



CAMPUS COVID-19 RESPONSE PLAN

El Camino Community College District

Last Updated: March 25, 2022

December 1, 2021

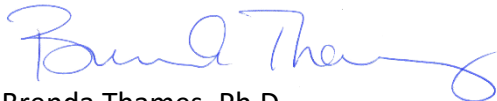
Students, Colleagues, Community Partners, and Friends:

El Camino College continues to take a very thoughtful, inclusive, and cautious approach to developing and implementing a safe return to campus. Our decisions continue to be informed by science, the Centers for Disease Control (CDC), and guidelines from both the State of California and the County of Los Angeles. We have proactively implemented health and safety protocols designed to keep our campus community safe through sustainable practices focused on mitigating the spread of COVID-19. We must continue to be flexible and resourceful as we adjust to the ongoing impacts of a pandemic.

The El Camino College COVID-19 Task Force has worked in collaboration with World Back to Work (WBTW) to update the Campus COVID-19 Response Plan. This updated version provides guidelines for maintaining a safe and welcoming learning community, and continues to be a living document secondary to the very fluid and dynamic nature of this pandemic. It will continue to be updated on a regular basis, as state and local conditions change, or new developments emerge.

I want to thank you for your continued patience, support and understanding as we navigate the anxiety and imperfection of safely returning courses, services, employees, and students back to campus through shared decision-making and ownership of our campus processes.

Continue to be safe and be well,



Brenda Thames, Ph.D.

Superintendent/President

El Camino Community College District

Mission Statement

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.

Vision Statement

El Camino College will be the college of equity and innovation by transforming, strengthening, and inspiring our community to excel through learning.

Statement of Values

Our highest value is placed on our students and their educational goals; interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. Our five core values are:

People – We strive to inspire our diverse students, employees, and community with purpose, passion, and pride.

Respect – We work in a spirit of civility, cooperation, and collaboration.

Integrity – We act ethically and honestly toward our students, colleagues, and community.

Diversity – We embrace our similarities and differences to promote an inclusive campus community with equitable outcomes for all.

Excellence – We deliver quality, innovation, and excellence in all we do.

To advance the mission, vision, and values, El Camino College (ECC) develops strategic initiatives and action items for institutional improvement as part of long-range master planning. A set of aspirational goals on selected student achievement measures informs institutional progress.

ECC uses evidence and the collegial consultation process to evaluate the mission, vision, and values, and revises them on a regular basis.

COVID-19 Task Force

Loic Audusseau
Chief Technology Officer

Jeff Hinshaw
Dir., Business Management

Susan Nilles
Faculty Coordinator, Student Health Center

Erika Solorzano
ECC Police Union

Leo Barrera
ADA Compliance Officer

Kelsey Iino
Federation President

Ann O'Brien
Exec. Dir., Marketing & Communications

Brenda Thames
Superintendent/President

Rick Christophersen
Exec. Dir., Center for the Arts

Crystle Martin
Dean, Library & Learning Resources

Teresa Palos
Professor of Microbiology

Michael Trevis
Chief of Police

Roy Dietz
ECCE President

Darcie McClelland
Academic Senate President

Dipte Patel
Dean, Counseling & Student Success

Viviana Unda
Dir., Institutional Research & Planning

Melissa Fujiwara
Professor of Sociology

Jeff Miera
Dir., Athletics & Kinesiology

Karina Ramirez
Student Trustee

Kerri Webb
Dir., Public Information & Government Relations

Ricardo Gonzalez
ECCE VP of Membership and Hospitality

Jane Miyashiro
VP, Human Resources

Russell Serr
Dean, Health Science & Athletics

Paul Yoder
Information Security Specialist

Jorge Gutierrez
Exec. Dir., Facilities Planning, Operation & Construction

Ross Miyashiro
VP, Student Service

Jacquelyn Sims
Interim VP, Academic Affairs

Table of Contents

Introduction and Background.....	5
State and Local Conditions for Reopening	5
Three-Pronged Approach for Keeping the Campus Safe	5
Face Covering	6
Health Screening.....	7
Vaccination Mandate	10
Building Safety Guidelines.....	10
Cleaning of General Workspaces.....	10
Cleaning of Workspaces (for Positive COVID-19 Cases).....	11
Proper Usage of Common Spaces	11
Providing Personal Protective Equipment (PPE) to Employees	11
Classrooms and Office Hours	11
Training.....	12
Pre-return Training for Faculty and Staff	12
Additional Training	12
Other Information	12
Vendors and Deliveries.....	12
Role of Student Health Services	13
What will happen if conditions change	13
Appendix A: Cleaning Protocols	14
Appendix B: HVAC	16
Appendix C: Links and Definitions.....	17

