

**COVID-19 PREVENTION PLAN (CPP)
FOR BARSTOW COMMUNITY
COLLEGE
(IIPP ADDENDUM)**

BARSTOW COMMUNITY COLLEGE DISTRICT
2700 Barstow Road
Barstow, California 92311

**Effective 11/30/2020 per Legislation
Revised and Updated: 1/14/2021**

GENERAL GUIDANCE

General guidance for OSHA standards for COVID-19 were incorporated into Title 8, Division 1, Chapter 4, Subchapter 7, Section 3205. OSHA incorporated guidance that went into effect November 30, 2020. This addendum was developed to support compliance of the OSHA guidance for Barstow Community College.

It should be understood, as outlined by the guidance referenced above to apply to all employees and places of employment with the following exceptions:

- Places of employment with one employee who does not have contact with other persons.
- Employees working from home.
- Employees when covered by section 5199, which outlines guidance for healthcare professionals, first responders, and other specifically identified professions with more explicit guidance outlined under a special provision.

Additionally, it is important to note that OSHA guidance does not prevent state or local health departments from having more stringent guidelines or guidance.

Below are links to additional state and local guidance resources:

San Bernardino County COVID-19 Response – www.SBCOVID19.com

State of California COVID-19 Response – www.COVID19.ca.gov

Centers for Disease Control and Prevention COVID-19 – www.cdc.gov/coronavirus/

Authority and Responsibility

All managers and supervisors are responsible for implementing and maintaining the CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas, as well as, ensuring employees receive answers to questions about the program.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Administrators/Managers, Human Resources and the Maintenance and Operations department work together to resolve hazards and immediate situations for the protection of employees, students and the public.

Identification and Evaluation of COVID-19 Hazards

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our

workplace.

- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- **Shared governance: Safety Committee**
- **Reporting via supervisor**
- **Reporting via Safety Manager**
- **Reporting via the COVID-19 Hazard Reporting Form**

Employee Screening

All departments who have staff on campus are recommended to have them complete the following for any day they are on campus.

We screen our employees by:

Self-screening: Encouraging employees to self-check prior to coming on campus by using the [Coronavirus Self-Checker | CDC](#)

Prior to any employee coming on to campus, the employee shall self-screen. The employee will report any "YES" answer to the following questions to HR prior to coming on to campus:

1. Have you tested positive for COVID-19 in the past 14 days?
2. Have you had any symptoms of COVID-19 such as fever, tiredness, loss of taste or smell, or dry cough during the last 48-hours?
3. Have you been exposed to anyone whom tested positive for COVID-19 in the last 2 weeks?

Direct Screening Daily at the beginning of their shift by non-contact temperature check and having the employee answer the following questions:

1. Have you tested positive for COVID-19 in the past 14 days?

2. Have you had any symptoms of COVID-19 such as fever, tiredness, loss of taste or smell, or dry cough during the last 48-hours?
3. Have you been exposed to anyone whom tested positive for COVID-19 in the last 2 weeks?

CORRECTION OF COVID-19 HAZARDS

Reporting occurs on the **COVID-19 Inspections** form, and is corrected in a timely manner based on the severity of the hazards, as follows:

Human Resources has a procedure for working with employees who report that they have been exposed to COVID-19, have symptoms related to COVID-19, or have been tested/diagnosed with COVID-19. Employees who have these types of reports complete the *HR Questionnaire of Pandemic Exposure*, so that timelines and possible other exposures can be identified.

Any hazards identified through this process are jointly addressed by Maintenance and Operations (M&O), Human Resources and district administration. Hazards are assigned for resolve depending on the appropriate area of responsibility, i.e.. M&O for disinfection/facilities, HR employee issues and reporting, etc.

The severity of the hazard will be assessed and correction time frames assigned, accordingly.

CONTROL OF COVID-19 HAZARDS

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- **Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.**
- **Limiting access to buildings for the protection of staff, students and the public.**
- **Reducing the number of persons in an area at one time, including visitors.**
- **Staggering arrival, departure, work, and break times wherever possible.**
- **Adjusting work processes or procedures to allow greater distance between employees.**
- **Only allowing working in pairs or groups where working separately, poses a greater risk and alternative methods for working are not available.**

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

As of 12/18/2020, CDPH requires face coverings when they are in high-risk situations as outlined below:

- Inside of, or in line to enter, any indoor public space;
- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

Employees using their own cloth masks, should make sure that wash and clean masks daily, as outlined by the CDPH.

