Table of Contents

Introduction .......................................................................................................................... 2
General Measures – Maintaining Healthy Operations ......................................................... 4
Face Coverings and Healthy Hygiene Practices ................................................................. 6
Cleaning, Disinfecting, Sanitizing, and Ventilation ............................................................. 7
Checking for Signs and Symptoms ..................................................................................... 10
Plan for When a Staff Member or Student Becomes Sick .................................................. 13
Communication, Training, and Support ............................................................................. 14
Multiple COVID-19 Infections and COVID-19 Outbreaks ................................................ 15
COVID-19 Response Team(s) .......................................................................................... 16
Appendices ....................................................................................................................... 18
Introduction

Cerro Coso Community College has developed this newest draft of its written COVID-19 prevention program and reopening protocols in response to the Kern Community College District’s Board Resolution No. R-4-21 on August 12th directing the chancellor to take any and all actions necessary to develop and implement a COVID 19 vaccine requirement for District employees, students, and others who access District facilities at any District location. As an added safety measure, the College is requiring employees, students, and visitors to wear approved face coverings regardless of vaccination status when entering any Cerro Coso campus.

These protocols incorporate the latest Cal/OSHA Emergency Temporary Standards (ETS). These standards were last revised in June 2021 and made effective immediately by executive order of the governor. The college intends to follow closely any additional changes in these regulations and implement new requirements and best practices as appropriate.

In accordance with these standards, the college commits to do the following:

- Communicate to employees about the college’s COVID-19 prevention procedures.
- Identify, evaluate, and correct COVID-19 hazards.
- Require and provide face coverings and respirators in the manner and in the circumstances specified in the ETS.
- Use engineering controls, administrative controls and personal protective equipment under certain circumstances, including the need for PPE, such as gloves, eye protection and respiratory protection as required by Cal/OSHA standards.
- Follow procedures to investigate and respond to COVID-19 cases in the workplace.
- Provide COVID-19 training to employees.
- Make testing available at no cost to employees who have had a “close contact” (as defined in the ETS) with a person with COVID-19, and in the case of multiple infections or a major outbreak, make testing available at no cost on a regular basis for employees in the exposed work areas. This requirement does not apply to exposed employees who are fully vaccinated and have no symptoms, except during major outbreaks.
- Exclude COVID-19 cases and exposed employees from the workplace until they are no longer an infection risk. Exposed employees who are fully vaccinated and have no symptoms do not need to be excluded.
- Follow return to work criteria.
- Maintain records of COVID-19 cases and report serious illnesses to Cal/OSHA and to the local health department when required.

In addition, throughout the COVID pandemic, the college’s response has been shaped by guidance and information from the following federal and state organizations:

- Centers for Disease Control and Prevention (CDC)
- Occupational Safety and Health Administration (OSHA)
- California Department of Public Health
- Kern County Public Health Services
Cerro Coso Community College

- Inyo County Public Health and Prevention
- Mono County Public Health Department
- Statewide Association of Community Colleges

For up-to-date information regarding the vaccination requirement and related protocols, please refer to the Kern Community College District Q&A for Vaccine Requirement.

The purpose of these protocols is to define the measure being taken to reduce the risk of infection from the COVID-19 virus. While the provisions in this document are intended to reduce COVID-19 risk, they cannot guarantee that infection will not occur.

General Measures – Maintaining Healthy Operations

- For up-to-date information regarding the vaccination requirement and related protocols, please refer to the Kern Community College District Q&A for Vaccine Requirement.

- For Fall 2021, access to Cerro Coso Community College campuses will be open to faculty, staff, students, and individuals seeking services from the college or attending classes or other college-approved activities in accordance with safe standards and practices stated herein.

- Cerro Coso Community College requires vaccinations as a condition for being physically on campus for students, faculty, or staff or as a condition for in-person instruction. The Vaccine Requirement is consistent with applicable legal requirements, including . Students not taking any face-to-face courses or accessing in-person student services, do not need to provide proof of vaccination. Those employees and students with approved exemptions will be required to test weekly or otherwise as directed by the College.

- A student or employee is considered fully vaccinated if the College has documented that the student or employee received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Documentation is provided through the KCCD App or the web-input system.

- While face coverings are no longer required outdoors, we require that all students and employees wear face coverings at all times while indoors, regardless of vaccination status. Exceptions include when an employee is alone in a room or vehicle, while eating or drinking provided employees are six feet apart or outside, employees wearing respirators, 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, or when an employee performs specific tasks which cannot be performed with a face covering.

- Although face coverings are no longer required outdoors, we ask that students and employees to wear face coverings where physical distancing is not possible.

- While no longer required, physical distancing is encouraged where possible.

- The Child Development Center students and staff will follow the Child Development Center Protocols as contained in Appendix B.

- Intercollegiate athletic classes will follow the protocols of the CCC Athletic Trainers Association.
COVID-19 REOPENING PROTOCOLS

The college will follow the guidance applicable to sporting events and participation in sports. See Appendix C.

- Health Careers and Emergency Medical Technology students completing clinical hours at off-campus locations will follow those organizations’ protocols in effect at the time.
- Faculty and staff working in the prisons will follow those organizations’ protocols in effect at the time.
- Student support services such as counseling, advising, financial aid, admissions and records, outreach, and Access programs will be offering a combination of in-person and virtual services in accordance with safety guidelines.
- Group events and gatherings such as meetings, workshops, open houses, etc., may be offered in a combination of virtual and on-ground formats according to the needs/purpose of the event, and should be limited to those events deemed as essential College activities requiring the physical presence of students and staff may resume in this manner, provided all established guidelines and regulations governing the event are followed. Contact your area administrator for more information and allow sufficient time for preparing and planning. In addition, an event planning form is needed for all college events which can take up to three weeks for processing.
- Meetings that wouldn’t typically require an event planning form may resume provided all established guidelines and regulations are followed. Please limit face-to-face meetings in size, providing opportunities for remote participants.
- Parking permits will not be enforced on the Ridgecrest campus for Fall 2021. Citations may be issued for illegal parking.
- Barnes & Noble Bookstore at the Ridgecrest campus will be open with limited hours through Fall 2021. Barnes & Noble will comply with CCCC protocols or Barnes & Noble protocols, whichever are more restrictive.
- Pony Espresso at the Ridgecrest campus will be open with limited hours through fall 2021. Pony Espresso will comply with CCCC protocols.
- Requests for use of college facilities by external parties at any campus will be reviewed on a case-by-case basis for Fall 2021.
- Faculty and staff who are unable to teach or provide services in-person must contact the college human resources (HR) office to seek an accommodation.
- Students who are at a higher risk for severe illness are strongly encouraged to continue to avoid in-person courses at Cerro Coso in Fall 2021 and continue making progress on their educational goals through courses offered online or through scheduled Zoom. Students should contact the counseling office at 760-384-6219 or counseling_forms@cerrocoso.edu to discuss their options.
- Until further notice, students, employees, and visitors entering a Cerro Coso Community College campus must complete a Daily Pre-Screening to affirm that they are free of COVID symptoms at the time of their visit and that they agree to abide by the protocols and healthy hygiene practices described in this document; this requirement applies to all regardless of vaccination status. The Daily Pre-Screening form is available on the KCCD App and will provide a daily pass. The Daily Pre-Screening form can also be completed on the Cerro Coso website, but the individual must print the clearance and have available if asked to show proof of completion. Instructions can be found on the on the Cerro Coso website at https://www.cerrocoso.edu/campus-safety/covid-19/campus-pass-app. A green “Clear pass” is authorization to be on campus. Any individual receiving a red “Not Clear” pass should not come to campus and will be contacted by safety and security or college human resources for
• Users of the KCCD App are asked to scan QR codes when entering designated areas on campus that have QR codes. This is for the health and safety of the college community as well as in compliance with Cal/OSHA regulations, which obligates the college to track which employees may have been exposed to COVID-19 through a close contact. Not all spaces at the college are designated with QR codes.

• Any face-to-face meeting between students and a faculty member or other employee will observe all regulations and guidelines in effect at the time. Signage will be posted on campus regarding all elements of the return to campus plan, including proper hygiene, mask requirements, and all other mandatory components.

• Hand sanitizing stations will be placed throughout the campuses that dispense hand sanitizer identified as effective for COVID-19.

• Restroom cleaning will be completed regularly.

• Where possible, virtual options should be explored in place of physical travel. Please contact your area administrator to discuss travel requests. For approved travel, vehicles will be cleaned and disinfected between uses.

• Persons arranging the work of visitors or vendors are responsible for communicating the protocols described within this document and ensuring the visitors or vendors are knowledgeable about these protocols, are completing employer required pre-screening processes, are provided or obtain their own supplies and PPE, and adhere to these protocols.

• All employees play a part in maintaining a safe and healthful working environment by complying with the provisions of this plan. Key responsibilities include:
  ▪ Following safe practices as communicated to them.
  ▪ Reporting hazardous conditions related to potential transmission of the COVID-19 virus.
  ▪ Staying home and reporting to their supervisor if they exhibit symptoms of COVID-19, have a positive COVID-19 test, or have been exposed to a known or suspected case.

• Supervisors or managers play an important role in the implementation of the safety protocols identified in this document. They shall:
  ▪ Identify additional risks that may not be addressed in this document and report these to the Core Response Team.
  ▪ Ensure that practices are followed by faculty, staff, and students in their area – including periodic inspection.
  ▪ Correct deficiencies in practices that have been identified.
  ▪ Provide additional training, as necessary, for faculty, staff, and students in their area – or request this training through the Core Response Team.
  ▪ Initiate immediate response actions regarding known or suspected cases of COVID-19, including the completion of Report of Sick Employee or Student, and work with the HR Manager to complete response actions.