El Camino Community College District Campus COVID-19 Response Plan

Introduction and Background

This Campus COVID-19 Response Plan reflects the work of the El Camino Community College's COVID-19 Task Force (CTF) to facilitate the safe operation of campus for employees and students during the pandemic. The COVID-19 taskforce has representation from constituencies across campus to attempt to address concerns from all stakeholders.

These measures incorporate guidance from local and national health agencies, including the Los Angeles County Department of Public Health (LACDPH) and their Recommendations for Institutes of Higher (IHE) Education, the California Department of Public Health (CDPH), the Centers for Disease Control and Prevention (CDC) and The California Occupational Safety and Health Administration (CAL/OSHA).

All protocols and requirements outlined in this plan apply to all El Camino College (ECC) students, staff, and faculty. Similarly, these protocols and requirements apply to every area, building, division, and department at ECC.

Accordingly, as a state agency, ECC must be particularly aware of and observant of all guidelines to ensure our Campus COVID-19 Response Plan is in alignment. **This also means the plan should be considered a living document, since the COVID-19 pandemic is a fluid and evolving situation and state/county guidelines may be modified in the future.**

State and Local Conditions for Reopening

El Camino College's Campus COVID-19 Response Plan was developed in accordance with the defined State of California and Los Angeles County guidelines for institutes of higher education.

These include:

- Ability to monitor and protect our communities through testing, contact tracing, and the isolation and support of those who are positive or have been exposed
- Ability to protect infection in people who are at risk for more severe COVID-19
- Ability of the hospital and health care systems to handle surges
- Ability to develop therapies to meet demand
- Ability for businesses, schools, and childcare facilities to support physical distancing
- Ability to determine when to initiate certain measures, such as stay-at-home orders, if necessary

Three-Pronged Approach for Keeping the Campus Safe

The campus prioritizes the safety of all students and employees. As such we are using a three-pronged approach to keep campus safe.

Face Covering

All individuals on campus will be required to wear a proper face covering (See Appendix C for details) when in a building. Exceptions to the indoor mask include Athletic Events, Athletic Team practices, and the Library. In these instances, the LA County Guidelines are followed, which says that masks are not required but strongly recommended.

Masks are not required when:

- Working alone in a private office with the door closed
- Actively eating or drinking
- Library
- Athletic Events
- Athletic Team practices
- Outdoors, per LA County Guidelines, although masks outdoors are strongly recommended.
- Performing Arts classes per LA County Guidelines
- Doing activities that may get the mask wet. Wet masks can make it hard to breathe and do not work as well
- Wearing an alternate form of required respiratory protection for work

Face coverings protect the wearer and others and serve to limit the spread of COVID-19 to others by preventing travel of the respiratory droplets we each produce when talking, coughing, or sneezing. ECC will provide face coverings or an employee or student can wear their own.

- Face coverings must cover one's nose and mouth
- Face coverings must fit securely under the chin and against the sides of the face
- Make sure the wearer can breathe easily when wearing the face covering
- Masks must be worn inside at all times, in designated areas
- Mask breaks may be taken outdoors

As soon as possible but no later than January 17, 2022 per LA County Guidelines, it is required that the District provide well-fitting medical grade masks, surgical masks, high-level respirators, or a cloth mask that meets the county guidelines to employees who work closely with other staff or students. Employees must wear these upgraded face coverings

Employees who have a medical condition that prevents the wearing of a mask must provide documentation from a medical provider to [Dr. Leo Barrera](#), ADA Compliance Officer.

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. To request an exemption student can fill out the [medical exemption request form](#). If a medically documented disability is verified, a student may choose to utilize The [Special Resource Center](#) (SRC) for academic accommodation or may go directly to [Dean of Student Support Services](#) for academic accommodations. The Americans with Disabilities Act mandates require that accommodations be provided to instructors who have disabilities as well.

