



LAGUNA COLLEGE OF ART+DESIGN

# COVID-19 PREVENTION PLAN + POLICIES

Revised February 2024

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## **GUIDING PRINCIPLES**

Laguna College of Art + Design (“The College” or “LCAD”) has implemented policies and procedures in response to the COVID-19 pandemic. All policies have been implemented with the safety of staff, faculty, students, and the public with whom we interact in mind.

This COVID-19 Prevention Plan (CPP) is designed to control employees' exposures to the SARS-CoV-2 virus (Severe Acute Respiratory Syndrome Coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

**Date:** February 2024

### **Authority and Responsibility**

The Office of Human Resources has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Plan (CPP) in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the COVID-19 Prevention Plan (CPP) in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

Policies put forth are consistent with federal, state, and local ordinance guidelines. These include guidelines from the Centers for Disease Control and Prevention (CDC), Cal/OSHA, Orange County Health Care Agency (OCHCA), and California Department of Public Health (CDPH). It is important to note that as COVID-19 and the pandemic continue to evolve, so will our procedures. Please contact [COVID@lcad.edu](mailto:COVID@lcad.edu) for the most updated information. This guide applies to LCAD faculty and staff.

LCAD's Infectious Disease Pandemic Response Plan can be found on LCAD's website: <https://www.lcad.edu/news/coronavirus-information>.

## **WORKPLACE EXPECTATIONS & GUIDELINES**

All individuals are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Failure to do so may result in corrective action and disciplinary action procedures. Please notify your manager or supervisor if you become aware of any violation of this policy on our campus. Your manager will work with the Office of Human Resources to review the incident and move forward with corrective action and disciplinary action procedures, if needed. Individuals are asked to assist in identifying and determining hazards, along with reporting symptoms, cases, and close contacts, without fear of reprisal in the workplace. Please email [COVID@lcad.edu](mailto:COVID@lcad.edu) or [HR@lcad.edu](mailto:HR@lcad.edu) to ask questions and report hazards and concerns.

## **COVID-19 VACCINE AND BOOSTER**

The College is committed to providing a safe and healthy work environment for all members of our community. Guided by the latest information from the Centers for Disease Control and Prevention (CDC), the State of California, and the Orange County Health Care Agency (OCHCA), and for the health and safety of the entire community, LCAD encourages all faculty, staff, and students to be fully vaccinated and boosted against the COVID-19 virus.

The College reserves the right to modify COVID-19 policies as needed.

## **Cal/OSHA + CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**

## DEFINITIONS

**COVID-19** is defined as:

- Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

A **COVID-19 Confirmed Case** is defined as:

- A person who has received a positive result of the presence of SARS-CoV-2 virus as confirmed by a COVID-19 viral test or clinical diagnosis.

A **COVID-19 – Potential Exposure** is defined as:

- Someone sharing the same indoor airspace, e.g., home, clinic waiting room, airplane etc., for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during a confirmed case's infectious period.

A **COVID-19 – Close Contact** is defined as:

- In indoor spaces of 400,000 or fewer cubic feet per floor (such as homes, clinic waiting rooms, airplanes, etc.), close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during a confirmed case's infectious period.
- In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the confirmed case's infectious period.

Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

An **Exposed Group** is defined as:

- All employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the infectious period. This includes bathrooms, walkways, hallways, aisles, break rooms, and waiting areas. The following exceptions apply:
  - A place where persons momentarily pass through, without congregating, is not a work location, working area, or a common area at work.
  - If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or a shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
  - If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

An **Infectious Period** is defined as:

- For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset. COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND their symptoms are mild and improving.
- For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

## IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

The College has implemented the following:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate 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.
- Review applicable orders and guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Continuously evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify 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 reviewing and following the policies that are in place.

### Employee Screening

Employees are asked to refrain from coming to campus if they are feeling ill or experiencing symptoms of COVID-19. The College responds to those with COVID-19 symptoms by sending them home, requiring them to follow California Department of Public Health (CDPH) isolation guidelines and contact [COVID@lcad.edu](mailto:COVID@lcad.edu) for further directions.

### Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards. All hazards are addressed as follows:

- The severity of the hazard will be assessed and correction time frames will be assigned.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

# CONTROL OF COVID-19 HAZARDS

## Face Coverings

When face coverings are required, the College will provide clean, undamaged face coverings upon request and ensure they are properly worn by individuals. When wearing a face covering, it is recommended that one wears a N95, KN95, KF94, or double masking of surgical masks. In times of high transmission, it is strongly suggested that face coverings be worn at all times while on campus or in an office environment. When face coverings are not required, employees may choose to wear face coverings. Face coverings are not personal protective equipment (PPE).

Please contact [COVID@lcad.edu](mailto:COVID@lcad.edu) to request a face covering.

When face coverings are required to be worn, individuals may remove them under the following conditions:

- When an individual is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided individuals are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- When individuals are required to wear respirators.
- When an individual cannot wear face coverings due to a medical or mental health condition or disability, are hearing-impaired or communicating with a hearing-impaired person. Such individuals will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it. If their condition does not permit it, then the individual will be at least six feet apart from all other persons.
- When specific tasks cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

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

## Engineering Controls

For indoor locations, using **Appendix B**, the College identifies and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by taking into consideration:

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat, wildfire smoke, or when the EPA Air Quality Index is greater than 100 for any pollutant.
- How the ventilation system is properly maintained and adjusted.
- How to maximize, to the extent feasible, the amount of outside air and increase filtration efficiency to the highest level compatible with the existing ventilation system.
- How to implement use of portable or mounted HEPA filtration if it is determined such use would reduce the risk of COVID-19 transmission.

- Applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including CDPH’s Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.

### **Cleaning/Disinfection**

UV filters have been installed on all LCAD air handling systems. These eliminate or greatly reduce the airborne spread of COVID-19 through ventilating systems. Housekeeping staff cleans office and work spaces based on the Centers for Disease and Control (CDC) guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management maintains hand-sanitizer stations at major building entrances and high-traffic areas. Appropriate wipes are available to employees for cleaning and disinfecting computers, keyboards, mice, etc. before use. Disinfectant wipes and hand sanitizer dispensers have been placed on all office desks for use. Disinfectant wipes are available in all classrooms.

Materials are in place for employees to wipe down commonly-used surfaces before and after each use with products that meet the EPA’s criteria for use against COVID-19 that are appropriate for the surface. This includes any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales. It may also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common. An infectious person may have no symptoms.

### **Hand Sanitizing**

To ensure access to hand sanitizer, the College:

- Evaluates handwashing facilities.
- Determines the need for additional facilities.
- Provides individuals with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).

### **Handwashing**

Individuals are encouraged to wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, or after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol should be utilized. To do this, cover all surfaces of hands and rub them together until they feel dry.

### **Coughing/Sneezing Hygiene**

Always remember to cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze. Once done, dispose your used tissues in the trash. After disposing, immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### **Personal Protective Equipment (PPE) Used to Control Employees’ Exposure to COVID-19**

The College will evaluate the need for PPE (such as gloves, goggles, and face shields) and provide and

ensure use of such PPE as needed.

Upon request, respirators will be provided for voluntary use. The College provides and ensures the use of respirators when deemed necessary by Cal/OSHA.

The College also provides and ensures the use of eye and respiratory protection when individuals are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Gloves**

Healthcare workers and others in high-risk areas should use gloves as part of Personal Protective Equipment (PPE), but according to the Centers for Disease Control and Prevention (CDC), gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks. Gloves are available at each worksite for situations when they may be needed.

### **Goggles/Face Shields**

Employees do not need to wear goggles or face shields as part of general activity on campus. Practicing good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. Goggles are available at each worksite for situations when they may be needed.