• Students or staff who believe they have been exposed to COVID should contact the following areas:
  ▪ Human Resources (staff or students)
  ▪ Campus Security (staff or students)
  ▪ Area Administrator (staff)
The designated COVID-19 point of contact for the college is the COVID-19 Core Response Team. Its duties and responsibilities are described in Appendix A. The team can be reached by calling or emailing any one of its members, or by sending an email to cc_covid19@listserv.cerrocoso.edu.

**Face Coverings and Healthy Hygiene Practices**

- Students and employees are required to wear face coverings at all times while indoors at any Cerro Coso campus site. Exceptions include when an employee is alone in a room or vehicle, while eating or drinking, 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, or when an employee performs specific tasks which cannot be performed with a face covering.
  - If an employee meets one of the exemptions from wearing a face covering, he or she can receive an accommodation by contacting Human Resources.
  - If a student meets one of the exemptions from wearing a face covering, he or she can receive an accommodation by contacting Access Programs.

- Though face coverings are no longer required outdoors for persons who are not fully vaccinated, they are recommended to be used where physical distancing cannot be maintained.

- The college will provide a respirator upon request to any person who is not fully vaccinated and who works with or attends class with others indoors and who requests one. “Respirator” means 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 mask). The respirator is to be the right size, and the person will receive basic instruction on how to get a good “seal,” or fit.

- All available opportunities will be used to continue to communicate to faculty, staff, and students the importance of healthy hygiene practices and of staying home and self-isolating if sick. This includes email communications, social media, college website, Navigate, Canvas, CC-Information, signs, and videos.

- The college shall promote and reinforce washing hands, avoiding contact with one’s eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

- Students, faculty, and staff shall be encouraged to frequently wash their hands for 20 seconds with soap, rubbing thoroughly after application. Using “antimicrobial” soap is not necessary or recommended.

- Students, faculty, and staff shall be encouraged to cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

- Students, faculty, and staff shall be encouraged to use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands until completely dry, and hand sanitizer should not be used that contains methanol per FDA advisory.

- Students, faculty, and staff shall be encouraged to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean and to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before and after use.

- Adequate supplies shall be ensured to support healthy hygiene, including sanitation stations, soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, and disinfectant wipes.
If a student persistently refuses to correctly wear a face covering or otherwise follow regulations and guidelines as described in these protocols as directed by college personnel, he or she shall be removed from class or from campus pursuant to the student conduct policy.

- An instructor can remove a student from the current and the next class meeting, at his or her discretion; any employee can direct a student to leave campus if the student threatens the health or safety of themselves or another.
- If assistance is needed, the faculty or staff member should notify Campus Security or the site director.
- A student’s failure to comply with the directives of Campus Safety may result in a request for assistance from local law enforcement and a referral to the vice president of student services pursuant to the student conduct policy.
- The faculty or staff member shall notify the vice president of student services. Any removal of a student from class or campus requires that the vice president of student services be notified immediately.
- If any employee who persistently refuses to correctly wear a face covering or otherwise follow regulations and guidelines as described in these protocols as directed by their supervisor, he or she shall be subject to the disciplinary process as outlined in the appropriate collective bargaining agreement.
- If any student, faculty, or staff member has a concern about compliance with these healthy hygiene practices on campus, an email has been created to bring this concern to the attention of the Response Team: cc_covid19@listserv.cerrocoso.edu.

**Cleaning, Disinfecting, Sanitizing, and Ventilation**

To ensure the safety of everyone that visits the college campus, the Maintenance & Operations (M&O) Department has spent considerable time preparing the campus for reopening in accordance with CDC, Cal/OSHA, and CDPH guidelines. Throughout the spring and summer, all campus buildings have undergone a thorough cleaning, including the replacement of HVAC filters.

Additionally, the M&O department has undergone and continues to undergo training specifically related to the cleaning and disinfecting of the campus as it relates to COVID-19. This training includes CDC and OSHA guidelines regarding appropriate cleaning methods, products, and personal protective equipment.

Notify the M&O department via email for additional cleaning supplies, or supporting in sanitizing and disinfecting: cc_mo@listserv.cerrocoso.edu

All other M&O requests for maintenance, shall be routed thru the School Dude Portal: https://employees.cerrocoso.edu/

Cleaning with soap and water removes germs, dirt, and impurities from surfaces, lowering the risk of spreading infection. Disinfecting kills germs on surfaces after cleaning, further lowering the risk of spreading infection.

Sanitizing products, which are regulated and approved by the FDA, do not kill all types of germs, such as norovirus. Guidance from the CDC states that sanitizers should be used only when soap and water/disinfectant are not readily available. M&O has dedicated resources towards cleaning and disinfecting and only utilizing sanitizers when necessary.

- Hand sanitizing stations will be located throughout the campuses that dispense hand sanitizer
COVID-19 REOPENING PROTOCOLS

Cerro Coso Community College

- M&O will clean and disinfect classrooms each day. Cleaning and disinfecting of each classroom include doors, door handles, handrails, counters, instructor workstations, white boards, chair backs, chair seats, arm rests, and desktops.
- Facility and staff office spaces will be cleaned and disinfected on a weekly basis. Occupancy and use are a determination as to when these areas will be cleaned.
- Trash in facilities and staff offices will be removed during cleaning and disinfecting. Employees are encouraged to throw food waste in common area trash receptacles, such as that in employee break rooms, and corridors.
- M&O will make every effort to electrostatically spray classrooms, after each class offering.
- Supplies will be provided to employees so that they can sanitize their personal workspaces. M&O will continue to clean (vacuum and empty trash) office spaces based on office occupant’s on-campus presence.
  - Employees are encouraged to clear office spaces and surfaces of all unnecessary items to make them easier to clean and disinfect.
  - Cleaning, disinfecting, and sanitizing supplies will be available for employee use at all campuses, and can be found:
    - Main entry corridors and front desks
    - Classrooms
    - Common spaces such as LRC’s, student center, one stop, mezzanine, seating areas, study areas, quad area, and print shop
    - Conference rooms
    - Mail rooms
- In addition to standard cleaning methods, M&O will utilize electrostatic sprayers using a hospital disinfectant. These sprayers will be located at the Ridgecrest/IWV campus, Tehachapi, Bishop, and Mammoth.
- Restrooms will be fully stocked, cleaned, and disinfected.
- Bottle filling dispensers at IWV will be cleaned frequently.
- The specific needs of each lab class related to faculty/student and student/student interaction will be determined so that appropriate safeguards can be put in place – face shields, eye protection, gloves, apron, etc. – and appropriate training provided regarding cleaning and disinfecting in between interactions. These labs include the nursing skills lab, the emergency medical technology classrooms, welding and industrial arts spaces, and intercollegiate athletic facilities.
- Each building has filtration at the point in which air is coming into the building. These are 4-ply filters with a minimum efficiency reporting value (MERV) rating of 8. Filters will be changed every 90-120 days.
- All buildings have been upgraded with Bi-Polar Ionization units in the HVAC units, to help clean and sanitize the air. In leased facilities, portable Bi-Polar Ionization units have been installed.
- The HVAC system utilizes a mixture of indoor and outdoor air to help balance humidity and temperature in the building. The college will maximize the mixture of outside air but may be limited based on outdoor temperatures. The target for outside air is between 15-30%.
- In addition to M&O, everyone on campus is encouraged to use the provided disinfectant and sanitizing
sprays and wipes to wipe down desks, equipment, and shared surfaces before and after each use. Signage will be posted reminding individuals of this responsibility.

- Class by class, students and faculty may share responsibility for some on-the-spot disinfecting of supplies or equipment. In these instances, expectations shall be communicated to students on the syllabus and signage will be posted reminding individuals of this responsibility.

- Cleaning and Sanitizing Products:
  - ECOLAB FACILIPRO Sink and Surface Sanitizer
  - Gel Hand Sanitizer 60% (various brands)

- Disinfecting Products:
  - ECOLAB FACILIPRO Multipurpose Hydrogen Peroxide Cleaner
  - PROTEXUS (PURTABLES) Electrostatic Spray, Broad Spectrum disinfectant

- To reduce the need for cleaning and disinfecting, sharing of supplies and equipment will be reduced or eliminated. Items that are difficult to clean or disinfect shall be discouraged.
  - In the learning assistance centers, and classrooms where shared desktop, tablet, and laptop computers are in use, students will need to sanitize before and after use. Keyboards and mice will be cleaned after every student use, by utilizing alcohol wipes; gloves will be provided
  - Students shall be apprised of the college’s Laptop Loan program and laptops made available to students who make such a request. Requests can be made by filling out the Laptop Lending form.
  - The need to handle paper shall be reduced for students and staff by such techniques as
    - utilizing Canvas for the turning of homework assignments and term papers;
    - ensuring students can access information through their phone or other device;
    - creating pre-assembled packets of typical materials that students can pick up without anyone else handling;
    - and utilizing the website and Adobe so that all forms can be accessed online and signed.

- If any student, faculty, or staff member has a concern about compliance with these practices on campus, an email has been created to bring this concern to the attention of the Response Team: cc_covid19@listserv.cerrocoso.edu.

Checking for Signs and Symptoms

Employees

All faculty and staff must complete an Employee Daily Pre-Screening form prior to arrival on campus to receive a daily pass. Individuals are required to scan QR codes when entering designated areas on campus. If the Pre-Screening form is completed via the website, the clearance must be available if asked to show proof of completion. The daily pass serves multiple purposes including:

- The ability to notify individuals in the event of a potential exposure or COVID positive case as required by Cal/OSHA.
- Notification to Safety & Security of who is on campus in case of an emergency.
- Notification to Maintenance & Operations so that the area visited can be cleaned and disinfected.
COVID-19 REOPENING PROTOCOLS

- Confirmation from the employee of being symptom free prior to coming to campus.

Demonstrates agreement by the employee to abide by all college requirements for a safe and healthful environment. The form asks employees about their vaccination status and/or to conduct a self-check and indicate to what extent they have COVID symptoms as described by the CDC:

- Fever or 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
- Diarrhea

In addition, for those faculty interacting with students in a classroom environment, each faculty member may confirm each student has a green pass prior to admitting students into the classroom.

Students and Visitors

Students and individuals seeking services from the college or attending classes or college-approved activities requiring the physical presence of students and staff must complete the Daily Pre-Screening form via the KCCD app or the Cerro Coso website. The completion of this form serves multiple purposes including: The ability to notify individuals in the event of a potential exposure or COVID positive case as required by Cal/OSHA.

- Confirmation that the student is symptom-free prior to coming to campus.
- Demonstrates agreement by the student to abide by all college requirements for a safe and healthful environment.

The form asks the student to conduct a self-check and indicate to what extent he or she has COVID-19 symptoms:

- Fever or 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
- Diarrhea
Cerro Coso Community College  
COVID-19 REOPENING PROTOCOLS

At the classroom door, faculty may ensure that each student has a green “Clear” pass for the date of class through the Campus Pass App.

- While faculty can ask about a student’s vaccination status, the student has a right to decline to state.
- A faculty member can ask to see a student’s daily pass. If a student has a green pass, then they are approved to be on campus for that day in one way or another (vaccinated, or exempted and free from symptoms).
- If a student has a red pass or is visibly sick, the faculty member must send the student home. The faculty member must also contact Safety and Security at 760-384-6367 so that contact tracing and notification can occur.
- Faculty are not required to check students’ daily passes.
- If a faculty member does intend to check students’ daily passes, they should put it on their syllabus.

In any situation where the instructor has determined that the student should not be in attendance, and the individual does not comply with their request or becomes agitated or belligerent, the student shall be removed from campus pursuant to the student conduct policy.

- An instructor can remove a student from the current and the next class meeting, at his or her discretion.
- If assistance is needed, the faculty member should notify Safety and Security.
- A student’s failure to comply with the directives of Safety and Security may result in a request for assistance from local law enforcement and a referral to the vice president of student services pursuant to the student conduct policy.
- The faculty or staff member shall notify the vice president of student services. Any removal of a student from class or campus requires that the vice president of student services be notified immediately.

Sick faculty, staff, or students shall not return to in-person classes or any college facilities, or end isolation until they have been properly cleared as indicated below.

Distancing inside and outside the classroom is no longer required for students, staff, and faculty, however, social distancing is encouraged when available. Plexiglass shields and other physical barriers remain on campus as an additional effort to mitigate the spread of the virus.
Plan for When a Staff Member or Student Becomes Sick

The guidance below adheres to the SWACC guidelines and is subject to modification depending on the individual situation. The college HR office must know immediately of any possible COVID-19 exposure for all individuals in order to assess the situation; if necessary, the district HR office will give additional guidance.

If a faculty, staff member, or student is concerned that another faculty, staff member, or student is sick, they should report the concern to their instructor, supervisor, Campus Safety, Human Resources office, or by email to cc_covid19@listserv.cerrocoso.edu.

When a student or employee is sick:

- They should be directed to immediately leave campus and told that college human resources will call them for follow up to determine their return-to-campus criteria.
- They should be directed to contact the local medical facility, or their personal health care provider to discuss the need for a COVID-19 test.
- Under no circumstances should the person’s name be disclosed except to safety & security, college human resources, and the area administrator.
- Applicable state, county, and city laws and regulations will be followed regarding the notification process in cases of confirmed COVID-19 case on campus.
- If a faculty or staff member becomes aware of a student who has become sick—such as the student emailing the faculty member directly but not submitting the Student Daily Pre-Screening form—the faculty or staff member must still notify safety & security or college human resources so that follow up can occur to determine return-to-campus scenarios based on the student’s responses.

Employees

District Human Resources will provide the memoranda of understanding (MOUs) between CSEA and CCA as it relates to COVID-19 processes and procedures and changes in working conditions that are necessary.

Non-Work-Related Exposure

When an employee indicates that they know they have been exposed somewhere other than work. Quarantine protocols will be followed according to current CDC, state, county, and local health department guidelines. Human Resources will communicate the quarantine instructions to the employee including information regarding labor laws, disability insurance, and leave availability, including sick leave and paid family leave.

Work Related Exposure

When an employee is exposed to another COVID-19 positive employee at work, quarantine protocols will be followed according to current CDC, state, county and local health department guidelines. Human Resources will communicate the quarantine instructions to the employee along with including information regarding labor laws, industrial leave, disability insurance, and leave availability, including sick leave and paid family leave.
Students

When a student indicates that they know they have been exposed, quarantine protocols will be followed according to current CDC, state, county, and local health department guidelines.

Communication, Training, and Support

In compliance with Cal/OSHA’s Emergency Temporary Standards, the college commits to communicating to students, faculty, and staff the following:

- How to report COVID-19 symptoms, possible close contacts and hazards to the employer without fear of reprisal
- COVID-19 hazards in the workplace and the employer's policies and procedures to address them
- Best practices for preventing the transmission of COVID-19, including information on respirators
- When and how unvaccinated persons can request a respirator
- That employees may wear face coverings at work, regardless of their vaccination status, without fear of retaliation by their employer
- How employees with elevated risk factors for COVID-19, which can be found on the CDC's website, can request accommodations from their employer
- How the employee can obtain testing for COVID-19, such as through the employer's workplace-based testing program, or through the local health department, a health plan, or at a community testing center
- Notice of potential exposure to COVID-19
- How to participate in workplace hazard identification and evaluation
- Information regarding COVID-related benefits to which the employee may be entitled under federal, state or local laws

All available opportunities will be used to communicate to faculty, staff, and students the importance of staying home and self-isolating if sick and of other healthy hygiene practices. This includes email communications, social media, college website, Navigate, Canvas, and CC-Information, signs, and videos.

The COVID-19 Core Response Team will provide CC staff with training and communication prior to the return to campus to ensure that all staff and students understand the risks and healthy hygiene practices associated with COVID-19. Training will include precautions against infection and the college’s procedures and guidelines related to the pandemic and reopening plans, as well as how to provide training for students.

The Core Response Team will coordinate training for faculty, staff, and students related to topics such as

- How to prevent the spread of COVID-19, including self-isolation and the importance of not coming to work or attending class
- Healthy hygiene practices
- Symptoms and self-screening
- Proper use of personal protective equipment, including face coverings
- Information on employer or government-sponsored leave benefits
- What to do if they are sick or believe another is sick
Live trainings can be conducted virtually or they can be conducted in person. In addition, training can be provided through videos and other media formats.

Faculty have an added responsibility to reiterate these topics to students as part of the orientation process for each individual course. There will be statements included in each on-campus course syllabus that outlines the expectations for participating in a face-to-face course, including reference to the student conduct policy.

**Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section applies if three or more employee COVID-19 cases within an exposed group visited the college during their high-risk exposure period at any time during a 14-day period. This section shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

- The College shall make COVID-19 testing available at no cost to its employees within the exposed group, during employees' paid time, except:
  - Employees who were not present at the workplace during the relevant 14-day period(s) under subsection (a).
  - Employees who were fully vaccinated and who do not have COVID-19 symptoms.
  - For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

- COVID-19 testing shall consist of the following:
  - Immediately upon being covered by this section, testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, employers shall make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies.
  - The college shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary through the Issuance of Order to Take Special Action.

- Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions applies.

- The College shall give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.

- The College shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

- The College shall immediately perform a review of potentially relevant COVID-19 policies, procedures,
Cerro Coso Community College

COVID-19 REOPENING PROTOCOLS

and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

- Investigation of new or unabated COVID-19 hazards including the College’s leave policies and practices and whether employees are discouraged from remaining home when sick; the College’s COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.

- The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

- The College shall implement changes to reduce the transmission of COVID-19 based on the investigation and review. The employer shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as feasible, requiring respiratory protection, and other applicable controls.

COVID-19 Response Teams

Due to the size of the college, the COVID-19 Core Response Team is responsible for managing this plan. At Cerro Coso Community College, teams responding to COVID-19 include the Core Response Team and the Extended Response Team. Membership of each team is identified in Appendix A.

Core Team

- Ensuring this plan and associated practices are updated to reflect current public health guidance.
- Facilitating the extended team. (Safety Manager)
- Developing global and common environment safe practices, as well as guidance for creating area/operation specific safe practices.
- Providing support to supervisors in developing area/operation specific practices.
- Managing global facility color-coded mapping activities and facility maps. (M&O Director)
- Reviewing, approving, and inventorying all safe practices.
- 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.
- Coordinating global communications to visitors/vendors. (Director, Public Relations and Institutional Advancement)
- Reviewing and archiving inspection records.
- Reviewing and managing the completion of response actions related to known or suspected cases of COVID-19.
- Coordinating with responsible parties (e.g., building maintenance) to ensure proper consideration is given to minimizing potential environmental health concerns related to building closures and re-openings. (M&O Director)
- Coordinating with responsible parties (e.g., purchasing) to address the specification, acquisition, distribution, and inventory of supplies critical to implementation of safe practices. (M&O Director)
Extended Team

This team is comprised of the Safety and Security Committee at Cerro Coso Community College, a reporting committee of College Council. It 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 the protocols and other plan provisions.
Appendices

Appendix A: Designated Contacts

Covid-19 Core Response Team

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT/TITLE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Sean Hancock</td>
<td>President</td>
<td>760-384-6212</td>
<td><a href="mailto:sean.hancock@cerrocoso.edu">sean.hancock@cerrocoso.edu</a></td>
</tr>
<tr>
<td>Corey Marvin</td>
<td>Vice President, Instruction</td>
<td>760-384-6201</td>
<td><a href="mailto:cmarvin@cerrocoso.edu">cmarvin@cerrocoso.edu</a></td>
</tr>
<tr>
<td>Heather Ostash</td>
<td>Vice President, Student Services</td>
<td>760-384-6249</td>
<td><a href="mailto:hostash@cerrocoso.edu">hostash@cerrocoso.edu</a></td>
</tr>
<tr>
<td>Lisa Couch</td>
<td>Vice President, Finance &amp; Administrative Services</td>
<td>760-384-6230</td>
<td><a href="mailto:lcouch@cerrocoso.edu">lcouch@cerrocoso.edu</a></td>
</tr>
<tr>
<td>Mike Campbell</td>
<td>Director, IT</td>
<td>760-384-6159</td>
<td><a href="mailto:mcampbell@cerrocoso.edu">mcampbell@cerrocoso.edu</a></td>
</tr>
<tr>
<td>Natalie Dorrell</td>
<td>Director, Public Relations &amp; Institutional Advancement</td>
<td>760-384-6260</td>
<td><a href="mailto:ndorrell@cerrocoso.edu">ndorrell@cerrocoso.edu</a></td>
</tr>
<tr>
<td>Resa Hess</td>
<td>Manager, HR</td>
<td>760-384-6259</td>
<td><a href="mailto:rhes@cerrocoso.edu">rhes@cerrocoso.edu</a></td>
</tr>
<tr>
<td>Cody Pauxtis</td>
<td>Director, Maintenance &amp; Operations</td>
<td>760-384-6369</td>
<td><a href="mailto:cody.pauxtis@cerrocoso.edu">cody.pauxtis@cerrocoso.edu</a></td>
</tr>
<tr>
<td>Kevin King</td>
<td>Manager, Safety &amp; Security</td>
<td>760-384-6367</td>
<td><a href="mailto:kevin.king@cerrocoso.edu">kevin.king@cerrocoso.edu</a></td>
</tr>
<tr>
<td>Deanna Campbell</td>
<td>Director, Eastern Sierra College Center</td>
<td>760-872-5301</td>
<td><a href="mailto:deanna.campbell@cerrocoso.edu">deanna.campbell@cerrocoso.edu</a></td>
</tr>
<tr>
<td>Lisa Stephens</td>
<td>Director, East Kern</td>
<td>760-384-6398</td>
<td><a href="mailto:lisa.stephens@cerrocoso.edu">lisa.stephens@cerrocoso.edu</a></td>
</tr>
</tbody>
</table>

Covid-19 Extended Response Team

See membership of the Safety & Security Committee (Participatory Governance Committee)

Internal Team Resources

Coronavirus Updates (Faculty, Staff & Students)
https://www.kccd.edu/chancellors-office/coronavirus-update

Environmental Health Consultant
Forensic Analytical Consulting Services (www.forensicanalytical.com)
Contact with the Environmental Health Consultant is handled through Human Resources.
Local Public Health Department Contacts

Kern County
https://kernpublichealth.com/

Inyo County

Mono County
https://monohealth.com/public-health

Key Guidance & References

CDC (Centers for Disease Control)


California

Main: https://covid19.ca.gov/

Industry Guidance: https://covid19.ca.gov/industry-guidance/

Cal/OSHA: https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html

Other Resources

California Community College Chancellor’s Office: https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus

American Industrial Hygiene Association (AIHA): https://www.backtoworksafely.org/
Appendix B: Child Development Center Protocols

California City Location Operational Policies and Procedures

This is a fluid document outlining our plans as we re-open our center. It will be updated as we work out processes and best practices are figured out. We are open to all feedback and suggestions on how we can support one another during this time.

- Discussion with CCLD analyst including tele-visit
- Hanging of all notices and posters per licensing
- Pre-opening licensing checklist
- If you are showing, any signs of illness DO NOT ENTER THE BUILDING!
- Face coverings are to be worn while on premises.

Families will not be admitted into the classroom due to the classrooms open floor plan. Drop off and pick up will take place on the side of the building. Families must adhere to all social distancing policies at all times and wear face coverings. Families must wait on X or remain in their cars if multiple families are dropping off at the same time.

Families who need to sign paperwork or meet with the staff must sign in, have health check performed including temperature check and wash hands.

Children are required to wear masks. We cannot force a child to keep a mask on their face, but we highly encourage a mask for everyone over the age of 2. Having an extra mask on site is encouraged as best practice in case the first one becomes soiled.

Drop off
A staff member (management or teacher) will check the child in every morning.

- Families will sanitize hands using a hand sanitizer that contains 60% more alcohol prior to picking up their assigned clipboard and pen.
- Ink pens are in 2 containers- one clean on the first table and one dirty on the second table.
- Daily health check performed including taking the temperature (using a no touch thermometer). Information is recorded on log and family member staff both sign off on log.
- Family member can then sign in child.
- Pen is placed in dirty pen container, clipboard is placed on the table
- Staff walks child into the classroom.

Staff doing morning health check –

- Sanitize hands prior to performing health check
- Wear mask
- Perform daily health check
- Walk child to classroom
- Clean thermometer with alcohol wipe between each child
- Clean hands prior to performing another health check
COVID-19 REOPENING PROTOCOLS

• Disinfect or sanitize sign in area that family used

Pick up:
• Family sanitize hands
• Family will retrieve their clipboard and clean pen from the first table and sign their child out
• Family place the used pen in the dirty pen bucket and place their clipboard on the second table
• Family will wait for family at the end of the ramp
• Child will clean their area up
• Child will wash their hands
• Staff member will walk them to the front door to their families

Daily admittance:
Children will not be admitted if they are showing any of the following signs of illness including:
• Temperature over 100.4 (temperature will be taken by a staff member daily)
• Cough (frequent and unusual)
• Discharge from eyes, nose, mouth (Green, excessive watery, etc.)
• Sneezing (frequent and unusual)
• Shortness of breath
• Constant Runny nose (that is not clear)
• Any abnormal signs of behavior
• Or at the discretion of the CDC staff

Classroom Items:
• Must have at least 2 sets of extra clothes- All clothing that has secretion or excretion is changed immediately. If clothes are sent home because they are soiled, please send in new clothes the next day.
• Masks- A plastic bag with child’s name will be in their cubby. When children are not wearing them, they will be inside the bag. Masks are sent home when soiled, daily or every Friday to be washed (based on the families’ preference).
• No toys or extra items from home (please talk to Jessica if special circumstance exist).

Mealtimes:
• No family style dining.
• One staff will serve all the children at all tables in the classroom.
• Staff will wear gloves and not touch anything else. Use tongs/serving utensils to serve the children.
• Children are offered each meal item and they have a choice of what they eat.
• Children spaced out with at least one chair between them. More if possible.
• Drinking Water:
  ▪ Children have the right to drink water throughout the day whenever they want.
  ▪ Children can use the inside drinking fountains which will be sanitized frequently and disinfected mid-day and end of day or will be provided with a water cup with their name on it by the staff member to be filled from the water jug. The water jug will be washed and sanitized daily.
Classroom space and set up:

- **HANDWASHING** - staff and children will follow a 6-step procedure for handwashing. Staff will assist children in assuring that all 6 steps are completed.
  - Upon entering classroom.
  - Upon re-entry into room (at any time).
  - After using restroom.
  - Before and after eating.
  - After taking off, putting on or touching face mask
  - Anytime hands are near face or in mouth.
  - After wiping nose, cough or handling any bodily fluids.
  - Only use sanitizer if you cannot wash hands.
- Children required to wear masks.
  - Staff use social stories to discuss why mask usage is needed.
- Group sizes to remain as low as possible.
- Room is arranged to encourage physical distancing including areas of individualized play.
  - Tape is used to define areas of play.
- Children encouraged to remain 6 feet apart.
  - No group time or large group activities
- Limited amount of toys out each day.
- Rotate toys to maintain interest.
- Provide toys and materials that are developmentally appropriate and provide enriching learning times.
- Dirty toy baskets available
  - Toys that are dirty are placed up in the dirty toy basket until properly cleaned and returned to floor.
- Children each provided with personal container of items that are non-shareable (crayons, pencils, etc).
- Social component of school maintained as much as possible.

Outside play: **spend as much time as possible outside**

- Outside activities encouraged (in appropriate weather).
- Inside activities brought outside.
- Cleaning guidelines remain.
- Handrails on climber, bike handles, swing chains, picnic tables and benches, etc. should be cleaned frequently.

STAFF GUIDELINES:

- Staff wash hands immediately upon entering the building, prior to signing in or touching anything.
- Staff will self-certify each day that they do not have a fever and have not been exposed to COVID-19 in the past 48 hours upon signing in. Ink pens used to sign in will stay with them for the day or be placed in the dirty pen bucket.
- Staff will wear aprons while in the classrooms.
• Masks are worn in the building per CA guidelines. Masks need to be cleaned on a daily basis. It is the staff member’s responsibility to have a clean mask. If for some reason they need one, please let the supervisor know.
• Used aprons are placed in the white mesh bag to be laundered throughout the week.
• Staff will ensure proper handwashing of all children and staff at all times.
• Staff will ensure the supervision of children at all times by performing head counts aloud, especially at transition times.
• Children will have a warm and supportive environment where their emotional, social, physical, and intellectual development is enriched.
• Staff will maintain communication regarding each child virtual methods on a consistent basis (email, phone, zoom, notes, etc.).
• Staff will model appropriate behaviors such as not touching face, proper handwashing, maintaining social distance, etc.