ECC 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 staff are working with

students with disabilities, ECC will provide other specialized PPE to ensure employees are able to communicate with students and staff.

Health Screening

All students, faculty, staff, employees, and visitors will be required to comply daily with our entry screening process to gain access to the campus. Health screenings help to keep our campus free from COVID and open to students. Here are the health screening steps:

1. **Complete the health questionnaire:** Each person will be required to complete this HIPAA compliant questionnaire to determine if they are experiencing symptoms consistent with COVID-19 and or their potential recent exposure to persons with COVID-19. This questionnaire can be completed remotely online or at one of the many Health Screening Kiosks on campus. Based on their responses, they will either pass or fail this questionnaire.
 - a. If they pass, they will be issued a QR code and will proceed to the second step of the health screening process.
 - b. If they fail the questionnaire, it is required that they call the ECC COVID-19 Response Hotline for further instruction and support, 888.672.0860. This hotline is open 24/7 with live operators to assist them. Their health screening account will be suspended, meaning they will not be able to access campus, until they contact the hotline and complete their instructions.
2. **Take the QR code to a Health Screening Kiosk:** For those who pass and have been issued a QR code.
3. **Wear the bracelet:** Once issued a bracelet, the individual must wear it for the entire duration of their visit. In classes where wearing a wristband poses a safety concern, faculty will develop alternative policies for how wristbands should be worn. These policies should be noted in course syllabi.

Every 72 hours, all vaccine exempt students, faculty, and staff will undergo no cost testing for COVID-19. This will be conducted by a nurse via nasal antigen test or saliva PCR test at MBBM 134, or the employee can bring a CLIA certified test. When testing on campus, this will be conducted via a self-administered PCR test upon entry to campus at a health screening kiosk. Athletics will use PCR tests.

Testing and Reporting Illness or Exposure

El Camino College (ECC) will make no cost COVID-19 testing available to all students, faculty, and staff. If they fall ill, have been exposed to a confirmed COVID-19 case, or test positive for COVID-19 themselves, they must call the COVID-19 Response Hotline at 888.672.0860 as soon as they become aware. They must also fully cooperate with our contact tracing efforts so we may notify those they may have been in contact with while on campus. They may also be tested if desired.

Upon receiving test results of a positive COVID-19 case, student, faculty or staff member will notify ECC to report only a positive or negative test result.

If the test result is positive, the following steps must be followed:

The student, faculty or staff member must:

1. Follow the direction of their healthcare provider while working remotely
2. Conduct additional tracing of their personal contacts (i.e., family and friends) and notify as necessary

World Back to Work (WB2W) will notify the affected persons of the positive result requiring that they:

1. Self-monitor for symptoms
2. Notify the COVID-19 Response Hotline at 888.672.0860 if they become symptomatic so the tracing and notification process can begin
3. Follow the direction of their healthcare provider while working remotely

If the test results are negative, the college will promptly:

1. Inform the affected persons of the negative test result.
 - a. Students, faculty and staff must not report to campus if they are not feeling well or are exhibiting symptoms of COVID-19 and should not return to campus until the criteria to discontinue home isolation are met.
2. Advise the student, faculty or staff member to return to work (or telework) after they have recovered from their illness.

ECC discourages any person from attending school or performing work while they are sick.

If an employee or student tests positive for COVID, they will not need to be tested for 90 days after their negative test.

Contact Tracing

Contact tracing will commence as soon as the COVID-19 Response Hotline is notified. The steps are as follow:

1. World Back to Work (WB2W) will collect information from the infected employee or student about who they were in contact with, for how long, and where.
2. WB2W will provide the employee or student with information about when and under what circumstances they can report back to campus.
3. WB2W will contact those determined to be close contacts of the infected employee or student.
 - a. Close contact means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

EXCEPTION: Employees have not had close contact if they wore a respirator required by the employer, whenever they were within six feet of the COVID-19 case during the high-risk exposure period. Respirators are required if an employee is dealing with materials deemed hazardous in their duties.

4. The student or employee to notify their instructors/supervisors for accommodations during their isolation/quarantine period.

