



# **PALO VERDE COLLEGE**

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## **COVID-19 Safety Plan**

**of the**

**Palo Verde Community College District**

**March, 2022**

### **Palo Verde College**

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## **Palo Verde Community College District**

This COVID-19 Safety Plan was created for the purpose of safely reopening the campus to the public.

Committee Members who were instrumental in the creation of this document are:

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This document will be updated on a continuous basis as guidelines by Federal, State and Local health officials change or are updated.

## 1. Overview and Guidance

The Palo Verde Community College District (“PVCCD” or “District”) is authorized to be back in session in full-time, in-person instruction on June 15, 2021. As of June 15, California retired its Blueprint for a Safer Economy and is now fully open. The District is required to continue to ensure that faculty, staff, and students are afforded a safe environment. This would include the obligation to take reasonable steps to implement and enforce health and safety policies, procedures, and protocols that are consistent with the guidance issued by federal, state, and local health officials in June 2021.

On June 17, 2021, the Standards Board of the California Occupational Safety and Health Agency (“Cal/OSHA”) voted to accept revisions to the Emergency Temporary Standards (“[Cal/OSHA Standards](#)”) updating Cal/OSHA's guidance on COVID-19 prevention requirements. These standards were made effective immediately by Governor Newsom’s Executive Order issued that same day. The District has developed this COVID-19 Safety Plan pursuant to California Department of Public Health (“CDPH”) and California Department of Industrial Relations, Division of Occupational Safety and Health (“Cal/OSHA”) Industry Guidance for Institutions of Higher Education, which were last updated on November 30, 2020. The Plan was prepared based on information and guidance currently available from the United States Centers for Disease Control and Prevention (“CDC”), the CDPH, and the Riverside University Health System Public Health, Disease Control Branch (“Riverside County Public Health Department” or “RUHS-PH”) and the San Bernardino County Department of Public Health (collectively “local public health officials”). The plan was subsequently updated to incorporate requirements aligned with the emergency regulations adopted by Cal/OSHA, effective December 1, 2020, and serves as the District’s COVID-19 Prevention Plan.

In accordance with the CDPH and Cal/OSHA guidance, the District has engaged with stakeholders including students, staff, labor organizations, and the community regarding the development and implementation of this Plan. Additionally, as knowledge and guidance regarding COVID-19 continues to evolve, the District will continue to monitor state and local public health orders and guidance from federal, state, and local public health and safety agencies to determine whether plan revisions are required.

The District is taking every precaution to ensure its campus and workplaces are safe. The District is and will continue to follow all federal, state, and county health and safety guidelines. The District has implemented practices for disinfection and social distancing, among others, and will continue to modify these practices as the situation changes. To preserve the health and safety of our campus community and the District workplace, this COVID-19 Safety Plan has been implemented and will be updated.

The purpose of this Plan is to control exposures to the SARS-CoV-2 virus that may occur on District-controlled locations. The District will continually monitor practices to ensure compliance with federal, state, and local health officials’ guidance. In preparation for the return of limited in-person classes, the District will remain committed to these practices, and will continue to assess safety precautions and implement additional measures to reduce the spread of COVID-19 in our community. It is critical that faculty, staff, and students assume personal responsibility in ensuring that the District maintains a safe environment at all the District’s physical locations.

As we learn more about the COVID-19 virus, these guidelines and restrictions will be re-evaluated in consultation with County Health Officers. Any changes will be listed on the Palo

Verde College COVID-19 Health and Safety website. (<http://www.paloverde.edu/safety/health-safety.aspx>.)

## Stay Home or Self-Isolate When Appropriate

To protect all Californians, it is important to control the spread of COVID-19 in our homes, workplaces, and communities. In order to detect infections early and limit transmission of the disease, public health officials across the state have undertaken a multi-pronged approach, which includes encouraging vaccination and boosters, offering testing, promoting public health practices like mask wearing, conducting case investigation and contact tracing in prioritized settings, and supporting isolation and quarantine of those infected with or exposed to COVID-19. Information reinforcing this action is posted throughout all District campuses, and sites, online and shared through regular communications with students and employees. The information provided regarding self-isolation is based on the guidance from the CDC, CDC Self-Isolate or Stay Home Order. Rapid Antigen Testing is available to all employees and students by calling the Human Resources department at 760.921.5539.

| Persons Who Test Positive for COVID-19 (Isolation)   | Recommended Action   |
|--|--|
| <p>Everyone, regardless of vaccination status, previous infection or lack of symptoms.</p>   | <ul style="list-style-type: none"> <li>• <b>Stay home</b> (PDF) for at least 5 days.</li> <li>• Isolation can end after day 5 if symptoms are not present or are resolving <b>and</b> a diagnostic specimen* collected on day 5 or later tests negative.</li> <li>• If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.</li> <li>• If fever is present, isolation should be continued until fever resolves.</li> <li>• If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10.</li> <li>• Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see Section below on masking for additional information)</li> </ul> <p>*Antigen test preferred.</p> |
| Persons Who are Exposed to Someone with COVID-19 (Quarantine)  | Recommended Action   |
| <ul style="list-style-type: none"> <li>• Unvaccinated; OR</li> <li>• Vaccinated and booster-eligible but have <b>not</b> yet received their booster dose.**</li> </ul> <p>(Refer to <a href="#">CDC COVID-19 Booster Shots</a> to determine who is booster eligible)</p> | <ul style="list-style-type: none"> <li>• <b>Stay home</b> (PDF) for at least 5 days, after your last contact with a person who has COVID-19.</li> <li>• Test on day 5.</li> <li>• Quarantine can end after day 5 if symptoms are not present <b>and</b> a diagnostic specimen collected on day 5 or later tests negative.</li> <li>• If unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10.</li> <li>• Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see Section below on masking for additional information).</li> <li>• Strongly encouraged to get vaccinated or boosted.</li> <li>• If testing positive, follow isolation recommendations above.</li> <li>• If symptoms develop, test and stay home.</li> </ul>              |

| Persons Who are Exposed to Someone with COVID-19 (No Quarantine)   | Recommended Action  |
|--|---|
| <ul style="list-style-type: none"> <li>• Boosted; OR</li> <li>• Vaccinated, but not yet booster-eligible.</li> </ul> <p>(Refer to <a href="#">CDC COVID-19 Booster Shots</a> to determine who is booster-eligible)</p> | <ul style="list-style-type: none"> <li>• Test on day 5.</li> <li>• Wear a well-fitting mask around others for 10 days, especially in indoor settings (see Section below on masking for additional information)</li> <li>• If testing positive, follow isolation recommendations above.</li> <li>• If symptoms develop, test and stay home.</li> </ul> |

Current District protocols ensure confidentiality and require that instructors and employee supervisors make accommodations, without reprisals, to ensure that the individual can continue with course work, or their employment responsibilities.

Students who need to self-quarantine are directed to immediately report this information to... Irma Gonzalez, Associate Dean of Counseling 760-921-5552 or Cecy Garcia Associate Vice President of Human Recourses 760-921-5478. The District will notify the appropriate Faculty, who will work with students on an individual basis regarding make-up work consistent with the policies in their syllabi. Faculty are aware of the emergency and extenuating circumstances and work to support students during this challenging time. Administrative Procedures 4230 – 4232, Grading Symbols, outlines grading options including Incomplete and Excused Withdrawal.

### Return to Campus Requirements

Members of the campus community, including students and employees, who report COVID-19 COVID Positive results shall remain off District-controlled locations until at least 5 days have passed since symptoms first appeared. For District personnel, employees, and students will not return to campus on-site until **all** the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 5 days have passed since COVID-19 symptoms first appeared.

A negative COVID-19 test will not be required for an employee or student to return to campus. However, if an order to isolate or quarantine an employee or student is issued by a local or state health official, the employee or student will not return to campus until the period of isolation or quarantine is completed or the order is lifted. If no specific period is detailed in the order, then for the purposes of return-to-campus criteria the period will be a minimum of five (5) days from the time the order to isolate was effective.

## Face Coverings

In accordance with CDPH guidance, and state and local guidelines individuals in California are not required to wear face coverings if they are fully vaccinated, unless there is a masking order in place by state, county, or local government. However, all unvaccinated Californians are required to wear face coverings when they are in the following situations:

- Inside of, or when standing in line to enter, an indoor public space.
- Engaged in work, whether at the workplace or performing work offsite, when:
  - Interacting in-person with any member of the public;
  - Working in any space visited by members of the public;
  - Working in any space where food is prepared or packaged;
  - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities; and
  - In any room or enclosed area where other people are present when unable to physically distance.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from others is not feasible.

