Santa Barbara City College

Employee Injury and Illness Prevention Program
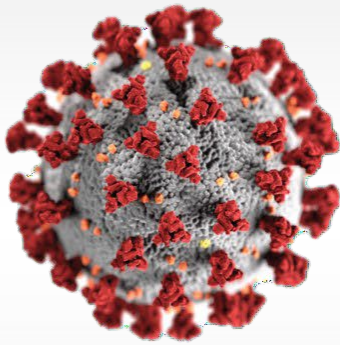
Coronavirus Disease COVID-19

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What is Coronavirus Disease (COVID-19)

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19.[1]

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization's (WHO) best practice for naming of new human infectious diseases.[1]

Coronavirus Disease (COVID-19) - How Does the Virus Spread?

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).[2]

COVID-19 seems to be spreading easily and sustainably in the community (community spread) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.[2]

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.[2]

Injury and Illness Prevention Program (IIPP)

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards, including infectious diseases. Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the CDC. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.[3]

Santa Barbara Community College
District Coronavirus Disease 2019
(COVID-19)
Injury and Illness Prevention Program - Addendum

Introduction

The Santa Barbara Community College District (District), through its administration and management, is committed to the safety and health of all employees, including volunteers, and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. By making safety a high priority for every employee, the District can reduce injuries and illness, increase productivity and promote a safer and healthier work environment.

This addendum to the District's Injury and Illness Prevention Program is a framework applicable during the current (COVID-19) public health emergency. The protocols that are outlined in this document are a phased approach and will be modified based on the ongoing and updated guidance from the Center for Disease Control (CDC), California Department of Public Health (CDPH), Santa Barbara County Public Health Department (SBCPHD), Occupational Safety and Health Administration (OSHA), and District operations.

The addendum is not applicable to students, and third-parties that may enter or conduct business at Santa Barbara Community College District facilities.

Communication

Communication between employees and the Santa Barbara Community College District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the District has a communication system through the Employee COVID-19 Compliance Officer to accomplish clear and concise exchange of information by providing a single point of contact for administrators and supervisors.

1. All District employees are encouraged to report to their immediate supervisor concerns regarding COVID-19 mitigation practices on campus.

2. Supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the Employee COVID-19 Compliance Officer who will triage the report and notify essential District personnel for an appropriate response.

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Essential Infection Prevention Measures – General Statement

1. The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least 6 feet between persons, whenever possible.[3]

2. The District supports the distribution of approved posters to each campus and work location to be displayed in common areas that provide physical distancing guidelines.

Essential Infection Prevention Measures – District Strategies

The District, to the extent possible, will implement the following guidelines to mitigate employee exposure to the coronavirus disease (COVID-19) in the workplace.

1. Sick employees or employees experiencing COVID-19 symptoms must stay home.[3]

2. If symptoms arise while on campus, employee must notify their Supervisor via email or phone, leave campus immediately, then contact their healthcare provider for medical guidance and information about free testing.

3. Employees must notify the COVID-19 Compliance Officer in the event employees experienced COVID-19 symptoms while on campus or in the event employees were exposed to COVID-19 and had been working on campus.

4. Follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines.

5. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate PPE and cleaning products in the workplace.[3]

6. Encourage employees to use their own face coverings. Face coverings (cloth face cover; face shield; mask) must be worn whenever an employee is on district campuses.[4] The face covering requirement <u>does not</u> apply to employees who have a medical condition that prevents the use of a face covering.[4]

    Cloth face coverings are not Personal Protective Equipment (PPE), but combined with physical distancing of at least 6 feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.[3]

7. Place signs and/or instructions in common areas (e.g., front reception area, lobbies, public common areas, etc.) to help manage physical distancing and provide other COVID-19 infection prevention information to the general public who may enter upon campus grounds and buildings.

Essential Infection Prevention Measures – Employee Responsibility

During this COVID-19 public health emergency, District employees have a collective responsibility to ensure the protection of all people in the workplace by staying abreast of current public health guidelines to mitigate exposure to the coronavirus disease (COVID-19).

1. Employees are required to self-screen for COVID-19 symptoms prior to entering the campus for their in-person tasks using the Employee Daily Health Screening Questionnaire.

2. An employee <u>must not come to campus if they are sick</u>, employee must notify their supervisor via email or phone of an absence, then contact their healthcare provider for medical guidance.

3. Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should obtain doctors' certification that symptoms presented are not attributable to COVID-19 and employee is not infectious prior to returning to campus.

4. Employees who test positive for the COVID-19 virus should <u>not</u> return to work until the following occurs:

    - Ten (10) days have passed since (1) the beginning of any symptoms, or (2) since first positive test if no symptoms developed; AND
    - At least 24 hours have passed with no fever without the use of any fever-reducing medicines (e.g., aspirin, acetaminophen, or ibuprofen); AND
    - Improved respiratory symptoms OR obtain doctors' certification that symptoms presented are not attributable to COVID-19 and employee is not infectious.

5. The Employee COVID-19 Compliance Officer will provide employee with return to campus information and instructions.

6. Employees should practice physical distancing by using video or telephonic meetings as much as practicable, and maintaining a distance of at least 6 feet between persons at the workplace when possible.[3]

7. Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.[3]

8. Employees should wash hands with soap and water for at least 20 seconds and/or use at least 60% alcohol based hand sanitizer after interacting with other persons and after contacting shared surfaces or objects.[3]

9. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.[3]

10. Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils).[3]

11. Employees should notify Facilities & Operations if any washing facilities do not have an adequate supply of handwashing soap, water or single-use towels.

12. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the Director of Facilities & Operations.

Personal Protective Equipment (PPE)

While essential infection prevention measures are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face coverings, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Identification of High Traffic – High Touch Common Areas

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

The District will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom, lobbies, technology devices, tables, desks, chairs, door handles, knobs, bathroom surfaces, and trash receptacles.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

District Response - Confirmed COVID-19 Case

The District will consult with state health care agencies and the Santa Barbara County Public Health Department to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to be examined and understood.

Confirmed COVID-19 Case

The CDC recommends that persons directly exposed to an individual who has <u>tested positive</u> or <u>been diagnosed</u> with COVID-19 should self-quarantine for 14 days (see table below).

Person Exposed	Exposure to	Recommended Precautions
▪ Household member[5] ▪ Partner[5] ▪ Individual providing care in a household without using recommended infection control precautions[5] ▪ Individual who has had close contact (less than 6 feet) for a prolonged period of time (15 or more minutes)[5]	▪ Person with exposure to COVID-19 during the period from 48 hours before symptoms onset until 72 hours after symptoms recovery[5]	▪ Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times[5] ▪ Self-monitor for COVID-19 symptoms[5] -check temperature twice per day -watch for fever, cough, or shortness of breath, or other symptoms of COVID-19 ▪ Avoid contact with people at higher risk for severe illness[5]

If an employee is <u>confirmed</u> by medical verification to have the COVID-19 infection, the District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).[3]

Cleaning and Disinfecting – Confirmed COVID-19 Case

1. Temporarily close the general area where the infected employee worked until cleaning is completed.[3]

2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours <u>or</u> as long as practical before cleaning and disinfecting the area.[6]

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

4. District custodian personnel cleaning the area shall be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).[3]

Employee Training

The District will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written materials and online video trainings via the [SBCC Human Resources website](#).

The District will provide online training to employees via Keenan Safe Colleges to ensure they understand the risks of COVID-19 and precautions against infection (including proper respiratory etiquette, hand hygiene, use of face coverings, etc.). Employees will receive an email containing a link with the appropriate training materials. This training is strongly recommended for employees.

The District will also make available via the [District's COVID-19 website](#) procedures and guidelines related to the pandemic.

References

1. *Coronavirus Disease 2019 Basics*. Centers for Disease Control and Prevention (August 4, 2020). https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics

2. *How Does the Virus Spread*? Centers for Disease Control and Prevention (June 20, 2020). https://faq.coronavirus.gov/spread/how-does-the-virus-spread/

3. *Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19.* State of California – Department of Industrial Relations (May 14, 2020). https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html

4. *New Amended Health Office Orders of the County of Santa Barbara Health Officer.* Santa Barbara County Public Health Department (August 20, 2020). https://countyofsb.org/uploadedFiles/phd/PROGRAMS/Disease_Control/Corona/HOO%202020-10-2.pdf

5. *Public Health Recommendations for Community-Related Exposure*. Centers for Disease Control and Prevention (July 31, 2020). https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html

6. *CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again*. Centers for Disease Control and Prevention (May 2020). https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=45

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8. *COVID-19 Industry Guidance: Office Workspaces.* California Department of Public Health (May 12, 2020). https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf