



COVID-19 PREVENTION AND EXPOSURE MANAGEMENT PLAN (Employees and Students)

This COVID-19 Prevention and Exposure Management Plan is intended to provide an outline of the District's safety protocols and response to COVID-19 cases on campus. Additional work-related rules are set forth in the memorandum of understanding with CSEA, the Faculty Association, the Adjunct Federation, and protocols adopted applicable to management, supervisors and confidential employees. Where Cal/OSHA rules or requirements issued by the County of Los Angeles Department of Public Health are more specific, it is the intent of the District to comply with applicable Cal/OSHA regulations and guidelines and requirements established for colleges by the Los Angeles County Department of Public Health. The District may modify this plan in response to new or modified state or county regulations/protocols.

The following applies to all employees, students and visitors.

I. Definitions

- A. COVID-19 Case: Means an employee or student who has a positive COVID-19 test; or has a positive COVID-19-related diagnosis from a licensed healthcare provider; or has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- B. Close Contact: An employee or student is considered to have been exposed (close contact) to a COVID-19 case during the infectious period if they shared the same indoor airspace in any District building with the COVID-19 case (infected person) for 15 minutes or more over a 24-hour period. Outdoor exposure to a COVID-19 case is not considered a close contact.
- C. COVID-19 Symptoms: Means a fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- D. Face Covering (Mask): Means a surgical mask, a medical procedure mask, a respirator (N-95 or KN-95) worn voluntarily, or a tightly woven fabric or non-woven material of at least two (2) 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 of fabric.
- E. Infectious Period: Means the following time period, unless otherwise defined by the California Department of Public Health (CDPH) regulation or order, in which case the CDPH definition shall apply.



- i. *Symptomatic COVID-19 Cases*: Are considered infectious from two (2) days before they first develop symptoms until ten (10) days have passed, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
 - ii. *Asymptomatic COVID-19 Cases*: Are considered infectious from two (2) days before until ten (10) days after the day of their first positive COVID-19 test.
- F. *Vaccination Status*: The following definitions are provided by the County of Los Angeles Department of Public Health:
- i: *Fully Vaccinated*: An employee or student is considered fully vaccinated against COVID-19 two (2) weeks after completing the primary series for a vaccine. This means two (2) weeks after receiving a Johnson & Johnson one (1) dose vaccine or the second dose of a Pfizer or Moderna two (2) dose vaccine series or completion of the vaccine series for any COVID-19 vaccine that has been provided at least emergency use authorization by the World Health Organization.

II. Vaccination Requirement - Employees and Students

- A. *Employees*: By November 1, 2021, all employees, including volunteers and student employees, must provide proof of COVID-19 vaccination (as defined above) or undergo regular COVID-19 testing (see testing, Section III C below). Employees are required to provide written proof of vaccination by uploading the document by using the Citrus Mobile App.
- B. *Students*: By November 1, 2021, students enrolled in fall semester on-campus classes, must provide proof of COVID-19 vaccination (as defined above) or undergo regular COVID-19 testing (see testing, Section III C below). Students are required to provide written proof of vaccination by uploading the document by using the Citrus Mobil App.

By January 3, 2022, students enrolled in winter session or spring semester on-campus classes, must provide proof of COVID-19 vaccination (as defined above) or undergo regular COVID-19 testing (see testing, Section III C below). Students are required to provide written proof of vaccination by uploading the document by using the Citrus Mobil App.

For the 2021-2022 academic year, employees working on-campus and students attending on-campus classes or activities, regardless of vaccination status, will be required to undergo weekly COVID-19 testing (see paragraph III B).

III. COVID-19 Safety Protocols - Employees, Students and Visitors



- A. Face Coverings (Masks): In compliance with the County of Los Angeles Department of Public Health Order of the Health Officer dated March 3, 2022, and as reflected in the Exposure Management Protocol for Institutes of Higher Education dated March 22, 2022, the District has determined that it is prudent to remove the mask wearing requirement for employees and students. Thus, effective April 11, 2022, employees and students may choose to wear or not wear a face covering (mask) while inside any District building.

Any employee or student determined to be a COVID-19 case or a close contact with a COVID-19 case, shall be required to wear a mask indoors in any District building for a period of ten (10) days.

In the event that the Los Angeles County Department of Public Health and/or the OSHB implements an indoor mask mandate, the District will direct that all employees, students and visitors wear a mask consistent with any new requirement.

- i. District Provided Face Covering: The District will provide employees and students with an appropriate face covering (mask). Employees, while not required, may request the District provide a N-95 or KN-95 mask.
- ii. Optional Wearing of Face Mask: The District encourages employees, students and visitors to wear a face covering (mask) while indoors at their election and no employee, student or visitor will be criticized or treated differently due to a decision to either wear or not wear a face covering (mask) while indoors or outdoors.
- B. Symptom Pre-Screening/QR Code Location Scanning:
- i. Employees: Before entering a work area or any District building/facility, employees are required to conduct a self-symptom check for COVID-19-related symptoms utilizing the “daily pre-screening” function on the Citrus Mobile App. If an employee receives a red pass, they must not enter any portion of the campus until cleared through the Health Center or by an appropriate manager. Employees are required to use the Citrus Mobile App to scan a QR code at each and every building they enter during the course of the workday.
- ii. Students: Before entering a classroom or any District building/facility, students are required to conduct a self-symptom check for COVID-19-related symptoms utilizing the “daily pre-screening” function on the Citrus Mobile App. If a student receives a red pass, they must not enter any portion of the campus until cleared through the Health Center or by an appropriate manager. Students are required to use the Citrus Mobile App to scan a QR code at each and every building they enter during the course of the day.



- C. *Required COVID-19 Testing: Employees and Students:* Employees and students are required to take a COVID-19 self-test (Antigen) once per week. For employees, the test kits, subject to availability, will be provided to the employee and will be self-administered. If the take home test kits are unavailable, employees are to go to the on-campus test site (Haugh Performing Arts Lobby) to receive their weekly test. The test must be taken and recorded through the Citrus Mobile App prior to reporting to work for the following week. Students will report to the COVID-19 testing location on-campus, and must be tested prior to their next class for the following week.
- D. *Enhanced Ventilation:* The District will increase air flow in buildings to maximum capacity and install appropriate ventilation filters. In addition, where deemed advisable, the District will install portable air filter/scrubbers.
- E. *Travel:* Employees and students who are unvaccinated and travel outside of California or outside of the United States, upon return from any such travel must self-quarantine for five (5) days, take a COVID-19 test 3-5 days upon return from travel and, regardless of vaccination status, self-monitor for COVID-19 related symptoms.

IV. *Exposure Response Procedures*

- A. *Compliance Task Force:* The District will have in place a COVID-19 Compliance Task Force (CTF) composed of the Chair of the COVID-19 Workgroup, the Vice President of Finance and Administrative Services, the Director of Campus Safety, and the College Nurse. This task force will have initial responsibility for monitoring this plan and all other COVID-19 safety protocols, and enforcing the exposure response.
- B. *Notice of COVID-19 Diagnosis:* In the event an employee or student has been diagnosed with COVID-19, or had a test confirming COVID-19, the employee or student should immediately inform the College Nurse and is not to report for work or on-campus classes until cleared to return. In the case of an employee, the College Nurse will notify the Director of Human Resources.
- C. *Contact Tracing:* In the event of a COVID-19 case present on campus or in any District building or facility, the District will take the following action.
 - i. Determine the day, time and specific location the COVID-19 case was last present on campus or in a District building or facility, the date of the positive COVID-19 test or diagnosis and the date the COVID-19 case first had one or more COVID-19 symptoms.
 - ii. Utilizing the symptom checking app and other feasible contact tracing means,



determine which employees, students and visitors were in close contact with the COVID-19 case and contact each employee, student or known visitor. This contact may be by phone or email.