### Related Materials:

- [Face Coverings Fact Sheet \(PDF\)](#)
- [Face Coverings Q&A](#)
- [Masks for Kids Tips and Resources](#)
- [Face Covering Guidance](#)
- [Face Shields Q&A \(PDF\)](#)
- [More Home & Community Guidance](#)
- [All Guidance](#)
- [More Languages](#)

# Upgrade Your Mask

Consider Fit, Filtration and Comfort

**GOOD**



**Surgical  
Mask**

**BETTER**



**KF94/KN95  
Surgical+ Cloth**

**BEST**



**N95**

**FAIR**



**Cloth Mask**

One that fits well and has at least 3 layers. A cloth mask is better than no mask.



Wearing a mask is essential during the COVID-19 pandemic. It will help prevent both you and others from getting COVID-19. This is more important than ever with new, more easily transmitted variants of COVID-19 on the rise.

CDPH maintains updated [Guidance on the Use of Face Coverings](#) in California and provides [Tips and Resources on Masks for Kids](#).





*Poor Fitting Face Covering*

An effective mask has both **good fit** and **good filtration**. A well fitted mask has no gaps between the face and mask, such as above the nose or at the sides. With gaps, air that has virus particles can easily leak in or out around the sides of the mask. Good fit forces the air that you breathe out and breathe in to go through the mask and be filtered. Good filtration blocks the virus particles from going through the mask itself. You can get good filtration with the right materials and by using more layers.

Good fit and filtration improve protection for others if you are infected and protection for you if you are exposed to an infected person.

Double masking is an effective way to improve fit and filtration. A close-fitting cloth mask can be worn on top of a surgical/disposable mask to improve the seal of the mask to the face. Layering more than two masks is not recommended as this could be difficult to breathe through. Also, it is not recommended to wear two medical masks, or to wear a medical mask on top of a KN95, KF94, or N95. Double masking may be appropriate where improved fit and filtration are especially important, and some situations where this may be considered are listed below.

Regardless of the mask type, it is only effective if it is worn over your mouth and nose.

#### When Wearing an Effective Mask is Especially Important

Some situations require a higher level of protection (improved fit and/or improved filtration):

- In indoor settings with unvaccinated persons or with persons whose vaccination status is unknown.
- In indoor settings with poor ventilation.
- In close quarters with other people where social distancing is not possible (examples: riding a crowded bus, waiting in line at a crowded airport terminal).

- In any public place for people who are older or with medical conditions that put them at higher risk of severe COVID illness.

Even when you're at home, there are times when a higher level of protection is important, such as when:

- Providing care for family members who are sick with or may have been exposed to someone with COVID-19.
- Living in a household with someone who is suspected of having or has COVID-19.
- Someone from outside your household comes into your home who may be unvaccinated (example: friend, relative, repair person).
- You work outside the home and live with someone who is older or with a medical condition that puts them at higher risk of severe COVID illness.

As noted in the [CDC's Frequently Asked Questions about COVID-19 Vaccination](#), it is important to continue to wear a mask even after receiving the COVID-19 vaccine to protect yourself and others in some situations. It's important for everyone to continue using all the tools available to help stop this pandemic as we learn more about how COVID-19 vaccines work against evolving variants.

### Choosing your Mask

Know which Masks Provide the Best Protection Against COVID-19:

| Most Effective   | More Effective  | Effective   | Least Effective   |
|--|---|---|---|
| <ul style="list-style-type: none"> <li>• <a href="#">N95</a> (also best for wildfire smoke)</li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">KF94</a></li> <li>• <a href="#">KN95</a></li> <li>• Double Mask</li> <li>• Fitted Surgical Mask</li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Surgical Mask</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Fabric mask</a> with three or more cloth layers</li> </ul> |

No matter what kind of mask you wear, check the fit and eliminate gaps above the nose or on the sides. Gaps will significantly reduce the effectiveness of any mask.

### N95 Respirators

When they fit well, N95 respirators are highly effective in preventing the spread of COVID-19. Counterfeit N95s can be avoided by making sure they are NIOSH approved and have the required labeling (PDF) printed directly on the respirator.

Choose a size and model that fits your face and has no gaps. Test it by doing a seal check (PDF) to make sure it fits. N95 respirators are currently available online and in hardware and safety supply stores and are no longer being reserved for healthcare settings. As the availability of respirators increases, individuals may choose to wear them instead of other options, particularly in settings, such as those described above, where greater protection is needed.

If you wear an N95 respirator, you should **not** wear an additional face covering over or under the respirator, as it can interfere with the seal to the face.

### KN95 and KF94 Respirators

KN95s and KF94s are international respirators that are designed to provide good filtration. However, testing of KN95s has shown that some models are not effective. For example, the National Institute for Occupational Safety and Health (NIOSH) has found that more than half of KN95s tested did not filter particles as well as the manufacturers claimed. If you do choose to use a KN95, we recommend finding a KN95 that has been tested by NIOSH and has a minimum "filtration efficiency" of 95% or higher. Additionally, almost all KN95s and KF94s have ear loops. Respirators with ear loops often provide a worse fit than respirators with head straps (such as N95s), depending on head size and ear loop design.

KN95 and KF94s are both available in "child" or "extra-small" sizes, making them a good option for children.

### Medical Masks (also called Surgical Masks or Disposable Face Masks)



Medical masks include various types of loose-fitting disposable masks. The fit of a medical mask can be improved with a simple modification or by using a mask brace (fitted). Look for the following when buying medical masks:

- Masks with three layers of non-woven material.
- An adjustable nose bridge.
- Surgical masks with ties may provide a closer fit than ear loops.
- Passed ASTM F2100; ASTM F2100 level 2 for higher filtration efficiency (American Society for Testing and Materials).

## Cloth Masks

Cloth masks can only work well if they are tight fitting and made of materials that filter out small particles. Good cloth masks have:

- Two layers of **tightly woven** cotton with a third layer of non-woven fabric. The third layer could be a mask filter insert, or a synthetic fabric such as polypropylene.
- Nose wires to reduce gaps from the nose.
- Adjustable ear loops or straps that go around the head to reduce gaps from the face.

Face coverings without these properties should not be used in higher risk situations if other options are available. Examples of less effective face coverings are two-layer cotton masks, bandanas, and gaiters.

The CDC provides a [list of commercially available face coverings](#) that meet minimum filtration and breathability requirements (ASTM F3502-21). If purchasing a mask that conforms with American Society for Testing and Materials standards, choose a mask rated as "Level 2" which will provide better filtration than a Level 1 mask. A Level 1 mask has a filtration efficiency of at least 20% while a Level 2 mask has a filtration efficiency of at least 50%. The optional leakage ratio test provides additional information on the likelihood the mask will fit to provide an adequate seal to the wearer's face. Higher leakage ratios indicate a better fit.

## Resources

- [CDC - Improve How Your Mask Protects You](#)
- [CDC - Improve the Fit and Filtration of Your Mask to Reduce the Spread of COVID-19](#)
- [CDC List of ASTM-3502-21 Conforming Face Coverings](#)
- [Video Instruction to Improve Medical Mask Fit](#)
- [CDC Study - Maximizing Fit for Cloth and Medical Procedure Masks to Improve Performance and Reduce SARS-CoV-2 Transmission and Exposure](#)
- [NIOSH Testing of International Respirators](#)
- [NIOSH-Approved Particulate Filtering Facepiece Respirators](#)
- [Required Labeling of NIOSH-Approved N95 Filtering Facepiece Respirators](#) (PDF)

How to Conduct a Seal Check of an N95 (PDF) The following individuals are exempt from wearing masks at all times:

- Persons younger than two years old. Very young children must not wear a mask because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines

The District will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when employees are performing services in District-controlled locations.

CDC guidance indicates that cloth face masks should:

- Include multiple layers of breathable fabric;
- Be worn over the nose and mouth and secured under the chin;
- Fit snugly against the side of the face without gaps;
- Be secured with ear loops or ties;
- Allow for breathing without restriction;
- Be laundered regularly with your regular laundry;
- Be removed carefully and hands washed after removal.