If a child becomes sick while at school:
• Child must be isolated immediately.
• Notify supervisor/director immediately.
• Do not allow another child to use the area until cleaning is done.
• Family will be notified to pick up immediately.
• If COVID-19 symptoms – administration will follow up with proper authorities.

CLEANING

Cleaning during the day:
• Bathrooms cleaned then sanitized with a bleach water solution after each child uses it. Maintain other cleaning as normal.
• Clean and sanitize tables before mealtimes. Clean and disinfect tables after all meals.
• Clean and sanitize tables in between children using them.
• Classroom sinks/drinking fountains cleaned and sanitized frequently.
• Between classes:
  ▪ Morning classroom materials/ toys removed, and afternoon classroom materials/ toys brought out.
  ▪ Doors/shelves/walls are cleaned and disinfected.

Toys in dirty basket cleaning process:
• Staff put on gloves.
• Wash toys with soapy water.
• Clean with List N EPA registered disinfectant (lemon Quat).
• Let sit for 10 minutes.
• Rinse.
• Air dry.
Nightly Cleaning:

- CDC staff will clean all toys used in the classrooms at the end of day following cleaning procedures listed above.
- Tables and chairs cleaned with soap and water then a List N EPA registered cleaner (lemon quat) prior to picking up chairs.
- Shelves/cubbies (sides/insides, etc) cleaned with a List N EPA registered cleaner (lemon quat).

A CDC staff will use disinfectant to clean keyboards and phones in common areas every day. Cloth chairs are disinfected each day.

Outside cleaning:

We will be maintaining regular cleanings on the outside playground equipment in accordance with state regulations along with all CDC recommendations.

Opening and Closing checklist:

An opening and closing checklist of cleaning/preparation tasks is posted in the sign in book.

CC janitorial staff will clean the whole center every night following all guidelines and M & O cleaning schedule

Resources used to create this guidance include:


[https://www.cdpr.ca.gov/docs/schoolipm/](https://www.cdpr.ca.gov/docs/schoolipm/)


[https://nrckids.org/files/CFOC4%20pdf-%20FINAL.pdf](https://nrckids.org/files/CFOC4%20pdf-%20FINAL.pdf)

**California City Location Cleaning**

All staff have completed the annual training on the use of disinfectants per The Heathy Schools Act. Training found online at [https://apps.cdpr.ca.gov/schoolipm/](https://apps.cdpr.ca.gov/schoolipm/).

Staff are provided the use of PPE including protective eyewear and gloves.

**Tables and chairs**

- Before each- use soapy water and then sanitize (Regular sanitizer)- one paper towel per table
- After each meal - tables cleaned with soapy water then disinfected with Lemon Quat (Spray, let sit for 10 minutes, remove any excess liquid, air dry), then clean with soapy water to remove disinfectant residue
- End of day- tables cleaned with soapy water then disinfected with Lemon Quat (Spray, let sit for 10 minutes, remove any excess liquid, air dry)
- Chairs needs to be cleaned as well. Be sure to get the backs and sides.
Shelves/Sides of cubbies (places children touch)

- Clean then disinfectant with Lemon Quat- (Spray, let sit for 10 minutes, remove any excess liquid then air dry)
- All sides of shelves inside and out daily. If shelves are being cleaned properly- tape residue, dust bunnies, etc should not exist.

Toys

- After mouthed and placed in dirty toy bucket- washed with soapy water- cleaned with disinfectant (Lemon Quat- let sit for 10 minutes, rinse, then air dry)
- End of day all toys taken to kitchen washed in dishwasher.
  - If unable to fit in dishwasher or cannot take to kitchen then must be cleaned with soapy water then disinfected with Lemon Quat (let sit for 10 minutes, rinse, then air dry)
- Do not use a sponge unless it is a new sponge or you are able to microwave the sponge for 2 minutes

Bathrooms

- Sinks and toilets- Cleaned with soap and water then with bleach solution after each use
  - Bleach sits for a min. of 2 minutes before being wiped dry.

Microfiber cloths to be used to clean shelves, as they are more effective than paper towels.

Mixing of chemicals and reuse of bottles for another chemical is prohibited.
When spraying chemicals (Disinfectant/Sanitizer/etc.) use it as a stream rather than a mist.
Bleach water must be made daily and date must be on bottle.

1 Tbsp bleach to 1 gallon of water = 1 tsp of bleach per 32 oz water. Put water into bottle then add bleach. Use cold water.
Bottles need to be labeled!

Lemon Quat- disinfectant- Yellow label
Hand and home sanitizer- Purple label
Sanitizer- chemical label
Bleach- Blue label
Soapy water- no label – just write on it

Kitchen

- Counters- before and after
  - Clean with soapy water and the sanitize with bleach solution – must sit for 2 minutes before being wiped dry

Guidance used to create this document located at https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf
IWV Campus (Ridgecrest) Operational Policies and Procedures

This is a fluid document outlining our plans as we re-open our centers. It will be updated as our processes and best practices are figured out. We are open to all feedback and suggestions on how we can support one another during this time.

- Discussion with CCLD analyst including tele-visit
- Hanging of all notices and posters per licensing
- Pre-opening licensing checklist

**If you are showing, ANY signs of illness DO NOT ENTER THE BUILDING!**

- You must be wearing a face covering to enter the building.

Families will not be admitted past the lobby. Only one family member per child allowed entering the center at a time. No more than 2 families in the lobby at one time. Families must adhere to all social distancing policies at all times and wear face coverings. Families must wait outside on X or remain in their cars if multiple families are dropping off at the same time.

To enter the building you will walk down the steps and enter on the west door. To exit the building, exit the east door and walk around the front of the center to the parking lot. If you have mobility needs, please inform Jessica immediately. Look for directional signage.

Children are highly encouraged to wear masks. We cannot and will not force a child to keep a mask on their face, but we highly encourage a mask for everyone over the age of 2 per CDC recommendations.

Families who need to sign paperwork or meet with the staff must sign in, have health check performed including temperature check and wash hands.

**Drop off:**

A staff member (management or teacher) will check the child in every morning.

- Families will sanitize hands using a hand sanitizer that contains 60% more alcohol prior to entering the building.
- Ink pens are in 2 containers- one clean and one dirty. Use a clean pen then place it in the dirty basket. All pens will be properly cleaned prior to reuse.
- Staff will provide sign in sheet and daily health check form to family daily.
- Daily health check performed including taking the temperature (using a no touch thermometer), the information is recorded on log, family member/staff both sign off on log.
- Family member can then sign in child.
- Child will choose a facemask to wear.
- Staff walks child back to class.

**Staff doing morning health check —**

- Sanitize hands prior to performing health check
- Wear mask
- Perform daily health check
- Walk child to classroom
COVID-19 REOPENING PROTOCOLS

- Clean thermometer with alcohol wipe between each child
- Clean hands prior to performing another health check
- Clean and disinfect sign in area that family used

**Pick up:**
- Family sanitize hands prior to entering building
- Staff provides sign out sheet
- Staff retrieves child from classroom, bring to family and shares needed information about day. (Teachers are still reachable via email, apps and phone for questions and concerns you may have regarding your child)

**Daily admittance:**
Children will not be admitted if they are showing any of the following signs of illness including:
- Temperature over 100.4 (temperature will be taken by a staff member daily)
- Cough (frequent and unusual)
- Discharge from eyes, nose, mouth (Green, excessive watery, etc)
- Sneezing (frequent and unusual)
- Shortness of breath
- Constant Runny nose (that is not clear)
- Any abnormal signs of behavior
- Or at the discretion of the CDC staff

**Children’s face coverings:**
Every child will be offered a center facemask after they are signed in. A large zip lock baggie holds the masks that children can choose from. If they have a personal mask from home, that mask is placed in a baggie labeled with their name and taken to their cubby to await pick up. At the end of the day or when soiled the facemask is placed in the classrooms garment bag to be laundered. Masks are laundered in hot water as needed to ensure the supply of masks to children. Children do not have to wear a center mask. They can keep their personal mask on.

**Classroom Items:**
- Clothing- Must have at least 2 sets of extra clothes- All clothing that has secretion or excretion is changed immediately. If clothes are used, send in new clothes the next day.
- No toys or extra items from home (please talk to Jessica if special circumstance exist).
- Nap blankets/nap items need to remain at school for the entire week.

**Meal times:**
- No family style dining.
- One staff will serve all the children at all tables in the classroom.
- Staff will wear gloves while using tongs/serving utensils to serve the children.
- Children are offered each meal item and they have a choice of what they eat.
- Children spaced out with at least one chair between them. More if possible.
• Disposable paper products are used to eat all meals on.
• Drinking Water:
  ▪ Children have the right to drink water throughout the day whenever they want.
  ▪ Children can use the inside drinking fountains (which will be sanitized frequently and disinfected mid-day and end of day) or will be provided with a disposable water cup by the staff member to be filled from the water jug. The water jug will be washed and sanitized daily. Prior to handing out the cups, the staff member will clean hands.