### **Testing of Symptomatic Employees**

The College makes COVID-19 testing available at no cost, during paid time to all individuals:

- Who had close contact in the workplace
- During outbreaks and major outbreaks

Employees who are experiencing symptoms consistent with COVID-19 are asked to isolate and test for COVID-19.

## **STAFFING OPTIONS DURING HIGH TRANSMISSION**

LCAD may adjust employee presence on campus to ensure appropriate social distancing and safety measures based on COVID-19 case transmission in our area.

LCAD will assess campus occupancy based on critical operations, ability to control and manage specific work environments, and necessity to access on-site resources in adherence to safety measures. These decisions, once approved, will be communicated through your respective supervisor.

The College will continue to monitor and assess the potential spread of the virus, and adjust policies and practices as needed. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented.

During times of high virus transmission, there are several options that departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.



**Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities may continue to be able to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements must be approved by the immediate supervisor and can be done on a full or partial day/week schedule as appropriate.

**Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments may be required to schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

## **WORKING ON CAMPUS – DAILY SYMPTOM MONITORING**

To work on campus, an individual must be free of symptoms related to COVID-19. Each time an individual comes to campus for work, they are acknowledging that they are not experiencing symptoms consistent with COVID-19.

At this time, these symptoms include one or more of the following:

- 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

If the individual starts to feel COVID-19 symptoms at work, they must go home and follow isolation procedures. Individuals must notify their manager and [COVID@lcad.edu](mailto:COVID@lcad.edu) immediately. Individuals are not to return to work until they have been assessed and cleared by the Office of Human Resources. If the individual does not feel well enough to drive home, the College will help make arrangements with an emergency contact.

According to the Centers for Disease Control and Prevention (CDC), individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease

- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Please seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on the Centers for Disease Control and Prevention ([CDC's webpage](#)). For emergency services call 9-1-1.

Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, or are pregnant and wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact [COVID@lcad.edu](mailto:COVID@lcad.edu)

## COVID-19 CASES IN THE WORKPLACE

If an employee is confirmed to have COVID-19 in the workplace, LCAD will follow Cal/OSHA Non-Emergency Standards. This includes closing off areas visited by the COVID-19 case, opening outside windows and doors, and using ventilating fans to increase air circulation in the area. Cleaning staff will clean and disinfect all areas such as: offices, classrooms, bathrooms, common areas, and shared electronic equipment (tablets, touch screens, keyboards, remote controls, etc.) used by the COVID-19 case, focusing specifically on surfaces that are touched frequently.

Additionally, LCAD will perform a thorough, rapid, and effective investigation through a process called contact tracing. All employees are expected to comply with the contact tracing process. The contact tracing process helps the College find ways to reduce or prevent the transmission of COVID-19.

Employees who are identified as a close contact of the COVID-19 case will be informed of their exposure. This will be done within one business day of notification received from the confirmed case. The College will maintain confidentiality as required by the Americans with Disabilities Act (ADA). Notice of the confirmed COVID-19 case will be provided to employees, authorized representatives, independent contractors, and others who were present during the exposure period. This will also be done within one business day of notification received from the confirmed case.

Upon learning of a COVID-19 case in the workplace, the College will take measures to prevent and reduce the risk of transmission of COVID-19. COVID-19 cases will be sent home to self-isolate in accordance with Cal/OSHA and California Department of Public Health guidelines. COVID-19 cases will also be instructed to contact [COVID@lcad.edu](mailto:COVID@lcad.edu) and their medical provider, if applicable, for further instructions.

### Investigating and Responding to COVID-19 Cases

The College has developed effective procedures 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 **Appendix C: Investigating COVID-19 Cases – Positive Case** form.

The College also ensures:

- Individuals that had a close contact are offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in **Exclusion of COVID-19 Cases and Employees Who Had a Close Contact**, is provided to these individuals.
- Written notice is provided within one business day of notification of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all individuals (and their authorized representative), independent contractors and others on the premises at the same worksite as the COVID-19 case during the high-risk exposure period.
- The College defines close contacts, infectious periods and worksite definitions based on Cal/OSHA and California Department of Public Health definitions.

### **System for Communicating**

The College works to ensure there is effective two-way communication with employees, in a form that can be readily understood, including the following information:

- How to report COVID-19 symptoms, possible close contacts and hazard.
- Confirmation that individuals can report symptoms, possible close contacts and hazards without fear of reprisal.
- How individuals with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.
- How to access COVID-19 testing when testing is required.
- The COVID-19 hazards individuals (including other employers and individuals in contact with the College) may be exposed to, what is being done to control those hazards, and the College's COVID-19 policies and procedures.
- Confirmation that LCAD respects the right to privacy of any employee who has an infectious disease. All employee records or information regarding infectious diseases shall be kept confidential and maintained in a secure area within the Office of Human Resources, apart from the employee's file. The individual's medical condition will be disclosed only to the extent necessary to minimize the health risks to coworkers, individuals, and others. All COVID-19 testing or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of individuals.

### **Exclusion of COVID-19 Cases and Employees Who Had a Close Contact**

When there is a COVID-19 case or close contact on campus, the College limits transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.

## Reporting, Recordkeeping, and Access

It is the College's policy to:

- Report information about COVID-19 cases and outbreaks in the workplace to the local health department as required by law, and provide any related information requested.
- Maintain records of the steps taken to implement the College's written COVID-19 Prevention Program.
- Make the College's written COVID-19 Prevention Program and Policies available to individuals, authorized individual representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases – Positive Case** form to keep a record of and track all COVID-19 cases.

## Return-to-Work Criteria

COVID-19 cases may return if:

- 24 hours have passed with no fever, without the use of fever-reducing medications, AND
- Symptoms are mild and improving

For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

COVID cases who return to work must wear a face covering indoors for 10 days from the start of symptoms or, if the person did not have COVID-19 symptoms, 10 days from the date of their first positive COVID-19 test.

If you have severe symptoms or are at high risk of serious disease or have questions concerning care, you should contact a health care provider for available treatments. A list of conditions that increase people's risk for severe COVID-19 disease can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

If an order to isolate, quarantine, or exclude an individual is issued by a local or state health official, the individual will not return to work until the period of isolation or quarantine is completed or the order is lifted.

## TRAINING AND INSTRUCTION

The College provides training and instruction on COVID-19 prevention when:

- This COVID-19 Prevention Plan was first established
- New employees are hired
- Employees are given a new job assignment involving COVID-19 hazards and they have not been previously trained
- New COVID-19 hazards are introduced
- There are new or previously unrecognized COVID-19 hazards

- Supervisors need to familiarize themselves with COVID-19 hazards to which employees under their immediate direction and control may be exposed

Training includes the following topics:

- COVID-19 Overview:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks, vocalizes, sneezes, coughs, or exhales;
  - Although less common, 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the individual has COVID-19 symptoms.
- How to prevent COVID-19 from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Scenarios of when to test for COVID-19.
- Information on COVID-19 vaccines and their safety.
- The importance of getting the COVID-19 vaccination and booster.
- When to seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage (<https://www.cdc.gov/>).
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when individuals cannot get to a sink or handwashing station, per CDC guidelines).
- Proper use of face coverings, including:
  - Face coverings that do not protect the wearer and are not personal protective equipment (PPE).
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Individuals should wash or sanitize hands before and after using or adjusting face coverings.
  - Avoid touching the eyes, nose, and mouth.

COVID-19 Training records are located in the Safe Colleges Learning Management System.

## **MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS**

Outbreak is defined as three or more COVID-19 cases among employees in an "exposed group" within a 7-day period.

### **COVID-19 Testing**

COVID-19 testing is provided at no cost to all individuals, during paid time, in an exposed group except for:

- Individuals who were not present during the relevant 14-day period.
- Returned cases who did not develop COVID-19 symptoms after returning to work pursuant to our return-to-work criteria.

