/Disinfection Log (Attachment D). Coordinate with instructional and custodial staff to determine who is responsible for each element of the plan. Communicate the plan to all staff and document performance of the plan using the provided form. The plan should address frequently touched surfaces (e.g., desks, chairs, blackboards, doorknobs, light switches, telephones, keyboards, staplers, supply cubbies, and storage furniture). In general, cleaning/disinfection should be performed between each group of students to use a classroom, but no less than once per day.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<i>Outside Items.</i> Determine a plan for addressing the cleaning/disinfection or quarantine of incoming packages, mail, or other items. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.	<input type="checkbox"/>	<input type="checkbox"/>

#	Item	Done	n/a
3.	<i>Cleaning Supplies.</i> Ensure adequate supplies cleaning/disinfection products and materials are stocked and available for staff to support the cleaning plan. Coordinate with custodial staff regarding supply management.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<i>Cleaning Safety.</i> Ensure that employees have proper training on how to use cleaning/disinfection products properly and safely (e.g., eye protection, gloves).	<input type="checkbox"/>	<input type="checkbox"/>
5.	<i>Specialized Classroom Items.</i> Consider if any class-specific items may present an elevated risk of contamination (e.g., musical instruments, theater makeup, physical education supplies) due to their use in close contact with students or instructors. In general, these items should be assigned to a single individual or student cohort for the duration of a term or school year and either disposed of or thoroughly cleaned/disinfected before reassignment.	<input type="checkbox"/>	<input type="checkbox"/>
 <b>ADDITIONAL PRACTICES</b>			
1.	<i>Finalize Classroom-Specific Practices.</i> Modify the classroom practices document provided in Attachment B to incorporate classroom-specific information as indicated. Modify the classroom posting provided in Attachment C to reflect key classroom-specific practices as desired. Provide this completed form, the final classroom practices document, and related forms and postings to the Office of Risk Management. Ensure the provisions of the classroom practices are communicated, and a copy of the document made available, to all users of the classroom.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<i>Visitor/Vendor Management.</i> Confirm that provisions are in place to ensure all visitors/vendors coming to the classroom are aware of the “General Practices for All Visitors” guidance, as well as relevant components of the classroom-specific practices, before or upon entering.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<i>HVAC Considerations.</i> Confirm classroom HVAC provisions have been reviewed and modified per the “Buildings—Safe Practices Guide” document.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<i>Class Restrooms.</i> If the classroom contains a restroom, confirm it has been addressed per the “Buildings—Safe Practices Guide” document.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<i>Employee Training.</i> Ensure all employees are trained in general COVID-19 safety practices. In addition, make sure employees are trained in the classroom-specific safe practices developed using this guide.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<i>Inspections.</i> In coordination with Facilities Planning and Services and Office of Risk Management, ensure a system is in place for routinely inspecting the work area for compliance with general and specific safe practices.	<input type="checkbox"/>	<input type="checkbox"/>
7.	<i>Non-English Speakers.</i> Evaluate and address needs for communicating the above information to non-English speakers. Postings from the CDC on COVID-19 in multiple languages are available at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc">https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</a>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment A: Hazard Analysis Form  
Attachment B: Classroom Safe Practices

Attachment C: Classroom Posting  
Attachment D: Cleaning/Disinfection Log



# RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



**Medical Screening.** Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



**Personal Hygiene.** Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands before entering and leaving the restroom.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