The District is committed to following all county and state public health guidance regarding the use of face coverings at all District facilities. A face covering should be worn by unvaccinated people when on any District property and while working in close proximity to other people or when in a vehicle with another person.

Masks are not required for fully vaccinated individuals (Unless a masking order is in place), except in the following settings where masks are required for everyone, regardless of vaccination status:

- On public transit
- Indoors in K-12 schools, childcare and other youth settings.
- Healthcare settings
- State and local correctional facilities and detention centers
- Homeless shelters, emergency shelters and cooling centers

The District recommends that staff and students provide their own face coverings and wear them on District campuses in accordance with CDPH guidance. The District will provide a mask for students and employees who forget a face covering for one class session or for any work period. If a student does not have a facial covering, the instructor should provide the student a mask and inform the student that they must wear one during the current class and all future class sessions in accordance with public health guidance and the District's Safety Plan. The District will require all unvaccinated students to wear a facial covering indoors. Discipline for students violating these regulations will be conducted in accordance with District Administrative Procedure 5520. The District will also provide students and employees with the appropriate personal protective equipment, to include PPE kits, face masks, N-95 masks, face shields and hand sanitizer as needed.

The District encourages staff, faculty, and students to use proper methods, means, and frequencies to care for their respective cloth face coverings. Face coverings should be washed after each work shift, and face coverings must cover the nose and mouth.

The District will provide masks and/or respiratory equipment as needed to all maintenance and operations staff as needed for conducting cleaning, disinfecting, and sanitizing assignments.

The District requires the proper use of cloth facial coverings with the following exceptions:

- Cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious or on anyone who is incapacitated or otherwise unable to remove the cover without assistance.
- Cloth face coverings should not be used for individuals under two years old.

In accordance with CDPH guidance regarding face coverings, if an individual is unable to wear a mask due to health issues or works in an area in which wearing a mask is not feasible, face shields with neck drapes are an acceptable alternative. In particular, individuals exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a nonrestrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Who is considered a fully vaccinated person?

For the purposes of this guidance, people are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen), or two weeks after receipt of another vaccine authorized by the World Health Organization (WHO).

Individuals currently in U.S. vaccine clinical trials are unvaccinated until the trial has concluded. For people who participated in a clinical trial of the U.S. based AstraZeneca or Novavax COVID-19 vaccines and have received the full series of the “active” vaccine, the participant can be considered fully vaccinated 2 weeks after they completed the vaccine series.

### **Hand Washing**

The District recommends and reinforces the importance of handwashing with soap and water for at least 20 seconds, as outlined in accordance with CDC guidelines. In addition, the District will provide antimicrobial soap in all facilities. CDC Handwashing posters have been posted prominently in restrooms, break rooms, kitchens, and other spaces throughout all District facilities. Employees are encouraged to wash their hands frequently.

Hand soap and paper towels will be readily available in all restrooms throughout the District.

If soap and water are not readily available, employees are directed to use hand sanitizer that contains at least 60% alcohol. The District has installed hand sanitizing stations to dispense hand sanitizer with at least a 60% alcohol content. The District has installed additional hand sanitizing stations in every classroom and campus common area. All classrooms scheduled for use by the limited number of face-to-face classes will have dispensers installed before the start of instruction.

The District encourages all staff to refrain from the use of handshakes or physical contact in traditional greetings and to replace them with vocal greetings.

## **Respiratory Etiquette**

The District encourages students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of their elbow. Students and employees are directed to throw used tissue in the trash and wash their hands immediately with soap and water for at least 20 seconds. Tissues are available in common areas, conference rooms, classrooms, and offices. Signs are posted throughout District and campus facilities to encourage best practice hygiene protocols.

## **Physical Distancing**

Physical distancing requirements have been eliminated except where the District determines there is a hazard during major outbreaks. This allows for full classroom capacity. However, during an outbreak or heightened infection season in line with public and safety direction, when classroom space and size allow students should be kept apart at distances required by local, state, and federal guidelines. Multiple options should be considered with respect to spacing that can maintain no less than 6 feet of separation between students, faculty, and staff (square grids at 144 sq. ft., triangular spacing at 50 sq. ft., and circular spacing at 113 sq. ft.)

Some activity-based courses shall use increased distancing greater than 6 feet per student due to physical movement and intensity of activity.

## **Evaluation and Updates**

Department Managers and Supervisors have performed a comprehensive risk assessment of all work areas, work tasks, and student interactions, and have recommended changes in accordance with the plan. Department Managers and Supervisors will periodically evaluate the initial assessment, implemented measures, and compliance with the plan. The District will implement a system for periodically reviewing recommended plan updates and implementing additional measures needed to correct any plan deficiencies and/or updated guidance from local, state, or federal agencies.

The District will investigate any COVID-19 illnesses occurring within the campus community and determine if any factors related to the District, campus, or activities could have contributed to the risk of infection. If District-related risk factors are identified, the District will update the plan as needed to prevent further cases.

The District will regularly review guidance issued by the CDC, CDPH, and local public health departments and make any plan updates needed to comply with the updated guidance. Any changes will be listed on the Palo Verde College COVID-19 Health and Safety website.

(<http://www.paloverde.edu/safety/health-safety.aspx>.)

## 2. General Measures and Communication Protocols

### Designated COVID-19 Points of Contact

**Primary Campus Contact:** Stephanie Slagan, Vice President of Administrative Services, [stephanie.slagan@paloverde.edu](mailto:stephanie.slagan@paloverde.edu), 760.921.5524

**Primary Employee District Contact:** Cecilia Garcia, Associate Vice President of Human Resources, [cgarcia@paloverde.edu](mailto:cgarcia@paloverde.edu), 760.921.5478

**Primary Student Contact:** Irma Gonzalez, Associate Dean of Counseling, [igonzalez@paloverde.edu](mailto:igonzalez@paloverde.edu), 760.921.5552

**Campus or Facility Contact:** Mario Hale, Director of Facilities and Operations, [mario.hale@paloverde.edu](mailto:mario.hale@paloverde.edu), 760.921.5409

### Notification Protocols and Contact Tracing

Consistent with applicable law and privacy policies, the District encourages all students, faculty, and staff to promptly inform Human Resources or the Associate Dean of Counseling if they have symptoms of COVID-19, had a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 5 days, with some exception. Fully vaccinated people with no COVID-19-like symptoms and no known exposure may be exempt from routine screening testing programs. District employees are encouraged to report symptoms and hazards without fear of reprisal. Human Resources will notify the appropriate individuals if they have been exposed to COVID-19.

The District will comply with the personal privacy rights, including protections from HIPPA and FERPA, employees, students, and visitors. Utilizing all District communication methods – email, messaging, college social media and website, the district will notify faculty, staff, and students of the closure of any campus facilities or locations and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation). When appropriate the District will communicate with the public at large. When an outside agency or entity, such as Riverside County public health officials, aide the District in contact tracing efforts, that information will be included in the communication.

### Communication with State and Local Authorities

Coordination and Reporting to Riverside County Public Health: A District liaison will be identified, and contact information will be provided to RUHS-PH Disease Control. A District liaison for the Needles Center will be identified and contact information will be provided to the San Bernardino County Department of Public Health. The Public Health Officials will notify the appropriate District official if a case is identified and contact investigation reveals exposure at a District site.

The District shall continue to make timely notification requirements to the local health department when a COVID-19-related serious illness or death occurs, meaning the District must report this immediately to the nearest Cal/OSHA enforcement district office. The District will further contact the local health department immediately after learning of three or more COVID-19 cases to obtain guidance on preventing the further spread of COVID-19 within their workplace.



The District liaison will notify RUHS-PH Disease Control immediately of reports of any positive case of COVID-19 within the campus community and potentially exposed faculty, staff and students believed to have been in close contact with the infected person while maintaining confidentiality as required by state and federal laws.

### **Campus Access**

The District campus, facilities, and offices are fully open.

Where the District has a COVID-19 case, it will limit transmission by:

- Ensuring that COVID-19 cases are excluded from performing on-site services until return-to-work requirements are met; and
- Employees with COVID-19 exposure are excluded from District locations for 5 days after the last known COVID-19 exposure to a COVID-19 case, however if the employee is vaccinated and asymptomatic then they are not required to be excluded; and
- Continuing and maintaining an employee's rights and benefits when the COVID-19 exposure is work related.