COVID-19 testing consists of the following:

- All individuals in an exposed group are immediately tested, regardless of their vaccination status, during employees' paid time.
- Additional testing will be made available on a weekly basis to all employees in the exposed group who remain at the workplace. More frequent testing will be made available if recommended by the local health department until there are no new COVID-19 cases detected in the workplace for a 14-day period.
- Additional testing will be made available when deemed necessary by Cal/OSHA or if recommended by the local health department.
- This will remain in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

LCAD will continue to comply with the applicable elements of the COVID-19 Prevention Plan (CPP), as well as the following:

1. Individuals in the exposed group must wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in the COVID-19 Prevention Plan (CPP) apply).
2. Notice is provided to individuals in the exposed group of their right to request a respirator for voluntary use.

### **COVID-19 Investigation, Review, and Hazard Correction**

A review of potentially relevant COVID-19 policies, procedures, and controls will be done immediately. Changes will be implemented as needed to prevent further spread of COVID-19.

The investigation and review are documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Leave policies and practices and whether individuals are discouraged from remaining home when sick
  - COVID-19 testing policies
  - Insufficient supply of outdoor air to indoor workplaces
  - Insufficient air filtration
  - Insufficient physical distancing
- Updating the review:
  - Every thirty days that the outbreak continues

- In response to new information or to new or previously unrecognized COVID-19 hazards
- When otherwise necessary
- When implementing changes to reduce the transmission of COVID-19 based on the investigation and review, The College considers:
  - 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

#### **Buildings or Structures with Mechanical Ventilation**

Recirculated air is filtered with Minimum Efficiency Reporting Value (MERV) filters with the highest compatible filtering efficiency. All dampers have been adjusted for maximum flow and maximum incorporation of outside air.

## **MAJOR COVID-19 OUTBREAKS**

This applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period.

In the event of a major COVID-19 outbreak, COVID-19 testing, regardless of vaccination status, is made available to all individuals in the exposed group twice a week, or more frequently if recommended by the local health department. The twice a week testing requirement ends when there are fewer than 3 new COVID-19 cases in the exposed group for a 14-day period. Once achieved, testing will be done weekly until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.

In addition to complying with LCAD's COVID-19 Prevention Plan (CPP) and the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, the College also:

- Provides individuals in the exposed group with respirators for voluntary use and determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards.
- Separates by six feet (except where six feet of separation is not feasible and there is momentary exposure while persons are in movement) any individuals in the exposed group who are not wearing respirators required by LCAD. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Evaluates whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Reports the outbreak to Cal/OSHA and implements any other control measures deemed necessary by Cal/OSHA.

## **COVID-19 PREVENTION IN EMPLOYER-PROVIDED HOUSING**

### **Assignment of Housing Units**

To the extent feasible:

- Employee housing will be assigned to cohorts that travel and work together, separate from other workers.
- Residents who usually maintain a household together will be housed in a single housing unit without other persons.

### **Ventilation**

The College ensures maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

### **Face Coverings**

The College provides face coverings to all residents and provides information to residents on when they should be used in accordance with state or local health officer orders or guidance.

### **Cleaning and Disinfection**

The College ensures that:

- Housing units, kitchens, bathrooms, and indoor common areas are cleaned and disinfected after a COVID-19 case was present.
- Cleaning and disinfecting are done in a manner that protects the privacy of residents.
- Residents are instructed to not share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.

### **Screening**

The College encourages residents to report COVID-19 symptoms to [COVID@lcad.edu](mailto:COVID@lcad.edu) and to the Office of Student Affairs.

### **COVID-19 Testing**

The College establishes, implements, maintains and communicates effective policies and procedures for COVID-19 testing to residents who had a close contact. All residents will be tested should there be three or more COVID-19 cases in 14 days. Residents will be supplied with testing information.