**Environmental Cleaning.** Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

**Note:** These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



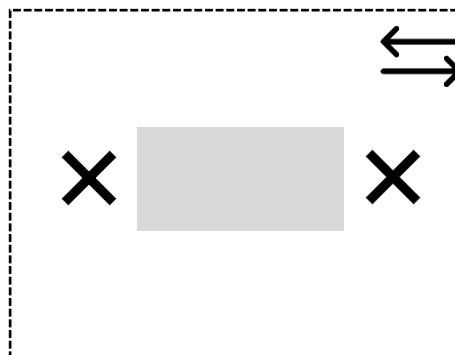
## Name of Conference/Break/Work Room

### MAXIMUM OCCUPANCY

2

### SEATING CONFIGURATION

SAMPLE ONLY



### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

**Note:** These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



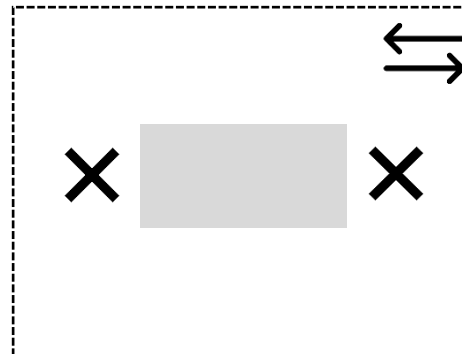
### Name of Conference/Break/Work Room

#### MAXIMUM OCCUPANCY

2

#### SEATING CONFIGURATION

(show preferred arrangement)



#### USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



**Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



**Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better.



**Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



**Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



**Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

Add additional room-specific instructions to the table above as needed

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**



# **Appendix F**

## **Training Resources**



**El Camino Community College District  
COVID-19 Safety Plan:  
Training Resources**

**COVID-19 Safety Training Resources**

	Session Title & Audience	Duration of video	How to Access all Training Resources: <a href="https://www.elcamino.edu/notices/coronavirus/training-materials.aspx">https://www.elcamino.edu/notices/coronavirus/training-materials.aspx</a>	Updated 9/28/2020 (unless otherwise noted)
	<b>COVID-19 Safety Training Resources (For All Employees)</b>			
1.	Everyday Precautions			
2.	Sequence for Putting On and Removing PPE			
3.	How to Properly Remove Gloves			
4.	Safe Hands: Clean your hands with soap and water	1 min		
5.	How COVID-19 Spreads			
	<b>Return to Work Resources (For Managers)</b>			
1.	Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020			May 2020
2.	OSHA- Guidance for Preparing Workplaces for COVID-19			
3.	Interim Guidance for Employers with Workers at High Risk			
4.	COVID-19 Employer Information for Office Buildings			
5.	Colleges, Universities, and Higher Learning			
6.	A Common Sense Guide for Returning to the Post COVID-19 Workplace			
7.	LA County – Coping with Stress	3:03		
8.	LA County – Public Health			
9.	Teaching Online/Remote Resources			
10.	Cornerstone – COVID 19 Resources, Tools and Discussion			

	Session Title & Audience	Duration of video	How to Access all Training Resources: <a href="https://www.elcamino.edu/notices/coronavirus/training-materials.aspx">https://www.elcamino.edu/notices/coronavirus/training-materials.aspx</a>	Updated 9/28/2020 (unless otherwise noted)
	<b>COVID-19 YouTube Videos (For All Employees)</b>			
1.	Prevention of COVID-19 in the Workplace	1 min		
2.	Preventing COVID-19 in your workplace or while teleworking	2:29		
3.	COVID-19: From the Frontlines - Returning to Work or School	3:58		
4.	COVID-19 Stop the Spread of Germs	No video available		
5.	Cleaning Supplies that Kill COVID-19	1:15		
6.	Reduce your COVID-19 Risk: How to wash hands, clean cell phones, and workstations	2:13		
7.	What you need to know about hand washing	2:01		
8.	Surgeon General Social Distancing	1 minute		
9.	How does COVID-19 spread?	0:51		
10.	COVID-19: What older adults need to know	No video available		
11.	How to remove gloves properly and safely	0:59		
12.	Donning and Doffing Facial Protection – Masks	1:34		
13.	How to handwash? With soap and water	1:26		
14.	How to handrub? With alcohol-based formulation	1:19		
15.	How to protect yourself against COVID-19	1:30		
	<b>Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes (For All Employees)</b>			
1.	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html">https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html</a>			
2.	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening America Guidance.pdf">https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening America Guidance.pdf</a>			
3.	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening America Cleaning Disinfection Decision Tool.pdf">https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening America Cleaning Disinfection Decision Tool.pdf</a>			