- D. Notice to COVID-19 Case: In addition to phone contact, an email notice will be sent to all employees or students identified as a COVID-19 case advising the person of the restrictions as to being present on campus and resources to assist the individual.
- E. Notice of Close Contact:
 - i. Employees and Students: Within one (1) business day of the day the District knew or should have known of a COVID-19 case, the District will send an email notice to any employee, student or known visitor who has been identified as a close contact.
 - ii. Campus Community and Employee Organizations: Within one (1) business day of the day the District knew or should have known of a COVID-19 case, the District will send an email notice to all faculty, staff and students providing information as to a COVID-19 case on campus including the date, time and location of the last time the COVID-19 case was present on campus.
- F. COVID-19 Case Exclusion from Campus: The following is intended to implement recent changes by the California Department of Public Health, Cal/OSHA and the County of Los Angeles Department of Public Health to the COVID-19 case isolation protocols. The quarantine period for close contacts as described below apply to employees and students regardless of vaccination status or previous COVID-19 infection.
 - i. Students and Employees (regardless of vaccination status): Employees and students who test positive or have been otherwise diagnosed as being infected with COVID-19 (COVID-19 case), must isolate and remain off campus for a period of at least five (5) days from the date symptoms began or from the date of a positive COVID-19 test, whichever is earlier. An employee or student may end their isolation and return to work or classes or other campus activities after five (5) days provided: 1) the employee or student receives a negative COVID-19 test on day five (5) of the isolation, 2) has been fever free (less than 100.4 degrees Fahrenheit) for at least twenty-four (24) hours and symptoms, if present, are improving.

In the event the COVID-19 case tests positive on day five (5) or still has a fever or symptoms are not improving, the employee or student must remain in isolation for a period a total of ten (10) from the date symptoms began or from the date of a positive COVID-19 test, whichever is earlier.

COVID-19 cases, regardless of the isolation period that is applicable, are



required to wear an appropriate face covering (mask) while indoors in any District building for a period of ten (10) days from the date symptoms began or from the date of a positive COVID-19 test, whichever is earlier.

- G. Close Contact Protocols: The following is intended to implement recent changes by the California Department of Public Health, Cal/OSHA and the County of Los Angeles Department of Public Health to the close contact protocols. The protocols below apply to employees and students regardless of vaccination status or previous COVID-19 infection.
 - i. Students and Employees (regardless of vaccination status): Close contacts do not need to stay away from work or on-campus classes/activities. Any employee or student who has received notice that they have been a close contact with a COVID-19 case must: 1) Take a COVID-19 test, available at the on-campus testing site, three to five (3-5) days from the date of exposure; 2) wear an appropriate face covering (mask) for a period of ten (10) days from the date of exposure; and 3) monitor for any COVID-19-related symptoms. If such symptoms appear, do not enter any District building until you receive a negative COVID-19 test. If you test positive for COVID-19, you must follow the protocols set forth in paragraph F above.
- H. Ordered Quarantine: In the event that an employee or student is ordered to isolate or quarantine by a local or state health official, the employee may not physically return to campus for the duration of the order.
- I. Supplemental COVID-19 Leave – Employees: An employee who is not permitted to be physically report to campus as set forth above, may use COVID-19 sick leave (80) hours as specified under an applicable memorandum of understanding or may be permitted to work remotely during the exclusion period.
- J. Additional Testing - Employees and Students: In addition to the required testing, for any employee or student who is a close contact with a COVID-19 case, the District will provide follow-up COVID-19 testing at no cost.
- K. Multiple COVID-19 Cases on Campus:
 - i. Two (2) cases of an infected person within fourteen (14) days: In addition to the steps set forth above, the CTF will determine if there is an epidemiological link between the two (2) infectious persons. In the event that an epidemiological connection is determined, the CTF will notify the County of Los Angeles Department of Public Health and implement any further action as may be recommended by the Department of Public Health.



- ii. Three (3) or more cases of an infectious person within fourteen (14) days: In addition to the steps referenced above, in the event of an epidemiological link between the cases, the District will seek further direction from the Los Angeles County Department of Public Health, and may need to take steps to close the campus to employees and students.