### **COVID-19 Cases and Close Contacts**

The College:

- Effectively quarantines residents who have had a close contact from all other residents. Effective quarantine includes providing residents who had a close contact with a private bathroom and sleeping area.
- Effectively isolates COVID-19 cases from all residents who are not COVID-19 cases. Effective isolation includes housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19-case residents.
- Keeps any confidential personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our COVID-19 Prevention Plan (CPP)



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

- Ends isolation in accordance with the COVID-19 Prevention Plan (CPP) **Exclusion of COVID-19 Cases and Employees Who Had a Close Contact** and **Return to Work Criteria**, and any applicable local or state health officer orders.

## **COVID-19 PREVENTION IN EMPLOYER-PROVIDED TRANSPORTATION**

This addendum does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- To individuals with occupational exposure as defined by section 5199 (Aerosol Transmissible Diseases) under the Department of Industrial Relations.
- To public transportation.

### **Face Coverings and Respirators**

The College ensures that:

- Face covering requirements of the COVID-19 Prevention Plan (CPP) are followed for individuals waiting for transportation, if applicable.
- CDPH and local health department recommendations regarding face coverings are reviewed and implemented as needed to effectively eliminate or minimize transmissions in vehicles.
- Training is provided in our policies and on CDPH and local health department recommendations regarding face covers.
- All individuals are provided with a face covering upon request, which must be worn, if required.
- Upon request, the College provides respirators for voluntary use to individuals in the vehicle.

### **Screening**

The College develops, implements, and maintains effective procedures for screening, relying on drivers and passengers to self-regulate/identify COVID-19 symptoms before boarding shared transportation. Those experiencing symptoms should notify [COVID@lcad.edu](mailto:COVID@lcad.edu) and not board shared transportation.

### **Cleaning and Disinfecting**

The College ensures that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the infectious period.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt

buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the infectious period.

- The vendor provides sanitizing materials, training on how to use them properly, and ensures they are kept in adequate supply.

### **Ventilation**

The College ensures that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to individuals.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to individuals.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

### **Hand Hygiene**

The College ensures the transportation vendor provides hand sanitizer in each vehicle and ensures that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

## **VISITORS, VOLUNTEERS, AND VENDORS**

The College is committed to providing a safe and healthy environment for all members of our community. The College also requires all visitors to the LCAD campus and guests such as Trustees, other volunteers, family and friends of students, vendors, shuttle drivers, guest lecturers, and other community members to comply with LCAD's COVID-19 Prevention Plan + Policies.

All visitors are required to complete a health assessment form when arriving on campus.

## **POLICY VIOLATIONS**

Violations of any policies described in this guide should be reported to [COVID@lcad.edu](mailto:COVID@lcad.edu) and your manager. The Office of Human Resources and manager will consult to determine an appropriate course of action. Reports of policy violations may be made without fear of reprisal.

## **MENTAL AND EMOTIONAL WELL-BEING**

**Employee Assistance Program:** Through the Employee Assistance Program, individuals can receive emotional support during this stressful period with access to experienced professional counselors who will confidentially consult with you over the telephone and direct you to the solutions and resources you need. You may also receive referrals to support groups, community resources, a network counselor, or your health plan. These services are available for covered individuals, their dependents, including children up to age 26, and all household members. Please contact LCAD's Employee Assistance Program through Standard by calling 888-293-6948.



## HEALTHCARE RESOURCES

### Local Health Services:

Mission Hospital  
31872 Coast Highway  
Laguna Beach, CA 92651  
949-499-1311

Saddleback Memorial Medical Center  
24451 Health Center Drive  
Laguna Hills, CA 92653  
949-837-4500

Laguna Beach Clinic  
362 3<sup>rd</sup> St  
Laguna Beach, CA 92651  
949-494-0761  
<https://lbclinic.org/>

Concentra Urgent Care  
COVID Testing  
22741 Lambert Street, Suite 1608  
Lake Forest, CA 92630  
949-581-3011

Surfside Urgent Care of Laguna Beach  
32341 Coast Hwy  
Laguna Beach, CA 92651  
[\(949\) 715-7278](tel:9497157278)  
lagunabeachuc.com