	Session Title & Audience	Duration of video	How to Access all Training Resources: <a href="https://www.elcamino.edu/notices/coronavirus/training-materials.aspx">https://www.elcamino.edu/notices/coronavirus/training-materials.aspx</a>	Updated 9/28/2020 (unless otherwise noted)
	LA County Department of Public Health Cleaning Documents and Handwashing (For All Employees)			
1.	<a href="http://publichealth.lacounty.gov/media/Coronavirus/docs/protection/CleaningMatrix.pdf">http://publichealth.lacounty.gov/media/Coronavirus/docs/protection/CleaningMatrix.pdf</a>			
2.	<a href="http://publichealth.lacounty.gov/media/coronavirus/docs/protection/GuidanceCleaning-English.pdf">http://publichealth.lacounty.gov/media/coronavirus/docs/protection/GuidanceCleaning-English.pdf</a>			
3.	<a href="http://publichealth.lacounty.gov/media/coronavirus/docs/protection/GuidanceHandwashing-English.pdf">http://publichealth.lacounty.gov/media/coronavirus/docs/protection/GuidanceHandwashing-English.pdf</a>			

# **Appendix G**

## **Inspection Form**



## El Camino College COVID-19 Safety Plan: Inspection Form

Date: \_\_\_\_\_

Page of

**Location:**

Q#	Question	Yes	No	n/a
1.	Are COVID-19 safety practices applicable to the area posted or otherwise available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are each of the listed safety practices being followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have employees completed required COVID-19 safety training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have modifications been made to eliminate person-to-person contact and support physical distancing (e.g., virtual technology, traffic flow indicators, seating removal)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are people maintaining at least six feet of physical distance, or using a physical barrier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are people practicing proper personal hygiene (e.g., frequent hand washing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are people using a cloth face covering or equivalent outside of personal workspaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are high-touch surfaces being routinely disinfected? Note frequency below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is signage in place instructing visitors on safe practices to follow, including not entering the space if experiencing symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is an adequate supply of disinfectant and hand sanitizer available to support cleaning of work surfaces and proper personal hygiene?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[illegible]

Date: \_\_\_\_\_

**Inspector:** \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

**Location:** \_\_\_\_\_

**Continued...**

[illegible]

# **Appendix H**

## **Case Response Form**



# COVID-19 SAFETY PLAN



## El Camino Community College District COVID-19 Safety Plan: Case Response Form

### Instructions:

The purpose of this form is to provide direction and documentation regarding the response actions to take to help mitigate potential risk of COVID-19 transmission upon learning of a known or suspected COVID-19 case potentially impacting facilities, employees, or other stakeholders. Supervisors are responsible for completing the "Incident Information" and "Immediate Response" section of this form and working with the COVID-19 Safety Coordinator who is responsible for completing the additional sections of this form.

### Key Definitions:

- **Known or suspected case.** For purposes of this plan, a known or suspected case is someone who has COVID-19 symptoms or who has tested positive for COVID-19, unless otherwise determined by a medical professional. A negative test does not necessarily mean that a person does not have COVID-19. Further information on case identification can be found at: <https://wwwn.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/>.
- **Exposure.** An exposure is generally considered to occur when someone is within six feet of a known or suspected case for  $\geq 15$  minutes, starting 48 hours prior to when the case first had symptoms or took a positive test (whichever is earlier) without the benefit of proper personal protective equipment. Exposure may also occur within a shorter duration depending on the nature of interaction (e.g., being coughed/sneezed upon, physical contact, long periods in a small space). Cloth face coverings (a.k.a., "masks") are not considered to prevent exposure within six feet, however respirators (e.g., N95) may be. CDC guidance on evaluating exposure can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html> and <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>.

**Supervisors:** Complete the Incident Information section below and use the form in Attachment A to record any additional information or detail.