Classroom space and set up:
• Upon entering classroom everyone (children and staff) will follow all 6 steps of handwashing- if child does not complete all 6 steps then they need to re do
  ▪ Upon re-entry into room (at any time)
  ▪ After using restroom
  ▪ Before and after eating
  ▪ After taking off, putting on or touching face mask
  ▪ Anytime hands are near face or in mouth
  ▪ After wiping nose, cough or handling any bodily fluids
  ▪ Only use sanitizer if you cannot wash hands
• Children (above the age of 2) strongly encouraged to wear masks at all times. If mask is not worn physical distancing is implemented.
  ▪ Staff use social stories to discuss why mask usage is needed
• Group sizes remain as low as possible while classrooms are arranged to encourage physical distancing including areas of individualized play.
  ▪ Tape is used to define areas of play
• Children encouraged to remain 6 feet apart
  ▪ No group time or large group activities or sensory activities
• Limited amount of toys out each day
• Rotate toys to maintain interest
• Provide toys and materials that are developmentally appropriate and provide enriching learning times
• Planned lessons and enriching curriculum presented daily
• Dirty toy baskets available
  ▪ Toys that are dirty are placed up in the dirty toy basket until properly cleaned and returned to floor
• Children each provided with personal container of items that are non-shareable (crayons, pencils, etc)
• Social component of school maintained as much as possible.
• Nap mats placed as close to 6 feet apart as possible. Children placed head to foot
  ▪ Staff washing mat after nap. Use List N EPA registered disinfectant. Keep all bedding inside a labeled bag. Continue to wash bedding once a week.

Outside play: spend as much time as possible outside
COVID-19 REOPENING PROTOCOLS

- Outside activities encouraged (in appropriate weather)
- Inside activities brought outside
- Cleaning guidelines remain
- Handrails on climber, bike handles, swing chains, picnic tables and benches, etc. should be cleaned frequently

STAFF GUIDELINES:

- Staff wash hands immediately upon entering the building, prior to signing in or touching anything.
- Staff will self-certify each day that they do not have a fever and have not been exposed to COVID-19 in the past 48 hours upon signing in. Ink pens used to sign in will stay with them for the day or be placed in the dirty pen bucket.
- Staff will wear aprons while in the classrooms.
- Masks are worn in the building per CA guidelines. Masks need to be cleaned on a daily basis. It is the staff member’s responsibility to have a clean mask. If for some reason you need one, please let Jessica know.
- Used aprons are placed in the white mesh bag located in lounge to be laundered throughout the week.
- Staff will ensure proper handwashing of all children and staff at all times.
- Staff will ensure the supervision of children at all times by performing head counts aloud, especially at transition times.
- Children will have a warm and supportive environment where their emotional, social, physical, and intellectual development is enriched.
- Teachers will maintain communication with families regarding each child on a consistent basis using virtual methods if needed (email, phone, zoom, notes, etc.)
- Staff will model appropriate behaviors such as not touching face, proper handwashing, maintaining social distance, etc.

CLEANING

Cleaning during the day:

- Bathrooms cleaned then sanitized with a bleach water solution after each child uses it. Maintain other cleaning as normal.
- Clean and sanitize tables before meal times. Clean and disinfect tables after all meals.
- Clean and sanitize tables in between children using them.
- High traffic areas (doors, walls, etc.) washed and sanitized during naptime.
- Classroom sinks/drinking fountains cleaned and sanitized frequently.

Toys in dirty basket cleaning process:

- Staff put on gloves.
- Wash toys with soapy water.
- Clean with List N EPA registered disinfectant (lemon quat)
- Let sit for 10 minutes
- Rinse
- Air dry
Nightly Cleaning:

- CDC staff will clean all toys used in the classrooms at the end of day following cleaning procedures listed above
- Tables and chairs cleaned with soap and water then be disinfected using a List N EPA registered cleaner (lemon quat) prior to picking up chairs
- Shelves/cubbies (sides/insides, etc) cleaned with soap and water then disinfected using a List N EPA registered cleaner (lemon quat)
- CC janitorial staff will disinfect the whole center every night following all guidelines and M & O cleaning schedule

If a child becomes sick while at school:

- Child must be isolated immediately
- Notify supervisor/director immediately
- Do not allow another child to use the area until cleaning is done
- Family will be notified to pick up immediately
- If there are COVID-19 symptoms – administration will follow up with proper authorities

Outside cleaning:

We will be maintaining regular cleanings on the outside playground equipment in accordance with state regulations along with all CDC recommendations.

Break room/lobby/office areas:

Staff will clean after themselves using soap and water followed by a List N EPA registered disinfectant (lemon quat). Computer stations have “THIS AREA IS SANITIZED” signs that are used to show when areas are cleaned. After cleaning the area staff will be place sign back down, so others know it is ready to use.

Prior to opening for the day, a CDC staff will clean with soap and water followed by a List N EPA registered disinfectant wipes or spray (lemon quat) the following areas:

Break room:

- Counters
- Chairs
- Tables
- Keyboards/computers
- Phones
- Filing cabinet fronts
- Cupboard handles
- Appliance (Refrigerator/microwave, etc.) handles
- Locker fronts
- Disinfect couches

Offices:
COVID-19 REOPENING PROTOCOLS

- Tops/sides of desks
- Chairs

**Keyboards/computers:**
- Phones
- Filing cabinet fronts
- Lobby:
  - Keyboards/computers
  - Phone
  - Filing cabinet fronts
- Chairs
- Pens
- Sign in books
- Counters (including under the counters)

**Opening and Closing checklist:**
A daily opening and closing checklist of cleaning/preparation tasks is posted in the sign in book.

**Resources used to create this guidance include:**

- [https://www.cdss.ca.gov/inforesources/child-care-licensing](https://www.cdss.ca.gov/inforesources/child-care-licensing)
- [https://www.cdpr.ca.gov/docs/schoolipm/](https://www.cdpr.ca.gov/docs/schoolipm/)
- [https://nrckids.org/files/CFOC4%20pdf-%20FINAL.pdf](https://nrckids.org/files/CFOC4%20pdf-%20FINAL.pdf)
All staff have completed the annual training on the use of disinfectants per The Healthy Schools Act. Training found online at https://apps.cdpr.ca.gov/schoolipm/.

Staff are provided the use of PPE including protective eyewear and gloves.

**Tables and chairs**
- Before each use, soap and water and then sanitize (Regular sanitizer) - one paper towel per table
- After each meal - tables cleaned with soap and water then disinfected with Lemon Quat (Spray, let sit for 10 minutes, remove any excess liquid, air dry), then clean with soap and water to remove disinfectant residue
- End of day - tables cleaned with soap and water then disinfected with Lemon Quat (Spray, let sit for 10 minutes, remove any excess liquid, air dry)
- Chairs need to be cleaned as well. Be sure to get the backs and sides.

**Shelves/Sides of cubbies (places children touch)**
- Clean then disinfectant with Lemon Quat - (Spray, let sit for 10 minutes, remove any excess liquid then air dry)
- All sides of shelves inside and out daily. If shelves are being cleaned properly - tape residue, dust bunnies, etc should not exist.

**Toys**
- After mouthed and placed in dirty toy bucket - washed with soap and water - cleaned with disinfectant (Lemon Quat - let sit for 10 minutes, rinse, then air dry)
- End of day all toys taken to kitchen washed in soap and water and then bleached and air-dried
  - If unable to take to kitchen then must be cleaned with soap and water then disinfected with Lemon Quat (let sit for 10 minutes, rinse, then air dry)
- Do not use a sponge unless it is a new sponge or you are able to microwave the sponge for 2 minutes

**Bathrooms**
- Sinks and toilets - Cleaned with soap and water then with bleach solution after each use
  - Bleach sits for a min. of 2 minutes before being wiped dry.

**Mixing of chemicals and reuse of bottles for another chemical is prohibited**
When spraying chemicals (Disinfectant/Sanitizer/etc.) use it as a stream rather than a mist.
COVID-19 REOPENING PROTOCOLS
Cerro Coso Community College

Bleach water must be made daily and date must be on bottle.
- 1 Tbsp bleach to 1 gallon of water = 1 tsp of bleach per 32 oz water.
- Put water into bottle then add bleach. Use cold water.

Bottles need to be labeled!
- Lemon Quat- disinfectant- Yellow label
- Hand and home sanitizer- Purple label
- Sanitizer- chemical label
- Bleach- Blue label
- Soapy water- no label – just write on it

Kitchen
- Counters- before and after
  - Clean with soapy water and the sanitize with bleach solution – must sit for 2 minutes before being wiped up

Appendix C: Athletic Condition Class Protocols

CCCAA COVID-19 Recommendations

Introduction
This document is based upon the latest document from the NCAA Resocialization of Collegiate Sport. This document replaces all prior resocialization documents from the NCAA and serves as general guidance as schools prepare for return to sport activities for their student-athletes. These strategies could change as new guidelines come from the state of California and/or the NCAA. Each institution should get approval of their COVID protocols by their county and/or local health agencies. Institution or county guidelines that are stricter supersede the recommendations in this document.

Return to Campus Consideration
- The first two weeks after return to campus deserve special consideration because student-athletes routinely travel from outside of the local area. It is recommended that all student-athletes test upon campus return.
- Consideration should be given for testing, masking and physical distancing for unvaccinated prospective student-athlete coming to campus. Testing recommendations are a negative PCR 2 days or antigen 1 day before visit.
- The traditional transition and acclimatization period still needs to be considered due to the limited activity by student-athletes during the pandemic. Consideration for a gradual return to activity in the NSCA document.

Screening
Daily screening for student-athletes and athletic personnel is still recommended. Please check with your institution’s county/local health agencies for their policies.

COVID Education
Consider for all new and returning student-athletes and athletic personnel.