- a. Before the student or employee is cleared to return to campus, their WB2W account will show their access as suspended.
 - b. World Back to Work must have phone contact with the individual at the end of their quarantine/isolation period to obtain clearance in the World Back to Work system before returning to campus
5. If a student or employee has been off-campus the appropriate amount of time as required by the [LACDPH Health Officer Orders, and meets all requirements for ending isolation or quarantine](#), the individual may return to campus with clearance from the Covid Compliance Officer.
6. Students or employees [who test positive for COVID-19 regardless of vaccination status](#), previous COVID-19 infection or lack of symptoms cannot return to campus until all the following are true:
 - a. Self-isolate for 5 days and until you are no longer at risk for spreading Covid-19.
 - b. Isolation can end after day 5 if symptoms are not present or are resolving, fever free without the use of fever reducing medications, and a diagnostic specimen collected on day 5 or later tests negative.
 - c. Isolation can end if a healthcare provider reassess diagnoses and concludes that you do not have Covid-19 and at least 24 hours have passed since you have been fever free without the use of the fever reducing medications (i.e., if the employee test positive via antigen and negative via PCR the PCR result takes precedent).
 - d. If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.
 - e. If fever is present, isolation should be continued until fever resolves.
 - f. If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10.
 - g. Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings
7. Persons who are exposed to someone with COVID-19 are required to self-quarantine unless exempt: Exempt persons are not required to quarantine if they do not have symptoms AND are fully vaccinated:
 - a. Self-quarantine (unless exempt) for at least 5 days after their last contact with a person who has COVID-19.
 - b. Quarantine can end after Day 5 if they have no symptoms and have a negative diagnostic test that was collected on Day 5 or later. If they do not test, you can end quarantine on Day 10 as long as they are symptom free.
 - c. Test immediately, if test is negative, they should test again on Day 5 after the last exposure. If positive, isolate immediately.
 - d. Wear a well-fitting mask around others for 10 days, especially in indoor settings.
 - e. If testing positive, follow isolation recommendations above.
 - f. If symptoms develop, test and stay home.

ECC will continue to maintain all information about a student's, faculty, and staff's illness as a confidential medical record in compliance with the Americans with Disabilities Act (ADA) and HIPAA. In the event of a serious COVID-19 related illness or death, or if 3 or more confirmed COVID19 cases in an exposed workgroup in a 14-day period are identified, ECC is obligated by the LACDPH to report to these cases to the local health department.

Vaccination Mandate

The Board of Trustees [mandated vaccinations](#) for all employees and students on September 7, 2021 against COVID-19. The intention of this mandate is to keep all employees and students safe and health. Employees must be fully vaccinated and have their vaccination card uploaded into the World Back to Work platform by January 3rd, 2022.

Students must have their first vaccination and have their vaccination card uploaded into the World Back to Work platform by January 3rd, 2022. Students seeking an exemption from the vaccination mandate must have either the [medical exemption form](#) or the [religious exemption form](#) submitted by January 3rd, 2022. Submitting the form does not guarantee an exemption. Students with questions can contact the office of [Dean of Student Support Services](#). Students who have neither uploaded a vaccination card or are in the exemption process will be dropped starting January 3rd. Students who are not fully vaccinated or have not received their exemption by January 3rd, have 45 days to complete the process.

Visitors must go through the health screening when they arrive on campus, including registering for an account with World Back to Work. Those who are only dropping off packages and will be on campus 15 minutes or less, do not need to provide proof of vaccination or testing. All other visitors must provide proof of vaccination, a negative COVID test within 72 hours, or must proceed to the on campus testing center for a test.

Building Safety Guidelines

Each building will be prepared for occupancy including the installation of LACDPH-compliant signage.

HVAC intake and return systems shall be checked routinely to ensure they are in good working order and, to the extent possible increased for greater ventilation per the LACDPH HVAC/ventilation standards (ASHARE). ECC will keep logs of this process to monitor completion. Ventilation plans should take weather and air quality into account, in order to maximize fresh air circulation. ECC will explore additional HVAC considerations. For specifics on air filter replacement per building see appendix B.