Incident Information			
Area/Operation:			
Supervisor:		Report Date:	
Subject Person:			Employee? <input type="checkbox"/> Visitor? <input type="checkbox"/>
Phone/Email:			
Is the person reporting exposure to a case?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes", list date of exposure:	
Is the person reporting symptoms or a positive test?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list symptom onset date or date test collected (whichever is earlier):	
Date the person was last in the subject area: (If >14 days ago, no further action is required).			

**Supervisors:** Complete the Immediate Response section below and use the form in Attachment A to record any additional information or detail.

Immediate Response		Done
Note: Immediate response actions are interim until a more detailed assessment is performed. If uncertainties arise, actions should err on the side of being more protective of people's health.		
1.	<b>Notify.</b> Inform the COVID-19 Safety Coordinator of the incident. Do not share the identity of the person involved with any other parties except Human Resources.	<input type="checkbox"/>
2.	<b>Address the subject person.</b> Have the subject person go home or stay home. Tell them to follow guidance from the CDC on what to do ( <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html</a> ). If they are an employee, tell them that they will be contacted by Human Resources with further information. If the case is reported while they are still in the area, isolate them from others until they leave. Be aware that the case may need assistance in arranging transport home or to a healthcare provider.	<input type="checkbox"/>
3.	<b>Address potentially exposed people.</b> a. If the subject person is just reporting an exposure, then no action is needed. b. If the subject person is a known or suspected case, send home people with potential exposure to the person. Tell them to follow guidance from the CDC on what to do ( <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html</a> ). If they are an employee, tell them that they will be contacted by Human Resources with further information. Record the names of persons sent home in Attachment B.	<input type="checkbox"/>
4.	<b>Address areas with prolonged exposure (closure).</b> a. If the subject person is just reporting an exposure, then no action is needed. b. If the subject person has not been in the area for >7 days, then no action is needed. c. If the subject person is a known or suspected case and they have been in the area within the last 7 days, then shut-down areas where they spent a prolonged period (e.g., ≥15 minutes) or had substantial interactions with the area. The time period in question begins starting from two days before the case first showed symptoms, or two days from date a positive test was collected, whichever is earlier. If it has been less than 24 hours since they were in an indoor area, then open exterior doors/windows to and stay out until at least 24 hours have passed. Inventory the closed areas using the cleaning/disinfection log in Attachment C.	<input type="checkbox"/>
5.	<b>Address areas without prolonged exposure (cleaning).</b> a. If the subject person is just reporting an exposure, then no action is needed. b. If the subject person has not been in the area for >7 days, then no action is needed. c. If the subject person is a known or suspected case and they have been in the area within the last 7 days, ensure frequently contacted surfaces throughout remaining open areas are cleaned/disinfected as soon as possible, along with any additional surfaces the case is believed to have touched outside of closed areas. Inventory the surfaces cleaned using the cleaning/disinfection log in Attachment C.	<input type="checkbox"/>
6.	<b>Additional assessment.</b> Work with the COVID-19 Safety Coordinator to complete a more detailed assessment of the incident.	<input type="checkbox"/>

**COVID-19 Safety Coordinator:** Complete the incident assessment section below corresponding to the type of incident and use Attachment A to record any additional information or detail.

<b>Incident Assessment: Exposed Person</b>		<b>Done</b>
1.	Review the "Incident Information" and "Immediate Response" sections of this form and confirm that have been properly addressed.	<input type="checkbox"/>
2.	Confirm that Human Resources has followed up with the subject person if an employee.	<input type="checkbox"/>
3.	Inspect the work area/operation to ensure that proper COVID-19 safe practices are being followed using the COVID-19 Safety Plan "Inspection Form".	<input type="checkbox"/>
4.	Evaluate the level of concern among employees regarding the incident and consider further communications as appropriate (e.g., update letters, town hall call).	<input type="checkbox"/>
5.	Follow-up with subject person to see if they develop symptoms or a positive test. If so, initiate a new case response form. If not, they can return 14 days after their last exposure. Document return using the form in Attachment B.	<input type="checkbox"/>
6.	Update general notes in Attachment A as appropriate, attach additional documents, sign below, and retain this form and attachments for recordkeeping purposes.	<input type="checkbox"/>