Bargaining unit employees are encouraged to contact their representatives, and to refer to applicable bargaining agreements and/or side-letters relating to COVID-19, to determine what rights and benefits may be applicable.

### 3. Health Policies and Practices

#### **Healthy Hygiene**

All students and District personnel are expected to engage in good hygiene practices, including:

- Wash hands or use hand sanitizer each time entering and exiting a room.
- Avoiding touching eyes, nose, or mouth without cleaning hands first.
- Avoid eating and drinking in classrooms and shared areas.
- Avoid non-essential physical contact and maintain appropriate social distancing guidelines both inside and outside of the facilities.
- Regularly wash your hands with soap and water for at least 20 seconds, especially after coughing, sneezing, or blowing your nose, and after using the bathroom. If you are unable to wash your hands, use hand sanitizer that contains at least 60% ethanol or 70% isopropanol alcohol.
- Cover your mouth and nose with the inside of your elbow (or ideally with a tissue) rather than with your hand when you cough or sneeze. Dispose of all tissues in the trash immediately after use. Immediately wash your hands with soap and water for a minimum of 20 seconds. If you are unable to wash your hands, use hand sanitizer that contains at least 60% ethanol or 70% isopropanol alcohol.
- Avoid sharing phones, headsets, desks, keyboards, writing materials, office equipment, or other items whenever possible. Where these items must be shared, the items must be disinfected between uses by the last person to use the item. Disinfecting supplies are available and may be requested for this purpose.
- Never share masks or PPE.

Information about preventing the spread of COVID-19 is being communicated to faculty, staff, and students through campus websites, social media accounts, and email communications(<http://www.paloverde.edu/safety/health-safety.aspx>)

## **Supplies**

The District has purchased and stocked all CDC recommended products including cleaning, sanitizing, and disinfecting chemicals and supplies needed to support healthy hygiene behaviors, such as soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, disposable face coverings and Blood Borne Pathogen kits.

Disposable face coverings are being used and made available on a daily basis. Masks are available at all District and campus locations.

## **Signage**

The District has posted informational signage as recommended by CDC related to COVID-19 safety measures. Requirements include self-isolation, hand washing, physical distancing, and face coverings, in highly visible locations throughout the campus and all District buildings and facilities, such as building entrances, restrooms, break rooms, common areas, and where food may be present. Signs will be updated as healthcare information and health agency guidance changes.

Markers with social distancing reminders are installed in high traffic areas where gatherings may occur.

#### 4. Environmental Health and Cleaning

##### **Cleaning and Disinfecting**

Common areas and frequently touched surfaces are disinfected daily. Disinfecting supplies will be available for employee use. Employees are encouraged to be diligent in disinfecting their workspaces throughout the workday.

Cleaning and disinfecting of high-touch surfaces shall be conducted by maintenance personnel daily in common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, etc.), at a minimum prior to the start of each class day and more frequently as needed.

Where necessary, within labs, studios, and similar spaces, designated areas should be established for the storage of students' assigned equipment or personal tools and supplies to prevent contamination of shared surfaces. Students should use disinfectant wipes to clean assigned personal workspaces at the start and end of each session.

High touch surfaces will be cleaned and disinfected at least daily, and more frequently based on level of use in high traffic areas. Shared objects and surfaces should be disinfected in between uses of individuals (i.e. a student leaves a desk it should be cleaned before the next student uses it).

Bathrooms and their frequently touched surfaces will be cleaned and disinfected more frequently and restocked with cleaning and hygiene supplies, at least every 4 hours and more frequently in high traffic locations.

While every space is different, the CDC guidance includes general protocols that can be customized to fit the needs/requirements of different facilities and departments.

- Cleaning staff shall wear disposable gloves and proper PPE for cleaning and disinfecting surfaces.
- Cleaning staff shall clean visibly dirty surfaces with soap and water prior to disinfecting.
- An EPA-approved disinfectant from List N effective against COVID-19, shall be procured and utilized.
- Follow the directions on the disinfectant label to ensure proper use and ventilation.
- Cleaning staff should clean hands immediately after removing gloves.

Protocol for all hard, high touch surfaces (tables, desks, light switches, door handles, restroom surfaces, and floors):

- Wear disposable gloves and proper PPE for cleaning and disinfecting surfaces.
- Wipe down hard, high touch surfaces with soap and water first, then apply disinfectant.
- Use the CDC recommended cleaning solution, and disinfectant from CDC list.
- Follow the instructions to ensure safe and effective use of the product.
- Ensure the employee cleaning is wearing the appropriate PPE.
- Staff must clean hands immediately after gloves are removed.
- Protective eyewear to protect from splashes.

Protocol for all soft surfaces (seating, curtains, carpet, rugs):

- Remove visible contaminants with appropriate cleaner.
- Launder, if possible, or apply disinfectant to all soft surfaces.
- Use a CDC recommended cleaning product.
- Follow the instructions on the label to ensure safe and effective use of the product.
- Ensure employees wear appropriate PPE and gloves.
- Employees must clean hands immediately after gloves are removed.

Protocol for technology and special surfaces:

- Remove visible contaminants.
- Follow manufacturer's cleaning instructions or apply an alcohol-based disinfectant.
- Follow the instructions on the label to ensure safe and effective use of the product.
- Thoroughly dry surfaces.
- Ensure employees wear appropriate PPE and gloves.
- Employees must clean hands immediately after gloves are removed.

**Ventilation**

District-controlled buildings and facilities will be examined and optimized for airflow and air exchange where feasible. The District has installed Bi-Polar Ionization systems in all buildings to clean the air running through HVAC systems.

The air filtration system performance will be monitored, and replacement filters are kept in supply to promote rapid replacement as needed. The ventilation system(s) will continue to be properly maintained and adjusted to minimize risk.

5. Distancing Measures and Physical Barriers

**Modified Layout**

For each office and campus space, the District is committed to meeting all County Public Health Department requirements and CDPH recommendations regarding social distancing.

Hallways will indicate, through signage and floor markings, foot traffic flow for entry and exit to maintain social distancing. The District will consider "one-way" traffic hallways in buildings with narrow corridors and hallways that preclude maintaining a six-foot social distance requirement.

**Physical Barriers and Guides**

Plexiglas or similar see-through "sneeze guards" have been installed in areas where unvaccinated employees frequently interact with the public and social distancing is not possible and during times of outbreaks.

The District has installed physical guides, such as floor stickers, or tape, and signs on walls/doors/windows, sanitized door sticker or sandwich board signs to ensure that individuals maintain the required social distancing of at least 6 feet apart in lines and at other times.

“Do Not Use” signs or caution tape will be used on student workstations that are taken out of use in lecture and lab classrooms to provide needed space separation to maintain social distancing requirements. This same approach will be used in lobby areas to take some seating “out of service” and provide needed separation spaces.

Additional physical controls may be implemented as needed, dependent upon District evaluation of new or enhanced risk factors.

### **Classroom Entry and Exit Protocols**

To eliminate multiple students coming in contact with door handles, the instructor or a designated staff member will unlock and open the door and to utilize a floor wedge to keep the door open until the start of the class.

At the conclusion of each class session, the instructor will utilize the floor wedge to keep the exit door open until all students depart to minimize contact with the door handle.

The instructor or designated staff member will lock the door and wipe the handle down with a disinfecting wipe following the departure of students and personnel.

Classrooms will remain locked when not in use to prevent unauthorized use or contamination of facilities and surfaces. Once a room has been sanitized it will be marked with “sanitized” door sticker.

Instructors are asked to end class on time and remind students to promptly exit the room upon dismissal so that students do not congregate near classroom doors or in hallways.

At the discretion of the instructor, students may be dismissed in small groups at staggered intervals.

### **Communal Spaces**

Meeting rooms, break rooms and other communal areas may be closed or have limited seating to maintain social distancing.

Communal spaces may be closed, and those that will be open for access will be altered to provide a safe environment.

Cleaning supplies will be available in each communal area and signage will encourage students, faculty, and staff to use disinfectant wipes and other cleaning supplies on tables and other shared objects between use.

### **Gyms and Fitness Facilities**

The District will implement additional cleaning and disinfection protocols for any campus fitness classrooms and facilities. District cleaning staff have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants. Cleanings will be conducted in accordance with

CDC cleaning and disinfecting guidance and in accordance with Cal/OSHA requirements for safety and protective equipment.

