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this together.**

**Glendale Community College District**

**COVID-19 Prevention Program**

**Effective September 1, 2021**

The COVID-19 Prevention Program (CPP) is designed to control employees' exposure to the SARS-CoV-2 virus (COVID-19) that may occur while working onsite at Glendale Community College District (GCCD) facilities.

## 1. Authority and Responsibility

The Office of Human Resources has overall authority and responsibility for implementing provisions of the CPP. GCCD's CCP may be accessed on the Office of Human Resources, [Employee Resources](#), [Workplace Injury Illness](#) and [COVID-19 Resources](#) website pages.

GCCD managers and employees are responsible for using safe work practices, following all CPP directives, safety-related Board Policies and Administrative Regulations, and assisting in maintaining a safe work environment.

## 2. Identification and Evaluation of COVID-19 Hazards

GCCD has implemented the following practices to help identify and mitigate employee exposure to COVID-19 while working onsite including:

- Documenting the vaccination status of employees in accordance with [Board Policy 3507 COVID-19 Vaccination Requirements](#)
- Evaluating employees' potential workplace exposure at while working onsite at GCCD facilities
- Requiring all employees and managers to follow the [COVID-19 Triage Protocol](#) in order to prevent or reduce the risk of transmission in the onsite work environment
- Reviewing and posting applicable orders and general and industry-specific guidance from the State of California, Cal-OSHA, and Los Angeles County, Department of Public Health related to COVID-19 hazards and prevention measures on the Office of Human Resources [COVID-19 Resource](#) website page
- Continuously evaluating existing COVID-19 prevention controls in GCCD's onsite work environment and the need for different or additional controls. (See [COVID-19 Resource](#) website page for periodic updates)
- Conducting periodic inspections, as needed, to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure employee compliance with the COVID-19 Triage Protocol
- Provide employees with safety related training through links contained on the [COVID-19 Resource](#) website page

### Employee participation

Employees and their exclusive representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting the Office of Human Resources.

### Employee screening

GCCD requires all employees to ensure they are COVID-19 symptom-free prior to reporting to onsite work. Employees are required to follow the steps for reporting COVID-19 symptoms contained in the [COVID-19 Triage Protocol](#). Additionally, employees working onsite are also required to adhere to State of California, Cal-OSHA, and Los Angeles County, Department of Public Health regulations/orders.

### **3. Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions or practices must be reported to the Office of Human Resources. The Office of Human Resources shall, to the extent possible, coordinate multi-department corrections in a timely manner based on the severity of the hazards. Often, the multi-department coordination will involve enhanced cleaning and sanitizing efforts through the Facilities Department.

### **4. Control of COVID-19 Hazards**

#### **Face Coverings**

GCCD provides clean, undamaged face coverings and ensures face coverings are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH) or Los Angeles County, Department of Public Health. Face covering stations have been established throughout GCCD facilities and these stations offer free and clean face coverings to all employees.

Employees required to wear face coverings while working onsite at a GCCD facility and may remove the face covering under the following conditions:

- When an employee is alone in a room or a vehicle
- While eating or drinking
- When necessary, employees are required to wear respirators in accordance with Section 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or permissible non-restrictive alternative, must remain at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

GCCD will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

#### **Engineering controls**

For indoor locations, GCCD has identified and updated, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system.

## **Cleaning and disinfecting**

GCCD's Facilities staff have implemented cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, and bathroom surfaces. GCCD also has hand sanitizer stations throughout its onsite work environments and all restrooms and kitchen areas have adequate supplies of running water, soap, and disposable towels.

Should GCCD have a COVID-19 case in its onsite work environment, the work area shall be cleaned and then disinfected according to established Facilities protocols.

## **Hand sanitizing**

To implement effective hand sanitizing procedures, GCCD provides hand sanitizer in its worksites, which do not contain methanol (i.e., methyl alcohol). GCCD employees are encouraged to wash their hands for at least 20 seconds each time. (See [Proper Handwashing Techniques](#)).

## **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

GCCD continuously evaluates the need for PPE (such as face coverings, gloves, goggles, and face shields) and provides access to and ensures appropriate use of such PPE.

Upon request, GCCD provides respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees may request a respirator from Facilities using a by using a work order request. GCCD's provision of respirators is in compliance with Cal-OSHA Regulation Section 5144.