CDPH regulation allows for accommodations to be made related to face coverings for certain health conditions. Please contact Human Resources if you have a medical condition that may require an accommodation.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Install partitions, sneeze guards, for physical barriers, as well as assess the way people enter and navigate a space.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Adjusting the economizer dampers to maximize outside air input to the buildings.
- Adjusting settings in the Emergency Management System (EMS) to maximize outside air input to the buildings.
- Increasing filtration to MERV 13 & 14 where possible.
- Changing filters quarterly, more often if warranted.
- Outside air may be adjusted depending on the severity of other hazards such as heat and wildfire smoke.
- Adjust work schedules to control occupancy of a room. This may include rotational schedules and remote work.

Cleaning & Disinfecting

See Barstow Community College District Facilities Cleaning and Disinfection Plan

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields. Disposable PPE will be provided and preferred. When disposable PPE is not available cleaning and disinfection materials will be provided.

- Disinfecting wipes will be provided for employees to use between custodial cleanings. (See also Barstow Community College District Facilities Disinfection & Cleaning Plan).
- Protexus Electrostatic spraying system utilizing PureTabs hospital disinfectant, is used on high touch areas.
- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we emphasize CDC guidelines:

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap. ...
- Lather your hands by rubbing them together with the soap. ...
- Keep rubbing your hands together for at least 20 seconds. ...
- Rinse your hands well under clean, running water. ...
- Dry your hands using a clean towel or air dry them. ...
- In a pinch, use hand sanitizer. ...
 - Hand sanitizing stations are located throughout the campus and localized bottles of hand sanitizer are made available to employee workstations.

Investigating & Responding to COVID-19 Cases

All employees who believe they have been exposed, are exhibiting symptoms, or have received a positive test result must fill out the ***HR Questionnaire of Pandemic Exposure***. The questionnaire allows the district to determine the employee's last date on campus, buildings entered, and contact they had with other employees.

Any physical campus exposures or cases are confidentially reported and tracked through Worker's Compensation.

Many avenues are provided to employees to receive testing:

Any non-benefited employee is referred to free testing through:

- Rite Aid, or
- The County of San Bernardino list of testing services.

All benefit eligible employees:

- Receive testing through their health benefits provided through California Valued Trust (CVT).

- When a work-related exposure occurs, employees are allowed to seek testing during work time. In many cases where causation exists, testing may also be provided under worker's compensation.

System for Communicating

Barstow Community College has established a COVID-19 webpage to assist in communicating with employees about COVID-19: http://www.barstow.edu/covid_19.html. The site includes:

- Information on the COVID-19
- Communications from the state, county and chancellor's offices
- Communication for faculty and staff

Among the information provided for faculty and staff is information from Human Resources on the process employees follow if they have conditions related to COVID-19 that are affecting them including quarantine, exposure or diagnosis for COVID-19.

Information on the site is updated and expanded as guidance and applicable information become available.

Employees who have questions about testing, or workplace accommodations contact HR.

Once an employee has an exposure, symptoms or diagnosis, HR provides additional documentation to the employee specific to their circumstances and need. This information includes:

- Request for pandemic sick leave
- Request for FMLA
- Information on Worker's Compensation, if work related
- HR Questionnaire of Pandemic Exposure
- A copy of the FFCRA
- A copy of the Employee Assistance Program (if benefit eligible)
- If work related, employees receive testing information and locations

In the event of a work-related exposure, the college works with applicable bargaining unit leadership related to assist employees and mitigate concerns.

Training & Instruction

The Maintenance and Operations department has a list of training videos for learning more about cleaning and disinfection for COVID-19. This has been incorporated as part of the Barstow Community College District Facilities Cleaning and Disinfection Plan.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case or 10 days with a negative test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by coordination and communication with the employee and worker's compensation.
- Providing employees at the time of exclusion with information on available benefits. This is a notification sent from HR.

Reporting, Recordkeeping, & Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

Return-to-Work Criteria

Employees who have been quarantined, exhibited symptoms, or have tested positive for COVID-19 must provide a doctor's note that they are free of symptoms for COVID-19 or a negative test result with the proper quarantine time. All employees who have been ill and exhibited symptoms must be cleared by Human Resources before returning to work.