District staff will perform thorough cleaning throughout the day in high traffic areas, such as drinking water and handwashing facilities, reception, and lobby areas, changing rooms, locker rooms, and break rooms and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls.

Facilities used for instruction for physical fitness will be disinfected after each use of the facility. District staff will disinfect commonly used surfaces, including exercise machines and equipment, countertops, door handles, and hand washing facilities.

People who are fully vaccinated no longer need to wear a mask or physically distance in any setting including while participating in sports. People who are fully vaccinated can also refrain from quarantine following a known exposure if asymptomatic, facilitating continued participation in in-person learning and sports. Participants in fitness classes will also be asked to use hand sanitizer upon arrival and to use disinfectant wipes on any shared equipment after use.

The District will provide proper sanitation products, including hand sanitizer and sanitizing wipes, and hand sanitizer dispensers, in all fitness rooms, changing rooms and locker rooms, and adjoining areas.

The District is not currently operating a public pool or student gym facility on campus. In the event the District initiates operation of a student gym or pool, additional safety measures will be identified and implemented regarding those facilities.

### **Food Service and Dining Halls**

The only food service currently provided is through vending machines. All food items are “grab and go” and are provided in an area that will allow compliance with social distancing guidelines. Disinfecting wipes will be available in vending machine areas and vending machines will be disinfected regularly by District staff.

The District will use only disposable food service items (e.g., utensils, cups, dishes) when necessary.

Food offered at any event will be provided in pre-packaged boxes or bags for each attendee.

## 6. Safe Equipment and Supplies

### **Limit Equipment Sharing**

The District encourages minimizing the use of shared objects, materials, and high-touch surfaces and will make allowances for individual materials to the extent possible, such as assigning students their own art supplies, lab equipment, workspaces, or computers; and limiting the use of supplies and equipment to individual students one at a time and allowing time between uses to clean and disinfect the material.

The District urges that sharing be limited only the use of items that can be cleaned and disinfected and discourages sharing of electronic devices, books, pens, and other learning aids unless they can be cleaned and disinfected between uses.

### **Disinfection Protocols**

Recent orders related to cleaning high touch surfaces and shared objects once a day is usually enough to sufficiently remove virus that may be on surfaces unless someone with confirmed or suspected COVID-19 has been in the located facility. The District will sanitize and disinfect all indoor spaces using Protexus Electrostatic sprayer as recommended by the CDC. The District will also equip all campus classrooms with disinfecting wipes or spray disinfectant and a paper towel dispenser to allow students and employees to clean spaces they occupy when there is a perceived need to sanitize or clean shared surfaces.

Signage will be posted reminding students, faculty, and staff that all workspaces, equipment (tools, keyboards, copiers, etc.), and other shared objects should be cleaned prior to and after each use.

### **Supplies**

Infection control supplies and equipment (soap, towels, gloves, disinfecting agent, hand sanitizer, disinfectant products, Plexiglass or other dividers, etc.) are widely available.

The District will maintain a robust inventory of cleaning materials, disinfecting supplies, and personal protective equipment to replenish any supplies as needed.

Employees needing supplies may contact the Business Office and/or Maintenance and Operations departments.

## 7. On-Campus Housing

The District is not currently operating student housing facilities on campus. The District does not offer employee housing in any District-controlled location. In the event the District initiates operation of a student housing facility, additional safety measures will be identified and implemented regarding those facilities.

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## 8. Staff and Student Training

Training regarding the mitigation of COVID-19-related risks will be available via Zoom or other remote instruction platforms. Student trainings will be available through CANVAS, Keenan, and posted on the District website or through YouTube or a similar streaming platform.

Topics for training will include the following:

- The District's COVID-19 policies and procedures to protect employees and students from COVID-19 hazards.
- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- The District's COVID-19 prevention plan.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of seeking medical attention if symptoms manifest, or when 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.
- Enhanced sanitation practices.
- Physical distancing guidelines.
- Use of PPE and proper use, removal and washing of cloth face coverings, including:
  - Face coverings are not personal protective equipment (PPE).
  - Face coverings can help prevent exposure of people near the wearer and the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Face coverings must cover the nose and mouth.
  - Hands should be washed or sanitized before and after using or adjusting face coverings.
  - Avoid touching eyes, nose, and mouth.
  - Face coverings must not be shared and should be washed or discarded after each use.
- Information contained in the CDPH Guidance for the Use of Face Coverings, which mandates the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the District (IHE) has adopted to ensure the use 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.
  - 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.
- This training will also include how the District's policies on how people who are exempted from wearing a face covering will be handled.
- Information on COVID-19 related benefits, including paid leave benefits the worker may be entitled to receive that would make it financially easier to stay at home.
- COVID-19 Training for student athletes.

- The importance of not coming to work or attending class:
  - If a worker or student has symptoms of COVID-19 as described by the CDC, such as a 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, vomiting, or diarrhea, OR
  - If a worker or student was diagnosed with COVID-19 and has not yet been released from isolation, OR
  - If, within the past 14 days, a worker or student has had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e., still on isolation).

The District will ensure any independent contractors, temporary or contract workers, and volunteers are also properly informed about campus COVID-19 prevention policies and have necessary supplies and PPE. The District will alert any organizations supplying temporary or contract workers ahead of time of these responsibilities and ensure that workers have training.

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## 9. COVID-19 Signs and Symptom Checks

### **Self-Checks**

Prior to arriving on campus each day, every person will be required to conduct a self-check and determine if they are showing any COVID-19 symptoms.

Unvaccinated and vaccinated faculty, staff, and students who are sick or exhibiting symptoms of COVID-19, will be requested to stay home. Unvaccinated students, faculty and staff who have family members who are required to stay home, however vaccinated persons do not have to stay home as long as they are asymptomatic.

Employees and students who develop symptoms outside of campus should notify Human Resources or Student Services and stay home. Human Resources or Student Services will follow up on available options based on the specific situation.

### **Symptoms of COVID-19**

The CDC lists the following as common symptoms for COVID-19:

- 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

Symptoms typically appear between 2 and 14 days after exposure.

### **Signs Emergency Medical Attention is Required**

The CDC recommends that anyone showing any of the following signs, seek emergency medical care immediately:

- 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. The CDC advises that a person should call their medical provider for any other symptoms that are severe or concerning.

If emergency care is needed, call 911 or call ahead to your local emergency facility and notify the operator that you are seeking care for someone who has or may have COVID-19.

## 10. Infection Response Plan

### **Informing Infected Persons of Home Isolation Criteria**

When a student or employee is sick, they will be asked to leave the campus and advised to go home and to review the symptoms of COVID-19 document included in the appendix and available on the District website, as well as the current guidance provided by the CDC.

If a student, faculty, or staff member experiences symptoms of COVID-19, they will be directed to stay at home, seek medical attention and contact their primary care provider, or make an appointment at any of the widely available testing sites. Sick faculty, staff, or students should not return to any of the District's facilities, or end isolation until they have met CDC's criteria to discontinue home isolation.

### **Isolation and Transportation of Ill Persons**

Each campus and facility should designate a room that can serve as an isolation room until a potentially sick student can safely leave the campus. Instructors who send a student home should notify Human Resources.

In the event the person needs transportation, employees will work with the individual to access transportation.

### **Student Health Services**

The District is not currently providing student health services on campus. In the event the District initiates operation of a student health facility, additional safety measures will be identified and implemented regarding those facilities in accordance with CDC and CDPH guidance.

### **Cleaning and Disinfecting**

Areas that have been documented as being exposed to a person confirmed to have had COVID-19 will be quarantined for at least 24 hours in accordance with CDC guidelines. If possible, a longer quarantine period of up to 72 hours or longer will be used before the disinfecting process begins. Signs will be placed on all entrance doors, and all perimeter spaces will be locked. After the quarantine period is completed, custodial and maintenance staff, wearing KN95 masks, safety glasses or face shields, and gloves will enter the space and will sterilize space, and path of travel. HVAC systems will be used to bring in maximum outside air to flush the space or building. Maintenance and Operations have installed Bipolar Ionization filtration in the HVAC system to encapsulate any COVID-19 or any other viruses. Once disinfecting has been completed, custodial and maintenance staff will sterilize space on a continuous basis.

### **Notification of Health Officials and Close Contacts**

Human Resources will notify local health officials of any reports of positive or presumed positive COVID-19 test results among students or personnel.