## **Testing of symptomatic employees**

GCCD provides unvaccinated employees with COVID-19 symptoms a link to [free COVID-19](#) testing sites within Los Angeles County. This link is maintained on the Office of Human Resources [COVID-19 Resource](#) website page.

## **5. Investigating and Responding to COVID-19 Cases**

GCCD has developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 test results/symptoms, close contacts, and onset of symptoms. Steps to GCCD's investigation of employee COVID-19 cases are contained in the [COVID-19 Triage Protocol](#). GCCD also provides an email notice, within one business day, of its knowledge of a COVID-19 case to employees at the worksite who may have been exposed to COVID-19. The email exposure notice is provided to all employees and the exclusive representatives at the identified worksite during the high-risk exposure period.

## **6. System for Communicating**

GCCD's goal is to ensure that it has an effective two-way communication with its employees that includes the following information:

- Posting continuous updates to the Office of Human Resources [COVID-19 Resource](#) website page
- Use of the [COVID-19 Triage Protocol](#) to report COVID-19 symptoms, possible close contacts, and

hazards

- Contacting the Office of Human Resources to engage in an Americans with Disabilities interactive process to request an accommodation for medical or other conditions that pose increased risk of severe COVID-19 illness
- Access to COVID-19 testing through Los Angeles County's [free COVID-19](#) testing website locator
- Sending CalOSHA notifications of potential COVID-19 exposure to employees determined to be in an identified location and during a high-risk exposure period.

## 7. Training and Instruction on COVID-19 Related Matters

GCCD provides effective employee training and instruction on COVID-19 that includes:

- Periodic emails regarding its COVID-19 reporting and face covering requirements to protect employees from COVID-19 hazards
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws on the Office of Human Resources' [COVID-19 Resource](#) website page
- Updates from Los Angeles County, Department of Public Health regarding (see [COVID-19 Resource](#) website page) :
  - COVID-19 is an infectious disease that can be spread through the air
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth
  - An infectious person may have no symptoms
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and the CCP process for providing a respirator through Facilities' work order process
- The importance of frequent hand washing with soap and water for at least 20 seconds and using handsanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled (See [Proper Handwashing Techniques](#))
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user
  - The conditions where face coverings must be worn at the workplace
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms (See [COVID-19 Triage Protocol](#))
- Information on our COVID-19 safety-related policies and regulations and how to access COVID-19 testing and vaccinations, and the fact that vaccination is effective at preventing COVID-19 and protects against both transmission and serious illness or death (See [Board Policy 3507 COVID-19 Vaccination Requirements](#))

## 8. Exclusion of COVID-19 Cases and Employees who had Close Contact

When GCCD has a COVID-19 case or close contact in its onsite work environment, transmission is limited by:

- Following the Los Angeles County, Department of Public Health's guidance for both vaccinated and

unvaccinated status and symptom check ([See Frequently Asked Questions Effective 7/29/2021](#))

- Excluding employees that had a close contact from the workplace until the Los Angeles County, Department of Public Health’s guidance criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
- Providing employees at the time of exclusion from the onsite work environment with information on available COVID-19 related benefits

## 9. Reporting, Recordkeeping, and Access

GCCD ensures the following occurs:

- Reporting information about COVID-19 cases and outbreaks at its onsite work environment to the Los Angeles County, Department of Public Health whenever required by law, and providing any related information requested by the Los Angeles County, Department of Public Health
- Maintains records of the steps taken to implement GCCD’s CPP
- Makes the CPP available to all employees and exclusive representatives on the Office of Human Resources’ [COVID-19 Resource](#) website page and to Cal-OSHA upon request
- Maintains records of and track all onsite work environment COVID-19 cases

## 10. Return-to-Work Criteria

- **COVID-19 cases with symptoms:** employees may not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - At least 10 days have passed since COVID-19 symptoms first appeared
- **COVID-19 cases who tested positive but never developed symptoms:** employees may not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- **Persons who had a close contact with a COVID-19 case** may return to work as follows:
  - **Close contact with symptoms:** when the “cases with symptoms” criteria (above) have been met, unless the following are true:
    - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19
    - Test with specimen taken after the onset of symptoms; and

- At least 10 days have passed since the last known close contact, and
- The person has been symptom-free for at least 24 hours, without using fever-reducing medications
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted

**For questions regarding GCCD's CCP,  
please contact  
the Office of Human Resources, 818.240.1000 x 5921**

**Stay well and take care.**