Mitigating Risk with Infection Control Practices
- All student-athletes and staff should be aware of COVID symptoms and if an individual is feeling unwell then they should not come to campus until they speak with an athletic trainer or other health care provider.
- Important to wash hands with soap and water for at least 20 sec or use hand sanitizer with at least 60% alcohol.
- Physical distancing and masking for unvaccinated individuals remain the most effective strategies for preventing the spread of COVID-19.
- Important to wipe down shared equipment or tables as part of standard precautions for infectious diseases. Recommendations for Vaccinated vs Unvaccinated Individuals

<table>
<thead>
<tr>
<th></th>
<th>Vaccinated</th>
<th>Unvaccinated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masking</td>
<td>Not required unless symptomatic or travelling by planes, busses, vans, or public transportation.</td>
<td>Recommended unless population has reached critical threshold of 85% community immunity* and county transmission level** is low. Required if symptomatic and for travel by planes, busses, vans, or public transportation.</td>
</tr>
</tbody>
</table>

Note: Per CAL/OSHA, health care environments require mandatory universal masking for all individuals.^[2]
Physical Distancing

- Not Required
- Recommended unless population has reached critical threshold of 85% community immunity* and county transmission level** is low.

Exposure

- Only quarantine/test if symptomatic
- Quarantine for 10 days without testing, or after Day 7 with a negative PCR test result.³

*Community immunity can be based on individual sport teams, the athletic department, or the campus environment as defined by your local or county health authorities.

**County transmission levels

Testing Strategies¹

- Risk classification by type of sport is no longer considered a relevant testing consideration due to data indicating the risk of contracting COVID-19 is related to activities outside of training and competing in sports.

- Community immunity is a combination of fully vaccinated individuals and those within the 90-day window of post COVID-19 infection. This can be based on individual sport teams, the athletic department, or the campus environment as defined by your local or county authorities.

- Institutions should communicate with their county/local health agencies to determine their current county transmission levels and receive updates if there are changes.

- If current trends continue, it is unlikely testing strategies for the 2021-22 academic year will be more stringent than what is outlined in this document. It is anticipated that any subsequent guidance material from the NCAA will be made available by midsummer.

Testing Recommendations for Vaccinated vs Unvaccinated Individuals¹

<table>
<thead>
<tr>
<th>Vaccinated</th>
<th>Unvaccinated</th>
</tr>
</thead>
<tbody>
<tr>
<td>All student-athletes and athletic personnel need to have a negative PCR test before returning to campus</td>
<td></td>
</tr>
<tr>
<td>No testing required, unless symptomatic</td>
<td></td>
</tr>
<tr>
<td>1. &lt;85% Community Immunity* and Low to Moderate County Transmission Level**: PCR or antigen 25-50% of all athletics personnel every 1 to 2 weeks.</td>
<td>2. &lt;85% Community Immunity* and Substantial to High County Transmission Level**: Tested once-weekly PCR or 3x weekly antigen for all athletic personnel.</td>
</tr>
<tr>
<td>2. No testing can be considered if &gt; 85% Community Immunity has been reached.</td>
<td></td>
</tr>
</tbody>
</table>

The CDC does not recommend repeat surveillance testing for infected individuals within the 90-day window following infection.

1. Community immunity can be based on individual sport teams, the athletic department, or the campus environment.

**County transmission levels

Spectators

- Follow CDPH guidelines.

Positive COVID-19 Test and Return to Activity¹

- Discontinuing isolation after positive test
  - Infected asymptomatic individuals – 10 days after the date of their first positive PCR test.
  - Infected symptomatic individuals – At least 10 days have passed since symptom onset and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications and other symptoms have improved.
- Medical clearance for return to activity after COVID-19
o Preliminary data suggested that athletes with a prior COVID-19 infection should undergo cardiac screening, follow-up publications have recommended a tiered approach based on the severity of symptoms.

o Medical clearance is still recommended before returning to activity. Consider using the COVID-19 Medical Clearance and Return to Activity form.

References


<table>
<thead>
<tr>
<th>VACCINATED</th>
<th>UNVACCINATED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TESTING</strong></td>
<td></td>
</tr>
<tr>
<td>PCR test <strong>ALL student-athletes and athletics personnel before return to campus after breaks</strong></td>
<td>No testing unless symptomatic.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PHYSICAL DISTANCING</strong></td>
<td>Not required.</td>
</tr>
<tr>
<td><strong>MASKING</strong></td>
<td>Not required unless symptomatic or travelling by planes, busses, vans or public transportation.</td>
</tr>
</tbody>
</table>

*Note: Per CAL/OSHA, healthcare environments (athletic training facility) require mandatory universal masking*
**EXPOSURE**

| Only quarantine/test if symptomatic | Quarantine for 10 days without testing, or after Day 7 with a negative PCR test result. |

**SPECTATORS** at athletic events are at the discretion of the institution and their local and county health officials, unless it’s a mega event. Information on mega events can be found [here](#).

*Community Immunity*: Is determined by a combination of fully vaccinated individuals and those who are 90-day post COVID-19 infection. The group can be based on the individual sport teams, the athletic department or the campus environment as defined by local and county authorities.

**County Transmission Level**: [https://www.akingump.com/a/web/oHFiv6tLE6XqSTREwwMnN6/2nfajr/table-1.pdf](https://www.akingump.com/a/web/oHFiv6tLE6XqSTREwwMnN6/2nfajr/table-1.pdf)

---

**Cerro Coso Athletic Training Department**

**Student-Athlete COVID-19 Pre-Participation Questionnaire**

Name: ____________________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cerro Coso CC ID:</th>
<th>Date of Birth:</th>
<th>Age:</th>
</tr>
</thead>
</table>

(MM/DD/YYYY)

Cell Phone: ___________________________ E-mail: ___________________________

Gender: □ Male  □ Female  Sport(s): ___________________________

Please complete this form to assess your potential exposure/possession of COVID-19 and other illnesses.

Are you currently free from illness? □ Yes  □ No  Current Temperature: ___________________________ °F

Do you have a history of pneumonia? □ Yes  □ No  Current Occupation/Workplace: ___________________________

During your time away from Cerro Coso, did you experience, or are you currently experiencing any of the following:

<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>YES</th>
<th>NO</th>
<th>LENGTH OF SYMPTOM</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body Chills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extreme Level of Fatigue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cough</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pain/Difficulty Breathing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shortness of Breath</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sore Throat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body / Muscle Aches</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss of Taste</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss of Smell</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes to Vision/Eye Discharge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diarrhea</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexplained headache</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**QUESTION**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-14 days prior to experiencing these symptoms, did you experience a suspected exposure to COVID-19?</td>
<td></td>
</tr>
<tr>
<td>Have you been around anyone who has been sick?</td>
<td></td>
</tr>
</tbody>
</table>
Have you had any direct contact with anyone who lives in or has visited a place where COVID-19 is spreading and/or is an area reporting an increased number of COVID-19 cases (i.e. “hot spots”)?

Have you had any direct contact with someone that has a suspected or lab confirmed case of COVID-19?

During your time away from CCCC, did you self-quarantine due to suspected symptoms or exposure of COVID-19?

During your time away from CCCC have you been living in, or have visited an area reporting an increased number of COVID-19 cases (i.e. “hot spots”)?

Have you previously been or are you currently diagnosed with COVID-19? □ Yes □ No Date of Diagnosis: ___________________________

Do You Have Medical Documentation To Support Your Diagnosis And Treatment Of Covid-19? □ Yes □ No

Physician Name: ___________________________ Address: ___________________________

Please list any countries/states/cities you have traveled to since March 15th, 2020 and the dates you were there:

1. ___________________________ Dates: ___________________________
2. ___________________________ Dates: ___________________________
3. ___________________________ Dates: ___________________________
4. ___________________________ Dates: ___________________________

Assumption of Risk

I understand that those participating in intercollegiate athletics, physical education activity classes, and/or conditioning classes are at a higher risk of exposure to the COVID-19 virus; due to the lack of social distancing, shared equipment, and ventilation. In order to participate in intercollegiate athletics, physical education activity classes, and conditioning classes, student-athletes are required to read and sign the following assumption of risk and waiver.

1. I understand that COVID-19 is extremely contagious and has been declared a worldwide pandemic by the World Health Organization.3

2. I understand that by participating in sports/conditioning classes and utilizing the facilities associated with them, I may knowingly or unknowingly transmit the virus to my family, friends, and/or others I may come into contact with. This may include young children, elderly persons, and/or those with pre-existing conditions that place them at higher risk for the virus.4

3. I understand that there is an increased risk of exposure to the virus by participating in competitive events with other schools, both in and out of conference. The risk of exposure also exists during travel to and from any and all away games.4

4. I understand that while every attempt is made to minimize chances of exposure there are no guarantees that can be made.

To do my part to limit the exposure to and/or transmission of COVID-19, to myself and those around me, I agree to follow the recommendations of the CDC which include:

• Proper general hygiene
• Proper handwashing techniques
• Use of hand sanitizer when handwashing is unavailable
• Proper use of personal protective equipment (gloves, masks, and/or eye protection)
• Not sharing any personal items (towels, soap, brushes, clothes, water bottles, make up, lip balm, etc.).

I voluntarily agree to assume all risks and accept sole responsibility for any injury to myself. I hereby release, covenant no to sue, discharge, and hold harmless Cerro Coso Community College, their officers, officials, agents, volunteers, employees, other participants, sponsoring agencies, sponsors, advertisers (“Releasees”), with respect to any and all injury, illness, disability, loss or damage to person or property, expenses, and/or death; arising out of or relating to COVID-19. I understand this release includes any claims based on the actions, omissions, or negligence of the Releasees, and whether a COVID-19 infection occurs before, during or after my participation.
COVID-19 REOPENING PROTOCOLS

Acknowledgement

In the interest of health and public safety during the COVID-19 pandemic, I acknowledge that I have truthfully and accurately disclosed the above information regarding my health status, including any symptoms and exposure to COVID-19 in order for Cerro Coso Community College to evaluate before allowing my return to campus. I further acknowledge that, if additional evaluation or assessment is required and requested by Cerro Coso Community College, I hereby consent and will cooperate.