If the District has notice of individuals that have had close contact with a person diagnosed with COVID-19, the individuals potentially exposed due to close contact with the infected person will be instructed to stay home and self-monitor for symptoms and follow CDC guidance if

symptoms develop. However vaccinated persons do not have to stay home as long as they are asymptomatic.

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## **COVID-19 Outbreaks of Three or More Cases**

In the event that the District is notified that three (3) or more faculty, or staff on a campus have tested positive for COVID-19, the District will implement the following outbreak protocol.

### **COVID-19 Testing**

- The District will arrange and provide COVID-19 testing to all employees in the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - ☒ COVID Testing is available to all employees and students on an as needed basis.
  - ☒ Rapid Antigen testing is available by contacting the Human Resources Department,

### **Exclusion of COVID-19 cases**

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the terms of this plan and appropriate return-to-work requirements, as well as local health officer orders if applicable.

### **Investigation of Facility COVID-19 Illness**

The District will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the terms of this plan.

### **Response and COVID-19 Hazard Correction**

After investigation, the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - ☒ Leave policies and practices and whether employees are discouraged from remaining home when sick.
  - ☒ COVID-19 testing policies.
  - ☒ Sufficiency of outdoor air exchange rates.
  - ☒ Sufficiency of facility air filtration.
- The District will update the review:
  - ☒ Shall occur every thirty days that the outbreak continues.
  - ☒ May occur in response to new information or to new or previously unrecognized COVID-19 hazards.
  - ☒ May occur when otherwise necessary.
- The District will implement changes to reduce the transmission of COVID-19 based on the investigation and review, potentially including:
  - ☒ 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 possible.
- ∅ Respiratory protection.

The District may, depending on the circumstance, implement additional controls not otherwise enumerated herein.

### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases on District-controlled sites, the District will contact the Riverside County Public Health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The District will provide to the Riverside County Public Health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and NAICS classification code, and any other information requested by the local health department. The District will continue to give notice to the local health department of any subsequent COVID-19 cases at the District workplace.

### **Major COVID-19 Outbreaks of Twenty or More Cases**

In the event that the District is notified that twenty (20) or more students, faculty, or staff on a campus have tested positive for COVID-19, the District will implement the outbreak protocol, to remain in effect until there are no new COVID-19 cases detected in the District workplace for a 14-day period. In addition to the outbreak protocol, the following procedures will be implemented in response to a major outbreak.

#### **Major Outbreak Hazard Correction**

In the event of a major outbreak, and addition to the outbreak protocol above, the District will take the following actions to ensure that District facilities and/or practices have not contributed or do not continue to contribute to an outbreak:

- The District has installed bipolar ionization filtration systems campus-wide to prevent the spread of COVID in the HVAC systems.
- The District will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- The District will evaluate whether to halt some or all operations at the District workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA or the Riverside County Public Health department.

## 11. Notification to Exclusive Representatives

The District will track, document, and notify individuals who have had contact at work with an employee who has tested positive for COVID-19 in an effort to protect employees in the workplace and in compliance with Assembly Bill 685, effective January 1, 2021.

When the District receives notice of potential exposure to COVID-19 occurring in District-controlled facilities, the District shall take all of the following actions within one (1) business day:

- (1) Provide a written notice to all employees (or subcontractors, if applicable) who were on the premises that they may have been exposed to COVID-19. Notice will be provided to all personnel present at the same worksite as the potential exposure but will not be provided to employees at other worksites, or employees who were absent from the worksite due to leave or remote-working arrangements.
- (2) Written notice may be made by personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one (1) business day of sending. Notice shall be made in both English and, if known, the language understood by the employee(s) receiving the notice.
- (3) Provide all employees who may have been exposed with information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to, workers' compensation and options for COVID-19-related and general leave, as well as antiretaliation and antidiscrimination protections of the employee.
- (4) Notify all affected personnel of the disinfection plan to address any workplace hazard related to the exposure.

When the affected employee(s) are represented by an exclusive representative (e.g., CSEA or PVCTA), the District will copy or otherwise provide the same written notice described above to the exclusive representative. Records of these notices will be maintained by the District for at least three (3) years.



## 12. Healthy Operations

### **Protection of Persons at High Risk**

The District will implement and reinforce best practices to prevent infection with or exposure to the virus through effective mitigation practices and efforts to provide students, staff, and faculty a safe and healthy environment in which to learn and work.

### **Regulatory Awareness**

The Designated District official and primary site contacts will maintain regulatory awareness through regular consultation with County Health Officers, California Community College guidance and updates, and through consultation with District legal advisors. The Occupational Safety and Health Administration, CDC, and CDPH websites will be regularly monitored for updates. Information will be shared through Superintendent/President's Cabinet, governance bodies, and written updates and communications.

### **Activities**

College sporting, instructional, and cultural events are no longer suspended. People who are not fully vaccinated should continue to avoid large gatherings, but if they choose to attend, they should wear well-fitting masks that cover the mouth and nose, maintain physical distancing, and practice good hand hygiene. This will be re-evaluated on a monthly basis in consultation with County Health Officers, and in consideration of the County designation at the time.

### **Travel and Transit**

Business travel must be approved by Administration in consultation with the Superintendent/President.

### **Participation in Community Response Efforts**

Where appropriate, the District will participate with state or local authorities in COVID-19 community response efforts including contact tracing, community response committees, and efforts to increase testing capacity, along with community vaccination clinics.

### **Communications**

The District will maintain communication systems that:

- Allow students, faculty, and staff to:
  - report to the District (IHE) if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 in accordance with health information sharing regulations for COVID-19, and
  - receive prompt notifications of exposures and closures while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.
- Notify faculty, staff, students, families, and the public of the District (IHE) closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

## **Leave and Absence Policies**

Leave and excused absence policies should be flexible, not applied punitively with respect to people for taking time off due to COVID-19 exposure and should allow sick employees and students to stay home and away from others. Leave and excused absence policies should also account for employees and students who need to stay home with their children if there are school or childcare closures, or to care for sick family members.

The District's sick leave and absence policies enable faculty, staff, and students to stay home or self-isolate when they are sick or directed to quarantine due to close contact with an infected person. The District will continue to allow flexibility to employees in using available leave.

## **Backup Staffing**

Supervisors should monitor employee absences and report significant increases in absence rates to the Human Resources Office.

Managers will continue to cross-train employees to provide coverage during absences and maintain a roster of trained back-up staff.

If temporary staffing is needed to maintain essential operations, managers should contact Human Resources.

The District maintains lists of substitute instructors that meet minimum qualifications in the event long-term faculty substitutes are needed. Instructional deans should ensure load limits for part-time faculty are not exceeded.

## **Enforcement and Accountability**

The District will inform and educate stakeholders, including students and employees, of the expectations and safety rules before implementing the return to campus to ensure that everyone understands the applicable rules and requirements.

This information will be distributed via email list serves, social media, direct notices, and campus signage.

Keeping a safe environment will depend on everyone's cooperation. The District expects that by educating all of the District stakeholders on COVID-19 prevention protocols, COVID-19 symptoms, what to do if you get COVID-19, and how to get tested, everyone will comply with the District's plan and do their part to mitigate the risk of COVID-19 and ensure the continuance of on-campus instruction.

In the event a District student or employee refuses to comply with the safety protocols, the individual will be directed to comply or will be removed from campus. If the situation is not corrected, it will be handled in accordance with the applicable collective bargaining agreement provisions regarding employee discipline or student code of conduct provisions regarding student discipline.

## **Support, Coping and Resilience**

The District will provide students and employees notice regarding available and recommended resources regarding support, coping, and resilience, particularly related to mental health, stress management, and community support services.

### **Testing**

If an employee or student requires testing, they should contact Human Resources.

COVID-19 testing appointments in Riverside County may be scheduled through the county testing website: <https://www.rivcoph.org/coronavirus/testing> or by calling (800) 945-6171.

COVID-19 testing appointments in San Bernardino County may be scheduled through the county testing website: <https://sbcovid19.com/testing-sites/>.

Appointments for the State of California testing sites can be made online at <https://lhi.care/covidtesting> or by calling (888) 634-1123.

In the event an outbreak is linked to District-controlled facilities, the District will arrange for paid COVID-19 testing for all employees who were present in the workplace at the time of exposure. This testing shall include at least two (2) COVID-19 tests for each employee – the first to be administered immediately upon discovery of the outbreak and the second to be administered one week later.