Cleaning of General Workspaces: The District will schedule trained custodial staff to maintain cleanliness of buildings and offices on a regular schedule. See appendix A for specific cleaners used.

Employees will be provided with wipes to clean desks, computers, telephones, and other frequently touched office items and with hand sanitizer. Students will have access to wipes and hand sanitizer in classrooms and student spaces (e.g., the library).

All employees are expected to be responsible for keeping their personal and common work areas clean between general cleanings by facilities staff, including:

- Office countertops
- Machines and equipment
- Doorknobs
- Light switches

- Other commonly used fixtures or items

Cleaning of Workspaces (for Positive COVID-19 Cases): ECC will immediately close affected areas until said areas are cleaned and disinfected with [EPA-registered](#) disinfectant ingredients that have qualified for use against COVID-19. Cleaning will follow LACDPH standards. Students, faculty, and staff who work in the affected workspace will be notified following ECC protocols and will be given instructions on when they may return to their workspace in accordance with CDC and LACDPH protocols.

Proper Usage of Common Spaces: Common spaces will have EPA approved disinfectant wipes and other supplies to support cleaning of frequently touched surfaces such as tabletops, refrigerator doors, microwaves, and door handles. Facilities staff on a regular schedule, following LACDPH recommendations, will clean common spaces. In addition, after using common spaces, employees and students will use disinfectant wipes to clean surfaces they touch.

Alcohol-based hand sanitizers will be placed at buildings entrances and exits. Additionally, classrooms, offices, and other gathering spaces must be equipped with District hand sanitizer, gloves, Kleenex, masks, and EPA-approved wipes. These items should be accessible for self-service by all using the space. These items will be stored in ECC-purchased containers.

Providing Personal Protective Equipment (PPE) to Employees: ECC will provide all employees with PPE supplies for those who are required to work on campus. For information about obtaining PPE, please see the [PPE Pick-up Info page on the ECC website](#):

- Staff will be provided with PPE. The PPE will include masks, gloves, hand sanitizer, and disinfectant wipes
- Staff in specialized areas such as custodial or laboratory technicians or clinical health services will be provided specialized PPE such as gowns and face shields
- Signage and other campus communications regarding hand washing and face coverings will be posted and communicated to the campus community as required by LACDPH
- Ordering and procurement of these supplies is handled by Procurement, working in conjunction with the Facilities Department for coordination and distribution
- An employee can request a campus standard plexiglass shield by filling out [this form](#) to receive a shield for Winter or Spring 2022.
- Individual air filters are available upon request, depending on availability. Requests should go to the employee's supervisor.

Classrooms and Office Hours

The campus Divisions will follow campus guidelines listed above in this document with regards to health screenings, masking, signage and vaccinations. We will follow these procedures/policies when teaching on campus:

- Office Hours: Faculty are allowed to hold office hours in person in faculty offices. If a faculty would like to hold office hours in a larger room, they should contact their Division Office.
- Syllabus: It is recommended that a syllabus statement be included to reflect the current guidelines. A sample Mask Policy syllabus statement can be found [here](#).

- Classroom Supplies: Each classroom will be supplied with wipes and hand sanitizer. Given classrooms will be cleaned on a regular basis, faculty and students may further choose to wipe the equipment based on an individual desire.
- Classroom Cleaning: Each classroom will be cleaned prior to return. Cleaning protocols can be found on the El Camino COVID-19 webpage.

Other Classroom Procedures:

- No food or drink will be allowed in the classrooms. Food and drink is permitted outdoors during a break.
- Students refusing to wear a mask will be refused entry to class. Further refusals will be treated as a student discipline issue. Faculty members may submit Maxient reports or call campus police if the student becomes disruptive. See [BP 5500/AP 5500 Standards of Student Conduct](#) and [AP 5520 Student Discipline Procedures](#).
- Students may submit a complaint about an employee not wearing an appropriate face covering properly using [this form](#).

Training

Pre-return Training for Faculty and Staff: All faculty and staff will be assigned to complete the Keenan training modules listed below:

- Coronavirus 101 – What You Need to Know
- Coronavirus 103 – Managing Stress and Anxiety
- Coronavirus 105 – Cleaning and Disinfecting
- Coronavirus 108 – The Basics of Vaccines
- Coronavirus 109 – What You Should Know about Variants

Managers should assign the above trainings using the “[How to Assign Keenan Trainings to Direct Reports](#)” guide and “[How to Assign Keenan Trainings to GROUPS of Employees](#)”.

