



COVID-19 PREVENTION PROGRAM

This COVID Prevention Plan (CPP) is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

Authority and Responsibility

The KCCD Chancellor and each KCCD Campus President has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

KCCD takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. KCCD implements the following in our workplace:

- Document the vaccination status of our employees by using ReadyEducation Contact Tracing Application which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace:
 1. Evaluate employee workspaces for potential hazards. Employees are encouraged to identify and bring to management's attention potential COVID-19 hazards in their workspace.
 2. Conduct periodic inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public.
 3. Evaluate policies and procedures, work practices, and staffing issues to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.
 4. Conduct workplace specific evaluations of hazards following any positive COVID-19 case in the workplace.
 5. Conduct an investigation to identify and eliminate COVID-19 hazards. In order to protect employees in the workplace it will also investigate each positive COVID-19 case to help identify those employees who were in close contact

with an infected employee or other individual and require all those potentially exposed to quarantine or isolate as required by law.

6. Regularly evaluate the workplace for compliance with this program.

- Unsafe and unhealthy hazards, work conditions, practices, policies or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard. Review applicable orders and general and industry-specific guidance from the State of California, Cal/ OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying their direct supervisor, campus HR or District Risk Management.

Employee screening

We screen our employees and respond to those with COVID-19 symptoms through the ReadyEducation Contact Tracing Application. All employees are required to use the application prior to entering any campus location. If any employee chooses to not use the application on their electronic device, they may use the following website to conduct their prescreening:

Bakersfield College:

https://campuscloud.readyeducation.com/#/cb/web-form/zTjs_LrJ-sudVCRtmt5IEA/start

Cerro Coso Community College:

<https://campuscloud.readyeducation.com/#/cb/web-form/8YxbVOeq-EKXcrRWVYTkg/start>

Porterville College:

<https://campuscloud.readyeducation.com/#/cb/web-form/iz7j3nJlStH16Qc7FUWTLg/start>

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions will be corrected in a timely manner based on the severity of the hazards.

Control of COVID-19 Hazards

Face Coverings

KCCD provides clean, undamaged face coverings and ensures they are properly worn by all employees when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH) or local public health agency. "Face Covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck collar, or single layer fabric.

All employees are required to wear face coverings in our workplace but may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees who are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

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

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

Face coverings will also be provided to any employee that requests one.

Engineering controls

For indoor locations, KCCD has or is in the process of adding Bi-Polar Ionization (BPI) systems to the existing HVAC systems. BPI is a self-cleaning, maintenance-free needlepoint ionizer that produces positive and negative ions that neutralize harmful pollutants and odors in the workplace. According to Plasma-Air, the BPI manufacturer, ions attach to airborne pathogens, such as viruses causing a chemical reaction on the cell membrane's surface. This deactivates the viruses, rendering them harmless, so they can no longer spread or cause infection. The compact units automatically remove dust and dirt build-up on the needles eliminating the need for maintenance. Independent tests conducted on Plasma-Air units installed on HVAC systems in building facilities have shown significant reductions in Coronavirus surrogate MS2 bacteriophage.

Cleaning and disinfecting

KCCD implements the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- Ensuring adequate supplies and adequate time for it to be done properly.
- Cleaning and disinfecting is done on an hourly to daily basis depending on the usage of the space in question.

Should KCCD have a COVID-19 case in our workplace, we will implement the following procedures:

- Additional cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Hand sanitizing

To implement effective hand sanitizing procedures, KCCD will:

- Continuously evaluate handwashing facilities and upgrade as necessary.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time they do so.

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

KCCD evaluates the need for PPE (such as gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed.

Upon request, KCCD will provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. KCCD encourages any employee who requests a respirator for voluntary use, to use them consistent with section 5144 *Respiratory Protection Appendix D*.

KCCD will provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

Testing of symptomatic employees

KCCD makes COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated during employees' paid time at any one of our Occupational Health practitioners.

Investigating and Responding to COVID-19 Cases

KCCD has developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the ReadyEducation Contact Tracing application and/or personal contact from trained KCCD employees.

We also ensure the following is implemented:

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:
 - Employees who were fully vaccinated before the close contact and do not have symptoms.
 - COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 cases, below, will be provided to employees.
- Written notice within one (1) day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.

System for Communicating

KCCD's goal is to ensure that we have effective two-way communication with our employees. Most communications will take place via the KCCD email Outlook system. In some cases, personal contact may be required.

Should a KCCD employee have any COVID-19 related symptoms, possible close contacts, hazards, questions or concerns they are encouraged to contact their immediate supervisor or their campus HR department.

- Employees are reminded that they can report symptoms, possible close contacts and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations through their campus Human Resources Manager.
- Should an employee be required to access COVID-19 testing, they may access that test, free of charge, during working hours, through KCCD's various occupational health providers when testing is required.

Training and Instruction

KCCD provides effective employee training via the Safe Colleges training Platform at the following link: <https://kernccd-keenansafecolleges.com/login>

The training shall include the following topics:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.

- COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- Documentation of completion of the training will be maintained on the Safe Colleges platform.

Exclusion of COVID-19 Cases and Employees who had a Close Contact

Where KCCD has a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits.

- KCCD will provide employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is KCCD policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Track and document all reported COVID-19 cases.

Return-to-Work Criteria

KCCD will address each report of positive COVID-19 cases or close contacts on a case by case basis however, will adhere to the following criteria for return to work after COVID-19 cases or close contacts with unvaccinated employees wherever appropriate:

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed symptoms** will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
 - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - At least 10 days have passed since the last known close contact, and
 - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude an employee from the workplace is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.