<b>Incident Assessment: Known/Suspected Case (&gt;7 days since in the area)</b>		
1.	Review the "Incident Information" section of this form and confirm accuracy.	<input type="checkbox"/>
2.	Confirm that Human Resources has followed up with the subject person if an employee.	<input type="checkbox"/>
3.	Contact the local county health department to report the incident and response plan. Modify the response plan based on direction from the county.	<input type="checkbox"/>
4.	Review "Immediate Response" item #3 (exposed persons) and conduct an assessment (in-house or by third party consultant) to ensure proper identification of potentially exposed people. Update the list in Attachment B.	<input type="checkbox"/>
5.	Take further actions as needed regarding potentially exposed people. This may involve sending more employees home or telling some they can come back, as well as communicating exposure to non-employees as appropriate (e.g., direct notification, contacting employers, postings).	<input type="checkbox"/>
6.	Confirm that Human Resources has followed up with potentially exposed employees.	<input type="checkbox"/>
7.	Inspect the work area/operation to ensure that proper COVID-19 safe practices are being followed using the COVID-19 Safety Plan "Inspection Form".	<input type="checkbox"/>
8.	Evaluate the level of concern among employees regarding the incident and consider further communications as appropriate (e.g., update letters, town hall call).	<input type="checkbox"/>
9.	Follow-up with the subject person to determine when they can return according to CDC guidance ( <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html</a> ). In general, known or suspect cases with a positive test but no symptoms can return after at least 10 days have passed since their first positive test. In general, known or suspect cases with symptoms can return after all of the following are met: a) at least 10 days since symptom onset, b) at least 3 days without fever, and c) improvement of respiratory symptoms. Test-based strategies may also be used, and some exceptions may apply depending on circumstances (see guidance). Additional guidance may be given by medical professionals. Document their return using the form in Attachment B.	<input type="checkbox"/>
10.	Follow-up with employees sent home due to potential exposure to see if they develop symptoms or a positive test. If so, initiate a new case response form. If not, they can return 14 days after their last exposure. Document return using the form in Attachment B.	<input type="checkbox"/>
11.	Update general notes in Attachment A as appropriate, attach additional documents, sign below, and retain this form and attachments for recordkeeping purposes.	<input type="checkbox"/>

<b>Incident Assessment: Known/Suspected Case (≤7 days since in the area)</b>		
1.	Review the "Incident Information" section of this form and confirm accuracy.	<input type="checkbox"/>
2.	Confirm that Human Resources has followed up with the subject person if an employee.	<input type="checkbox"/>
3.	Contact the local county health department to report the incident and response plan. Modify the response plan based on direction from the county.	<input type="checkbox"/>
4.	Review "Immediate Response" item #3 (exposed persons) and conduct an assessment (in-house or by third party consultant) to ensure proper identification of potentially exposed people. Update the list in Attachment B.	<input type="checkbox"/>
5.	Take further actions as needed regarding potentially exposed people. This may involve sending more employees home or telling some they can come back, as well as communicating exposure to non-employees as appropriate (e.g., direct notification, contacting employers, postings).	<input type="checkbox"/>
6.	Confirm that Human Resources has followed up with potentially exposed employees.	<input type="checkbox"/>
7.	Review "Immediate Response" item #4 (impacted areas) and conduct an assessment (in-house or by third party consultant) to ensure proper identification of areas for closure. Adjust areas and update Attachment C as appropriate.	<input type="checkbox"/>
8.	Review "Immediate Response" item #5 (non-closed areas) and conduct an assessment (in-house or by third party consultant) to ensure that the appropriate surfaces have been cleaned/disinfected. Ensure immediate cleaning/disinfection of additional surfaces and update Attachment C as appropriate.	<input type="checkbox"/>
9.	Develop a cleaning/disinfection scope for impacted/closed areas using Attachment C and arrange for the cleaning/disinfection by appropriate in-house or outside resources.	<input type="checkbox"/>
10.	Monitor cleaning/disinfection (in-house or by third party consultant) to document that the proper scope is completed following proper methods (e.g., registered products, application method, contact time).	<input type="checkbox"/>
11.	Inspect the work area/operation to ensure that proper COVID-19 safe practices are being followed using the COVID-19 Safety Plan "Inspection Form".	<input type="checkbox"/>
12.	Evaluate the level of concern among employees regarding the incident and consider further communications as appropriate (e.g., update letters, town hall call).	<input type="checkbox"/>
13.	Follow-up with the subject person to determine when they can return according to CDC guidance ( <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html</a> ). In general, known or suspect cases with a positive test but no symptoms can return after at least 10 days have passed since their first positive test. In general, known or suspect cases with symptoms can return after all of the following are met: a) at least 10 days since symptom onset, b) at least 3 days without fever, and c) improvement of respiratory symptoms. Test-based strategies may also be used, and some exceptions may apply depending on circumstances (see guidance). Additional guidance may be given by medical professionals. Document their return using the form in Attachment B.	<input type="checkbox"/>
14.	Follow-up with employees sent home due to potential exposure to see if they develop symptoms or a positive test. If so, initiate a new case response form. If not, they can return 14 days after their last exposure. Document return using the form in Attachment B.	<input type="checkbox"/>
15.	Update general notes in Attachment A as appropriate, attach additional documents, sign below, and retain this form and attachments for recordkeeping purposes.	<input type="checkbox"/>