Keenan tracks user participation to ensure accurate training records are maintained. If an employee has not taken this training and they need to return to campus, they should contact their Dean or Manager.

Additional Training: Additional training materials and resources can be found on the [COVID-19 webpage](#).

Other Information

Vendors and Deliveries

All vendors and delivery personnel will be instructed to wear a mask and under the health screening on campus. The ECC Warehouse will ensure that proper protocols are in place for delivery of mail, packages, and shipments.

Role of Student Health Services

Student Health Services will administer county-provided COVID-19 vaccines and boosters to ECC employees and students at no cost. For up-to-date hours and services, please see the [Student Health Services Vaccine FAQ Website](#).

If a student or staff does not have access to a primary care physician, they can be referred to the Behavioral Health Services Family Health Center, located at 2501 W. El Segundo Blvd. Ste. B in Hawthorne, (424) 456-8933, to receive care. Behavioral Health Services Family Health Center is a Federally Qualified Health Center (FQHC) that assists underinsured, underserved, and low-income individuals regardless of ability to pay. Students can also be directed to call 211 or visit 211la.org for help with finding a provider.

What will happen if conditions change

If the case counts of COVID-19 change in our area this may require changes to our Campus COVID-19 Response Plan. Changes will be made based on guidance provided by local and state agencies. To keep us all safe, it is important that we follow guidelines as they change, which will require us all to be flexible as the situation continually changes.

Appendix A: Cleaning Protocols

Cleanliness Standards

El Camino College will produce and publicly post the LADPH IHE protocol of cleanliness standards that are necessary for both reopening and for maintenance throughout the year, including disinfection of surfaces between uses (tables, chairs, seats on vehicles, keyboards, phones, office machines, etc.) and routine disinfecting of high-touch surfaces. The ECC cleaning protocol and cleaning products in use are found below. The [CDC Cleaning Protocol and Guidelines](#) provides cleanliness standards.

Workplace Hazard Assessments

ECC can conduct a hazard assessment to determine which type of PPE should be used and for which job tasks. To receive an assessment please contact Risk Management.

Safety data sheets will be available for any disinfectant applied in any facility. In addition, employees who are trained and assigned to perform cleaning/disinfection tasks will be provided information about:

- Product contact time and hazard communication training requirements
- Safe work practices to prevent chemical exposures
- Availability of cleaning supplies and [EPA-registered disinfectants](#)

For Buildings in Use

- Determine building usage timelines and schedules
- Clean and disinfect between staff and classroom usage, if feasible
- Monitor restroom usage every two hours and clean and disinfect accordingly
- Clean and disinfect occupied areas after the last scheduled use
- Classrooms
- Offices
- Meeting rooms
- Break rooms
- Common areas
- Elevators
- Handrails
- Door knobs, handles and push bars
- Hard floor surfaces
- Carpets

Cleaning Methodology

- Routine cleaning and deep cleaning
- Cleaning will be performed in accordance with department guidelines
- Cleaning will adhere to the Association of Physical Plant Administrators (APPA) guidelines

- Cleaning will adhere to guidelines set forth by independent consultant William R. Griffin¹
- Disinfecting areas
- Disinfecting will be performed according to department guidelines
- Disinfecting will be performed according to CDC guidelines

Supplies

- Spartan non-acid bathroom cleaner (NABC)
- Spartan hard surface cleaner
- Spartan glass and mirror cleaner
- Xcelente hard surface cleaner
- Ajax oxygen bleach cleaner
- Betco degreaser
- Unisource all-purpose cleaner
- Supplies used for disinfecting
- Clorox germicidal bleach
- Clorox 360 hard surface disinfectant
- Clorox 360 porous surface disinfectant
- Clorox disinfectant wipes
- Pur-Tabs disinfection tablets
- Equipment used for disinfecting
- Clorox 360 electrostatic sprayer
- Protexus electrostatic sprayer

Personal Protective Equipment (PPE)