### 13. Closure Considerations

Any time a student, faculty, or staff member tests positive for COVID-19 and has exposed others at the school, the District will implement the following steps:

- Consult the local public health department regarding additional follow-up needed to identify close contacts, and recommended actions, closures, or other measures to protect the community.
- Give standard guidance for isolation at home for 5 days after symptoms begin or after testing of COVID-19 infected persons.
- Give standard guidance for quarantine at home for at least 5 days after close contact, parts or all of the campus might need to close temporarily as students or staff quarantine in accordance with CDPH Isolation & Quarantine Guidance.
- Additional close contacts outside of the classroom should also quarantine for 14 days after the last exposure.
- Develop communication plans for exposure notifications or campus closure to include outreach to students, faculty, staff, and the community.
- Include information for workers regarding labor laws, information regarding Disability Insurance, Paid Family Leave, and Unemployment Insurance, as applicable.
- Provide guidance to students, faculty, and staff reminding them of the importance of community physical distancing measures while some or all of campus is closed, including discouraging students or staff from gathering elsewhere.

In accordance with the CalOSHA emergency regulations, if three (3) or more faculty, or staff on a campus test positive for COVID-19, the District will implement outbreak protocols to be maintained until there have been no new COVID-19 cases detected in the workplace for a period of at least fourteen (14) days.

In accordance with the CDPH Guidance regarding higher education scenarios, if more than five students, faculty, or staff on a campus test positive for COVID-19, the campus administrator should consult with local public health officials for guidance on closing the campus and what length of time is warranted based on the risk level in the community. In the event of a closure work and instruction would be conducted remotely. Only essential personnel needed to facilitate online instruction such as police, facilities and staff needed to facilitate online instruction, will be permitted onsite during the closure.

In accordance with the CalOSHA emergency regulations, if twenty (20) or more students, faculty, or staff on a campus test positive for COVID-19, the District will implement major outbreak protocols to be maintained until there have been no new COVID-19 cases detected in the workplace for a period of at least fourteen (14) days.

## 14. Athletics Operations

In addition to state and local public health guidance and the District's Safety Plan, the District will comply with the CCCAA and NCAA guidelines for resocialization of sports, including any updates to that guidance.

The District will limit occupancy to essential personnel, such as players, coaches, trainers, security, and event staff. The District will regularly review this limitation in consultation with local public health officials.

Questions regarding the athletic policy and concerns or reports of positive COVID-19 tests for student athletes and personnel should be directed to:

**Athletic Program Contact: Ryan Copple, Athletics Director,**  
[ryan.copple@paloverde.edu](mailto:ryan.copple@paloverde.edu), 760.921.5548

### Face Covering Requirements

All unvaccinated individuals involved in collegiate athletics, including coaches, staff, media, and players not engaged in play, are required to wear face coverings in accordance with CDPH guidance and Section 2 of this Plan. People who are fully vaccinated no longer need to wear a mask or physically distance in any setting including while participating in sports.

Compliant face coverings will be available for individuals who forget to wear a face covering. Refusal to comply with face covering requirements may result in suspension from participation in athletic activities or other discipline in accordance with District Policies and Procedures.

### Facility-Specific Plans

For each athletic facility, the District will conduct a comprehensive risk assessment, develop a facility-specific COVID-19 prevention plan in consultation with local public health officials, and identify an individual responsible for implementing the plan at the facility.

The District will regularly evaluate each athletic facility for compliance with District Plans and correct any deficiencies.

The District will investigate any COVID-19 illness among student athletes or personnel to determine if any work-related or athletic-related factors could have contributed to risk of infection and update District plans as needed to prevent further cases.

### Clancey Osbourne Gymnasium

1. Face Coverings will be worn by all unvaccinated individuals involved with athletic events at this facility. Exempt individuals are required to use a reasonable alternative in compliance with the CDPH guidance, such as a face shield with a drape.

2. Positive COVID-19 tests of student athletes or facility personnel will be reported to the local public health agency responsible for the facility location.
3. The District will conduct a thorough cleaning and disinfect the facility after each athletic event.

### **Training Room Facilities**

1. Athletic training room will be closed for student-athletes for non-emergency needs.
2. If necessary, a student-athlete will be transported to the training room.
3. Athletic trainers or designee will leave bags of ice outside of the training room for student-athletes after practice.
4. If student-athletes need specific items for injury prevention or rehab, those items will be checked out to the student-athlete for a specified time. Items will be cleaned and sanitized upon return.

### **Additional Student Athlete and Worker Training**

The District will provide student-athletes, staff, and coaches additional COVID-19 training sessions on topics such as:

- Risks COVID-19 poses for athletes.
- Proper use of face coverings, including:
  - Face coverings are not personal protective equipment (PPE).
  - Face coverings can help prevent exposure of people near the wearer and the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Face coverings must cover the nose and mouth.
  - Workers should wash or sanitize hands before and after using or adjusting face coverings.
  - Avoid touching eyes, nose, and mouth.
  - Face coverings must not be shared and should be washed or discarded after each shift.
- Information contained in the CDPH Guidance for the Use of Face Coverings, which mandates the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings. Training should also include the District's policies on how people who are exempted from wearing a face covering will be handled.
- All personnel, staff, coaches, and student athletes should be aware of their daily activity and high-risk contacts (within 6 feet for at least 15 minutes).
- Information on employer or government-sponsored leave benefits workers may be entitled to receive that would make it financially easier to stay at home, including worker's sick leave rights under the Families First Coronavirus Response Act and worker's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20 while that Order is in effect.

- Protocols for reporting any symptoms.
- Any facility specific changes.

### **Training Session Format**

1. Each program will have a specific plan, since all teams, facilities and training sessions are different.
2. Groups will be no larger than 10 individuals (nine students and one coach)
  - Teams with large numbers will be spread out throughout the facility so no groups overlap.
3. When coaches are giving directions on drills and conditioning, student-athletes abide by social distancing requirements.

## **Individual Control Measures and Screenings**

### **Testing**

The District will establish procedures and a schedule for regular periodic COVID-19 testing of all athletes and athletic workers in accordance with public health guidance and in consultation with local public health officials.

In addition to periodic testing, Antigen or PCR testing will be required for all symptomatic athletes and staff within 24 hours of reporting symptoms.

### **Isolation and Quarantine**

All student-athletes and staff involved with contact sports practice or competition are required to adhere to isolation and quarantine procedures in compliance with CDC and CDPH guidance and instructions.

All symptomatic student-athletes and staff must remain in isolation until test results are available.

All student-athletes and staff members who test positive for or are diagnosed with COVID-19 are required to remain in isolation until all of the following are met:

- At least 5 days have passed since symptoms first appeared (or 10 days after specimen collection for their first positive test), AND
- At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
- Other symptoms have improved.

Individuals who test positive but do not develop symptoms of COVID-19 may return to work or school 5 days after the date of specimen collection for their first positive test for SARS-CoV-2.

Unvaccinated individuals identified as close contacts of an individual who tests positive (within 6 feet for at least 15 minutes) must quarantine for 5 days after the last exposure and follow state and local public health directives or orders for quarantine, regardless of the frequency of testing. However, vaccinated individuals identified as close contact of an individual who tests positive, but who are asymptomatic do not have to quarantine.

The District will assist with the contact tracing process including, but not limited to, film review of competition or practice, if available, and extended assessment of contact associated with athletic participation so that all athlete contacts can be identified.

### **Cleaning and Disinfecting Protocols**

The District will implement additional cleaning and disinfection protocols for any campus athletic facilities. District cleaning staff have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants. Cleanings will be conducted in accordance with CDC cleaning and disinfecting guidance and in accordance with Cal/OSHA requirements for safety and protective equipment.

District staff will perform thorough cleaning throughout athletic events and uses in high traffic areas, such as drinking water and handwashing facilities, reception and lobby areas, changing rooms, locker rooms, dugouts, benches, and break rooms and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls.

Athletic facilities will be disinfected after each use of the facility. District staff will disinfect commonly used surfaces, including sports equipment, countertops, door handles, and hand washing facilities.

Participants in athletic activities will be temperature and/or symptom screened upon arrival and will be required to maintain physical distance of at least 6 feet and wear face coverings in accordance with CDPH guidance. A face covering will be made available to anyone who arrives without one. Participants in athletic activities will also be asked to use hand sanitizer upon arrival and to use disinfectant wipes on shared equipment after use.