## IMPORTANT CONTACTS

Office of Human Resources

[HR@lcad.edu](mailto:HR@lcad.edu)

[COVID@lcad.edu](mailto:COVID@lcad.edu)

Facilities

[maintenance@lcad.edu](mailto:maintenance@lcad.edu)

Safety and Security

Jim Wooley

[jwooley@lcad.edu](mailto:jwooley@lcad.edu)

This guide was created, with permission, using the Duke University *Guide for Returning to the Workplace*.  
Retrieved from <https://coronavirus.duke.edu/2020/05/guide-to-return-to-the-workplace/>

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether individuals are performing an assigned work task or not. For example: meetings, trainings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, individuals of other entities, members of the public, customers or clients, and independent contractors. The College will consider how individuals and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

**Person conducting the evaluation:**

**Date:**

**Name(s) of and authorized representative that participated:**

Interaction, area, activity, work task, process, equipment and material that potentially exposes individuals to COVID-19 hazards	Date	Places and Times	Potential for COVID-19 exposures and individuals affected, including members of the public and individuals of other employers	Existing and/or additional COVID-19 prevention controls

## Appendix B: COVID-19 Inspections

Additional information is available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify the form accordingly.

**Date:**

**Name of person conducting the inspection:**

**Work location evaluated:**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration*			
Administrative			
Surface cleaning and disinfection (Frequency and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Respiratory protection			
<p>*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. The College maximizes the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to individuals, for instance from excessive heat or cold.</p>			



## Appendix C: Investigating COVID-19 Cases – Positive Case

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any individual required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

<b>Date of Investigation</b>	
<b>Name of Person Conducting Investigation</b>	
<b>Name of COVID-19 Case</b>	
<b>Employee or Student</b>	
<b>Phone Number of Case</b>	
<b>Occupation of Case</b>	
<b>Date symptoms began</b>	
<b>Date of positive test or diagnosis</b>	
<b>Locations where COVID-19 case was present in the workplace during infectious period (24 hours from the day of symptom onset)</b>	
<b>What activities was positive case performing during infectious period</b>	
<b>Date and time COVID-19 case was last present and excluded from workplace</b>	
<b>Names of those who were sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period during an infected person's infectious period (Close Contacts):</b>	
<b>Do you suspect you contracted COVID-19 at your place of work or school?</b>	
<b>Who do you believe you contracted COVID-19 from? Why do you believe you contracted COVID-19 from that individual?</b>	
<b>What were the workplace conditions that could have contributed to the risk of COVID-</b>	



## Appendix D: Form for Voluntary Respirator Use

Some individuals or affiliates may choose to use filtering facepiece respirators, also referred to as N95 or N99 disposable dust masks, on a voluntary basis during activities that involve exposures to low-level, non-hazardous nuisance dust or other similar particulate. The following information is copied from the OSHA Respiratory Protection Standard and pertains to the voluntary use of respirators. After reading the information below, please complete the section at the end of this form.

### **Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

#### **You should do the following:**

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators' limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

The filtering facepiece respirator you have elected to use is approved, when fitted properly, for use against nuisance non-hazardous particulate (e.g., fiberglass, sheet rock dust, sawdust, dirt, pollen, animal dander). It will not provide protection from any chemical vapors such as those associated with spray paints or solvents. It is not intended for use during work that may involve exposure to airborne asbestos fibers, silica dust, or lead dust. Work you perform that may involve airborne asbestos fibers, silica dust, or lead dust should be reviewed by the Director of Facilities before the project proceeds. If you have questions concerning any of this information, please contact the Office of Human Resources at [HR@lcad.edu](mailto:HR@lcad.edu).

#### **Please complete the section below:**

**Name (print):** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Manager:** \_\_\_\_\_

**Location of Use:** \_\_\_\_\_

**Reason for using dust mask (describe nature of work, specific location, and type of dust):**

\_\_\_\_\_  
\_\_\_\_\_

**I have read and understood the information provided above:**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_