- N95 masks
- Surgical/dental mask
- Nitrile gloves
- 18 mil 12" rubber gloves
- Safety goggles
- Coveralls

¹ William R. Griffin has been in the cleaning and maintenance industry since 1973 and has written numerous publications, articles and books related to the management, operation and technical aspects of cleaning. In addition, Mr. Griffin was an instructor at South Seattle Community College, Renton Vocational Technical Institute, Lake Washington Voc Tech and was teaching cleaning and building maintenance at the Washington Institute of Applied Technology in Seattle, Washington

Appendix B: HVAC

HVAC Filter Replacement Plan					
Building	Filter Change Schedule	% of Outside Air into building below 75 degrees	% of Outside Air into building above 75 degrees	Air Changes Per hour	Filter(s) changed
MBAH	4 x per year	100%	30%	6 minimum	Quarterly
ITEC	4 x per year	100%	30%	6 minimum	Quarterly
CAT	4 x per year	100%	30%	6 minimum	Quarterly
Chemistry	4 x per year	100%	30%	6 minimum	Quarterly
Natural Science	4 x per year	100%	30%	6 minimum	Quarterly
Life Science	4 x per year	100%	30%	6 minimum	Quarterly
ABS 1st & Basmnt	4 x per year	100%	30%	6 minimum	Quarterly
Music	4 x per year	100%	30%	6 minimum	Quarterly
Physics	4 x per year	100%	30%	6 minimum	Quarterly
Stadium	4 x per year	100%	30%	6 minimum	Quarterly
New Gym	4 x per year	100%	30%	6 minimum	Quarterly
Existing Pool	4 x per year	100%	30%	6 minimum	Quarterly
PE South	4 x per year	100%	30%	6 minimum	Quarterly
Health Center	4 x per year	100%	30%	6 minimum	Quarterly
Social Science	4 x per year	100%	30%	6 minimum	Quarterly
Humanities	4 x per year	100%	30%	6 minimum	Quarterly
Library	4 x per year	100%	30%	6 minimum	Quarterly
LRC	4 x per year	100%	30%	6 minimum	Quarterly
ABS 2nd & 3rd	4 x per year	100%	30%	6 minimum	Quarterly
Marsee	4 x per year	100%	30%	6 minimum	Quarterly
Facilities	4 x per year	100%	30%	6 minimum	Quarterly
Bookstore	4 x per year	100%	30%	6 minimum	Quarterly

NOTE - Changing filters and increasing outside air on ventilation and filtration systems helps reduce risks from the virus that causes COVID-19 3/30/21

Appendix C: Links and Definitions

Links to COVID-19 Information from Public Health Agencies

These reputable public health resources provide additional guidance and information:

- [Los Angeles County Department of Public Health](#)
- [COVID-19.CA.GOV](#)
- [California Department of Public Health](#)
- [The California Occupational Safety and Health Administration](#)
- [Centers for Disease Control & Prevention](#)

Definitions

- **Close contact** - being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

- **COVID-19** - coronavirus disease, is a respiratory disease caused by SARS-CoV-2, a new coronavirus discovered in 2019. The virus is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. Some people who are infected may not have symptoms. For people who have symptoms, illness can range from mild to severe. Adults 65 years and older and people of any age with underlying medical conditions are at higher risk for severe illness.
- **COVID-19 case** - a person who:
 - Has a positive COVID-19 test as defined in this section
 - Has a positive COVID-19 diagnosis from a licensed health care provider
 - Is subject to a COVID-19-related order to isolate issued by a local or state health official
 - Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county
- **COVID-19 Hazard** - potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons, which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
- **COVID-19 Symptoms** - fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

- **COVID-19 Test** - a viral test for SARS-CoV-2 that is:
 - Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
 - Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

- **Exposed Group** - all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
 - For the purpose of determining the exposed group, a place where people momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
 - If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
 - If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer.

- **Face Covering** - a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, gaiter, balaclava, bandana, turtleneck, collar, or single layer of fabric.

- **High-risk COVID-19 exposure period** means the following time period:
 - Cases who develop COVID-19 symptoms, from two days before they first develop symptoms

- **Respirator** - a respiratory protection device approved by the National Institute for

- **Occupational Safety and Health (NIOSH)** - to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

- **Worksite** - for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.