The District will provide proper sanitation products, including hand sanitizer and sanitizing wipes, and hand sanitizer dispensers, in all athletic facilities, changing rooms and locker rooms, and adjoining areas.

The District will use touchless, automatic water dispensers for use with personal, reusable water bottles or single-use, disposable paper cups and display signage indicating that the bottle or cup should not touch the water dispenser. Where a touchless water dispenser is not feasible, the District will display signage requiring users to wash their hands or use hand sanitizer before and after touching the water release button on drinking fountains.

The District will ensure indoor practice and game spaces are large indoor areas with good ventilation and air exchange. Facilities will increase fresh air circulation by opening windows or doors or adjusting HVAC systems, if possible, or consider using portable high-efficiency air cleaners.

### **Sanitization of Equipment and individuals**

1. Before and after practice sessions, equipment will be sanitized.
2. Coaches and referees moving items used by athletes will use gloves when handling those items or wash hands before and after handling shared items.
3. If excessive use of equipment occurs with hands, student-athletes may be required to wear gloves.
4. When feasible student-athletes will be designated their own equipment, supplies, and protective gear (i.e. their own basketball that is not shared).



5. Student-athletes shall not share towels, uniforms, or water bottles.
6. Where applicable shared balls will be rotated and disinfected regularly, and warm-up balls will be isolated in a separate container.
7. If drills take place where equipment is shared, the equipment will be sanitized before the next participant.
8. All student-athletes, coaches and staff will be reminded to wash their hands for at least 20 seconds after restroom usage (signage will be posted in each bathroom).
9. For programs that share equipment, hand sanitizer will be readily available to use in between drills.
10. Shared items or surfaces such as game clocks, scoreboards, rakes, counters, or similar equipment shall be disinfected between shifts or users. Audio equipment, phones, tablets, and pens should not be shared if possible, and if shared, must be properly disinfected between users.

The District will identify staff responsible for implementing the schedule for cleaning and disinfecting athletic facilities and equipment. Personnel will receive training regarding proper use of cleaning and disinfectant products, proper ventilation, and PPE requirements.

The District will maintain adequate supplies, including soap, paper towels, hand sanitizer, EPA-approved disinfectant, and gloves or appropriate PPE, for hygiene protocols and cleaning and disinfection protocols.

### **Physical Distancing**

To the extent possible, athletic teams will be divided into cohorts of 25 individuals, including team members, coaches, and staff, who consistently work out and participate in activities together. Cohorts should avoid mixing with other groups and use markers or dividers to maintain cohort separation.

### **Food and Dining**

All players, coaches, and referees are required to bring their own individual water or drink bottles labeled with the name of the owner. The District will not provide team water coolers or shared drinking stations but may provide bottled water.

The only food service currently provided is through vending machines. All food items are “grab and go” and are provided in an area that will allow compliance with social distancing guidelines. Disinfecting wipes will be available in vending machine areas and vending machines will be disinfected regularly by District staff.

The District will use only disposable food service items (e.g., utensils, cups, dishes) when necessary.

Food offered at any event will be provided in pre-packaged boxes or bags for each attendee and attendees consuming food must maintain a distance of at least 6 feet from other attendees.

## **Travel for Competition**

District athletic travel will be limited to essential participants and personnel (e.g., athletes, coaches, medical staff). Seating will be assigned to provide for maintaining distance and face coverings must be worn and removed only minimally for eating or drinking.

For travel requiring more than one vehicle, travel parties should be split according to cohorts based on those already with the closest contact.

Traveling teams will be required to remain in a team cohort with no mixing with the local teams or other members of the host community.

## **Return to Facility or Training after Positive Test Results**

The District will direct staff and student-athletes not to return until they have met CDC criteria to discontinue isolation, including 24 hours with no fever (without fever reducing medication), symptom improvement, and 5 days since symptoms first appeared or since test conducted.

Student-athletes will be encouraged to consult their medical provider regarding clearance to safely return to training, and an athlete's return will include an acclimatization process.

Local health departments may discontinue athletic competition or practice with contact if more than 10% of athletes on a team test positive within a 14-day period. For teams with less than 20 athletes total, if more than 5 members test positive, competition and practice with contact may be discontinued for the rest of the season.

## **Public Communication**

The District will develop and implement a communication plan using multiple modes (social and traditional media) to address risk reduction among the campus community, alumni, and the broader fan base regarding safer ways to enjoy the game or competition (physical distancing, masks, and adhering to local public health orders and directives regarding gatherings or distancing) and distribute these messages in, before, and during viewing of sporting events.

## 15. Resources

### **Federal Guidance:**

[CDC Symptoms of Coronavirus](#)  
[CDC COVID-19 Prevention](#)  
[CDC Mask Guidance](#)  
[CDC Social Distancing](#)  
[CDC Testing](#)  
[CDC Isolation and Quarantine](#)  
[CDC Cleaning and Disinfecting](#) and [Public Facilities](#)  
[CDC Stress and Coping](#)  
[CDC People at Higher Risk](#)  
[CDC Considerations for Institutions of Higher Education](#)  
[CDC Interim Guidance for Higher Education Administrators](#)  
[OSHA Guidance on Preparing Workplaces for COVID-19](#)  
[EEOC COVID-19 Guidance](#)  
[Interim CDC Public Health Recommendations for Fully Vaccinated People](#)  
[ASHRAE Guidance for Building Operations During the COVID-19 Pandemic](#)  
[Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](#)  
[Information on Maintaining or Restoring Water Quality in Buildings with Low or No Use](#)

### **State Guidance:**

[CDPH Face Covering Guidance](#)  
[CDPH Gathering Guidance](#)  
[CDPH Self-Quarantine Instructions](#)  
[CDPH Higher Education Guidance](#)  
[CDPH COVID-19 Industry Guidance: Institutions of Higher Education](#)  
[CDPH Returning to School](#)  
[CDPH Safe Economy Blueprint](#)  
[CDPH Employer Response to COVID-19](#)  
[California COVID-19 Testing](#)  
[Cal/OSHA Interim General Guidelines](#)  
[Cal/OSHA Emergency Regulations](#)  
[Cal/OSHA Fact Sheet on Emergency Regulations](#)  
[Cal/OSHA Information on AB-685](#)  
[California Department of Industrial relations COVID-19 Prevention Emergency](#)  
[Temporary Standards - Fact Sheets, Model Written Program and Other Resources](#)  
[Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.](#)

### **Local Public Health Office Guidance:**

[RUHS-PH Communicable Disease Reporting](#)  
[RUHS-PH COVID-19 Guidance for Schools](#)  
[RUHS-PH COVID-19 Testing](#)  
[SBC-DPH Communicable Disease Reporting](#)  
[SBC-DPH School COVID-19 Response](#)  
[SBC-DPH COVID-19 Testing](#)

## 16. Glossary Terms

**CDPH** – California Department of Public Health

**Cal-OSHA** – California Occupational Safety and Health Administration (State)

**Fully vaccinated** - means the District has documented that the person 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.

**IHE** – Institution of Higher Education

**Isolate** - separates sick people with a quarantinable communicable disease from people who are not sick.

**OSHA** – Occupational Safety and Health Administration (Federal)

**PPE** – Personal Protective Equipment

**Self-Check Survey** - To keep our students and employees safe, the PVCCD is requiring all students and employees to be assessed for COVID-19 symptoms each day before entering any PVCCD campus or facility.

**Quarantine** - separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

## **Notice of {date} Classroom Exposure to COVID-19**

*We have been notified that one of our classmates came in close contact with someone who tested positive for COVID-19, or tested positive themselves for COVID-19. They have been advised to stay home, to avoid the spread of COVID-19. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced by an infected person.*

*If you experience symptoms of COVID-19 illness, please inform Associate Dean of Counseling Irma Gonzalez via email ([igonzalez@paloverde.edu](mailto:igonzalez@paloverde.edu)) or phone (760-921-5552) for further guidance. Also, check the CORONAVIRUS Health & Safety information on PVC's website, and review the Covid-19 Student Safety Guide.*

*Human resources provides rapid testing kits free to students. Contact HR at 760-921-5478, 760-921-5539 or 760-921-5447 to schedule picking up a free rapid testing kit.*

DRAFT