**COVID-19 Safety Coordinator:** Sign below to confirm completion of the protocol in this form.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Attachment A: Case Response--General Notes

<b>Area/Operation:</b>		<b>Report Date:</b>	
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[illegible]

## Attachment B: Case Response--Persons Potentially Exposed

[illegible]

**Area/Operation:**

**Report Date:**

[illegible]

*1--Infection Risk: Degree of infection risk presented by the surface based on degree of impact and frequency of contact (High, Med, Low or 1,2,3,4...)*

## **Appendix I**

### **Face Covering Policy**





## COVID-19 Safety Plan: Face Covering Policy

### Face Covering Policy

In keeping with state and local directives, all persons on campus including employees, students, vendors, and visitors must wear a mask that properly covers the nose and mouth (i.e. a washable, reusable cloth mask) while on campus. Wearing a plastic face shield alone is inadequate as it protects the wearer only.

The purpose of masks is to prevent the wearer from expelling onto other people droplets or airborne particles from the mouth and nose that may carry the virus. Masks alone should not be relied on to protect others from infection. Proper social distancing must also be practiced.

All employees must wear masks at all times. The only time a mask is not required is when an employee is working alone in a private office with the door closed. Faculty must wear masks during lectures. If an instructor cannot lecture with a mask on, the class should be moved online.

Employees who work in high-risk settings, such as Student Health Services and Campus Police, will be provided and must use N95 masks. Custodians and other Facilities staff who need protection from chemicals, dust, and non-bacterial particulates will be provided and must use KN95 masks. All other employees as well as students shall use washable cloth masks. A supply of washable cloth masks will be provided to faculty in the event a student forgets his or her mask. Disposable surgical masks are acceptable, but washable cloth masks are preferable.

All students must wear masks on campus and in classrooms, buildings, and offices. Any instances of a student refusing to wear a mask on campus as required by the BP/AP will be handled as a student discipline matter.

Those who have a medical condition that prevents the wearing of a mask must provide documentation from a medical provider. For students who have medical documentation indicating they cannot wear a mask on campus, remote access to learning and student services must remain available accommodations.

If a medically documented disability is verified, a student may choose to utilize the SRC for academic accommodation or may go directly to Dean of Student Support Services for academic accommodations. ADA mandates require that accommodations be provided to instructors who have disabilities as well.

The District will provide clear masks for deaf students and students who are hard of hearing, as well as for the instructors who educate/provide services for these students. In cases where employees are working with students or employees with disabilities, the District will provide other specialized PPE to ensure employees are able to communicate with students and staff.