In addition, if any of the symptoms mentioned above appear after I am allowed to return to campus, I agree to stay at home and to immediately report my change in status to Cerro Coso Community College and to complete a new Assessment, Acknowledgement and Consent form for approval before returning to campus. At all times while on campus, I agree to follow all safety protocols and social distancing guidelines established by Cerro Coso Community College, the City of Ridgecrest, Kern County, and the State of California.

Student-Athlete Signature: ____________________________ Date ______________
Parent/Guardian Signature: ____________________________ Date ______________

Signature may be that of a student or athlete over 18 years of age.
If under 18, this form must be signed by the Parent or Guardian.
Cerro Coso Athletic Training Department Assumption of Risk and Waiver of Liability Relating to COVID-19

I understand that those participating in intercollegiate athletics, physical education activity classes, and/or conditioning classes are at a higher risk of exposure to the COVID-19 virus due to the lack of social distancing, shared equipment, and ventilation. In order for student-athletes to participate in intercollegiate athletics, physical education activity classes, and conditioning classes, they are required to read and sign the following Assumption of Risk and Liability Waiver.

1. I understand that COVID-19 is extremely contagious and has been declared a worldwide pandemic by the World Health Organization.

2. I understand that by participating in sports/conditioning classes and utilizing the facilities associated with them, I may knowingly or unknowingly transmit the virus to my family, friends, teammates, and/or others I may come into contact with. This may include young children, elderly persons, and/or those with pre-existing conditions that place them at higher risk for the virus.

3. I understand that there is an increased risk of exposure to the virus by participating in competitive events with other schools, both in and out of conference. The risk of exposure also exists during travel to and from any and all away games.

4. I understand that while every attempt is made to minimize chances of exposure, there are no guarantees that can be made.

To do my part to limit the exposure to and/or transmission of COVID-19, to myself and those around me, I agree to adhere to the recommendations of the CDC including:

- Proper general hygiene (https://www.cdc.gov/healthywater/hygiene/body/index.html)
- Proper handwashing techniques (https://www.cdc.gov/handwashing/when-how-handwashing.html)
- Use of hand sanitizer when handwashing is unavailable
- Proper use of personal protective equipment (gloves, masks, and/or eye protection)
- Not sharing any personal items (towels, soap, brushes, clothes, water bottles, make up, lip balm, etc.)

I will report any possible COVID-19 exposure or symptoms to the athletic training department.

I voluntarily agree to assume all risks and accept sole responsibility for any injury and/or illness to myself. I hereby release, covenant no to sue, discharge, and hold harmless Cerro Coso Community College, their officers, officials, agents, volunteers, employees, other participants, sponsoring agencies, sponsors, advertisers ("Releasees"), with respect to any and all injury, illness, disability, loss or damage to person or property, expenses, and/or death arising out of or relating to COVID-19. I understand this release includes any claims based on the actions, omissions, or negligence of the Releasees, and whether a COVID-19 infection occurs before, during or after my participation.

The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and all members of my family.

Student-Athlete Name: _______________________________ Sport: ________________________
Student-Athlete Signature: __________________________ Date: ________________________
(if under 18) Parent/Guardian Name (if under 18): ________________________________
Parent/Guardian Signature: ___________________________ Date: ________________________
Referral Form

This athlete has indicated that he/she has contracted or come in contact with COVID-19. This form is a risk assessment tool to evaluate eligibility to return to campus. The symptoms below are based on guidelines from the Center for Disease Control and Prevention (CDC)1.

This student must bring back this document and any associated documentation indicating a negative COVID-19 lab test dated after receiving this form.

Athlete Name: ________________________________________ Sport: ____________________________

Indicated Positive for COVID-19 on: ____________________________ Date of Visit: ___________________

Indicated Symptoms:

- Known close contact with a person who is lab confirmed for COVID-19
- Fever
- Body/ muscle aches
- Body Chills
- Loss of taste
- Extreme level of fatigue
- Loss of smell
- Cough
- Changes to vision/ eye discharge
- Pain/ difficulty breathing
- Diarrhea
- Shortness of breath
- Unexplained headache
- Sore throat

Other Comments/Observations: ____________________________________________________________

Sports Participation Status: (Please initial your recommendation below)

_____ May return to FULL sports participation at this time (no limitations).

_____ May return to LIMITED sports participation (Limitations to be listed in the comments section)

_____ May NOT return to sports participation at this time.

_____ Follow up/Referral required before being cleared to participation (Appointment date: ______________________)

Other Comments/Recommendations: _______________________________________________________

Cerro Coso Community College Athletic Training Staff may contact the physician regarding this student-athlete: ☐ Yes ☐ No

Physician Name (Printed): __________________________________________ Phone: ______________________

Physician Signature: __________________________________________ Date: ______________________

Physician Stamp: __________________________
Return to Athletics

Cerro Coso Community College Daily Check-In Procedure

1. Wash your hands or use hand sanitizer before starting!
2. Have your temperature taken.
3. Sign in on the form (Name – Department/Sport/Class – Temperature).
4. Symptom Checklist:
   - Fever (above 100.4)
   - Body Chills
   - Sore Throat
   - Persistent Cough
   - Pain / Difficulty Breathing
   - Shortness of Breath
   - Loss of Taste or Smell
   - Unexplained Headache
   - Extreme Level of Fatigue
   - Body / Muscle Aches
   - Change of Vision / Eye Discharge
   - Diarrhea
5. Check the appropriate box for you (first column) and everyone in your household (second column) based on the Symptom Check List above.
6. If you check “Yes” to the Symptom Check for yourself, you must stay away from campus until fever free for 72 hours.
7. If you check “Yes” to the Symptom Check for your household, you must stay away from campus until fever free for 72 hours.
Cerro Coso Community College Athletic Training Department Daily Check-In Sheet

1. Wash your hands or use hand sanitizer before starting.
2. Have your temperature taken.
3. Sign in, fill in your temperature and check the appropriate boxes based on the Symptom Checklist for yourself and your household.

Date: ________________________________

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Sport</th>
<th>Temperature</th>
<th>Have you had any of the symptoms on the checklist?</th>
<th>Has anyone in your household had any of the symptoms on the checklist?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

42
Cerro Coso Community College

Appendix D: Examples of Signage

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

1. Duration of the entire procedure: 20-30 seconds

2. Rub hands palm to palm;

3. Right palm over left dorsum with interlocked fingers and vice versa;

4. Palm to palm with fingers interlaced;

5. Backs of fingers against opposing palmar surface of fingers interlaced;

6. Rotational rubbing of left thumb cleft as right palm and vice versa;

7. Rotational rubbing, back and forth with clenched fingers of right hand in left palm and vice versa;

8. Check dry, your hands are safe;

9. Restroom signage:

World Health Organization
Patient Safety
SAVE LIVES
Clean Your Hands

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

1. Duration of the entire procedure: 40-60 seconds

2. Rub hands palm to palm;

3. Left palm over right dorsum with interlocked fingers and vice versa;

4. Palm to palm with fingers interlaced;

5. Backs of fingers against opposing palmar surface of fingers interlaced;

6. Rotational rubbing of left thumb cleft as right palm and vice versa;

7. Rotational rubbing, back and forth with clenched fingers of right hand in left palm and vice versa;

8. Check dry, your hands are safe;

9. Restroom signage:

World Health Organization
Patient Safety
SAVE LIVES
Clean Your Hands

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Headache
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus

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.
COVID-19 REOPENING PROTOCOLS

STOP THE SPREAD OF GEMS
Help prevent the spread of respiratory diseases like COVID-19.

6 ft
Stay at least 6 feet (about 2 arms’ length) from other people.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

When in public, wear a cloth face covering over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

COVID-19
(Coronavirus Disease 2019)

The California Department of Public Health recommends the following steps to prevent the spread of all respiratory viruses:

WASH. YOUR. HANDS.
Wash your hands with soap and water regularly.

Cover a cough or sneeze
Cover your cough or sneeze with your sleeve or disposable tissue.

Don’t touch
Avoid touching eyes, nose or mouth with unwashed hands.

Keep your distance
Avoid close contact with people who are sick.

Stay home
If you experience respiratory symptoms like a fever or cough, stay home.

Get help
If you experience symptoms of COVID-19, CALL your health care provider.

MORE INFORMATION
Follow the California Department of Public Health:
@cpublichealth and www.cdph.ca.gov/covid19

DO I NEED TO GET TESTED FOR COVID-19?

Are you experiencing:
Fever, Coughing or Shortness of Breath?

Call your physician

Doctor advises you to come in

Doctor identifies mild symptoms and advises home isolation

Specimen is collected via swab and sent to lab to be tested

Isolate / Stay at home

You didn’t get an immediate response, and you’re experiencing severe symptoms?

Go to your local urgent care / ER or call 9-1-1

Doctor will provide you with test results

MORE INFORMATION - Follow the California Department of Public Health: @cpublichealth and www.cdph.ca.gov/covid19

Novel Coronavirus Alert

If you have:
been in contact with someone with novel coronavirus OR been to CHINA in the last 14 days

Tell staff NOW and put on a mask.

+ OR

a fever
cough or shortness of breath