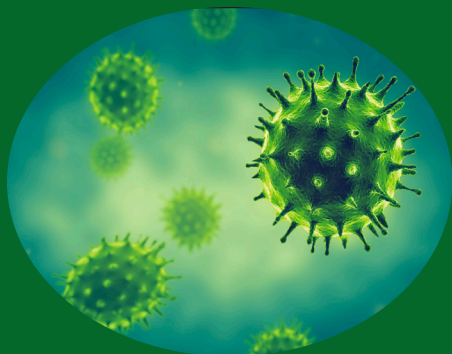




GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT



COVID-19 PREVENTION PLAN



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COVID-19 PREVENTION PLAN

This COVID-19 Prevention Plan (“CPP”) is designed to control exposures to the SARS-CoV-2 virus that may occur in in the Grossmont-Cuyamaca Community College District’s (“District”) workplace.

Date: January 1, 2022



Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace specific evaluations using the **Appendix A: Identification of COVID-19 Hazards form**.
- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.

- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Participating in self-screening assessment (**Appendix E**) at the beginning of your workday on a daily basis.
- Providing any information related to medical conditions to the Michael Walker, Health and Safety Specialist, 619.644.7039, michael_walker@gcccd.edu based on conditions that may place you at risk due to the identified CDC COVID-19 Pre-existing Medical Conditions Risk Factors standards that may require an accommodation unless fully vaccinated.
- Immediately reporting to the supervisor or operations manager any potential exposure both on and off the job.
- Using personal protective equipment (“PPE”) such as face coverings including face masks and/or face shields (if needed), appropriate handwashing, hand sanitizers, Environmental Protection Agency (“EPA”) approved cleaning products and disinfectants.
- Clean and disinfect personal workspaces daily (e.g., keyboards or areas that are used often and can be quickly wiped).



In furtherance of the District’s efforts to identify and evaluate COVID-19 Hazards, we also do the following:

- Limit in-person meetings (internal or external) and employee convenings (formal or informal) and continue virtual meetings when feasible.
- Employee communication handled virtually wherever possible.

- Staggered use of all shared spaces, if/when possible, including bathrooms, breakrooms and lunchrooms.
- Sanitary processes implemented throughout facilities (soap, hand sanitizer, hands-free capabilities, no shared food).
- Employees must immediately report symptoms associated with COVID-19 exposure.
- Unvaccinated or symptomatic vaccinated employees must report contact with any person who tests positive for COVID-19; employee must subsequently isolate for 10 days and be symptom-free before returning to work.
- Employees who experience medical conditions or are unable to participate in workplace mitigation measures being implemented shall be required to contact the CPP Administrator. The District follows the required Americans with Disabilities Act (“ADA”) processes to include engaging in the interactive process to determine if any reasonable accommodations can be provided should any medical concerns arise related to COVID-19 workplace practices.

Employee Screening & Participation

We screen our employees by requiring them to participate in the California Department of Public Health (“CDPH”) recommended symptom self-screening assessment using the Daily Self Checklist (**Appendix E**), which includes the following:

- Health related symptoms associated with COVID-19
- Close contact and exposure



The District recognizes that despite these measures, exposure to COVID-19 may unintentionally occur. Thus, in following CDC guidelines, primary exposure (close contact) is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or for asymptomatic patients, 2 days prior to positive specimen collection) until the time the individual is isolated.

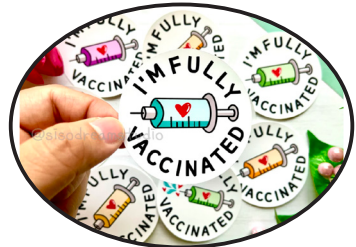
In the event an employee self-reports that he/she has been possibly exposed on or off work, the following actions include:

- If unvaccinated, or partially vaccinated (e.g., one dose of two dose vaccination) immediately quarantine the employee for 10 days following the exposure and (California Department of Public Health);
- People who have tested positive for COVID-19 within the past 3 months and recovered, as long as they do not develop any new symptoms do not need to quarantine.
- The employee should consult his/her medical provider and must be tested.
- Fully vaccinated employees should monitor their health and unless symptoms occur, may return to work.
- If unvaccinated, and you cannot wear a face covering or maintain 6 feet of distance between yourself and others for days 11-14, then please quarantine for the full 14 days.

Fully vaccinated means the following:

- **Pfizer-BioNTech or Moderna**—Two weeks after your second dose of the 2-dose series.
- **Johnson and Johnson/Janssen**—Two weeks after you receive the single-dose vaccine.

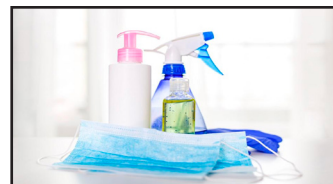
According to Local Health guidelines, although fully vaccinated people may not be required to quarantine, they are required to get tested to keep themselves and those around them safe:



- Get tested 3-5 days after being exposed to COVID-19 (even if you do not have symptoms)
- Wear a mask when indoors in public spaces for up to 14 days following your exposure OR until you receive a negative test result for COVID-19.

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Sharing with management areas or practices that may create potential exposure.
- Participating in daily self-screening assessment (**Appendix E**) at the beginning of your workday on a daily basis.
- Providing any limitations/restrictions related to medical conditions to Michael Walker, Health and Safety Specialist, 619.644.7039, michael_walker@gcccd.edu based on conditions that may place him/her at risk due to the identified CDC COVID-19 Pre-existing Conditions Risk Factors standards (**Appendix F**).
- Immediately reporting to the supervisor or operations manager any potential exposure both on and off the job.
- Using personal protective equipment (“PPE”) such as face coverings including face masks and/or face shields (if needed), appropriate handwashing, hand sanitizers, Environmental Protection Agency (“EPA”) approved cleaning products and disinfectants.
- Clean and disinfect personal workspaces on a daily basis (e.g. keyboards or areas that are used often and can be quickly wiped).



Correction of COVID-19 Hazards

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

The severity of the hazard will be assessed, and correction time frames assigned, accordingly. Minimally, correction methods may include the following:

- Perform thorough cleaning in high traffic areas, such as break rooms, lunch areas and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls;

- Frequently disinfect commonly used surfaces including but not limited to:

1. Laptops
2. Tables
3. Touchscreens
4. Toilet/sink areas
5. Keyboards

- Clean and sanitize shared equipment including but not limited to:

1. Phones
2. Light switches
3. Door handles
4. Counter tops
5. Tables



- Equip customer entrances and exits and restrooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff;
- Ensure that office sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed;
- Provide resources to promote workers personal hygiene such as tissues, no-touch trash cans, hand soap, adequate time for handwashing, alcohol-based hand sanitizers, disinfectants, and disposable towels;
- Provide time for workers to implement cleaning practices during their shift.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.

Michael Walker, Health and Safety Specialist, 619.644.7039, Michael_walker@gcccd.edu is identified as being responsible for timely correction.

Follow-up measures are taken within three (3) business days to ensure timely correction. These measures may include:

- An observational assessment of the instituted practices;
- A checklist review of the materials provided;
- Employee(s) follow-up and feedback on effectiveness of on instituted practices.

Control of COVID-19 Hazards

Physical Distancing

Even though physical distancing is no longer a requirement, the District will continue to make every effort to do the following:

- Reduce the number of persons in an area at one time, including visitors.
- Use visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.



Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and outdoors. They are required to be worn when ordered by the CDC, CDPH or local health department. In addition, as recommended by orders from the aforementioned entities, face masks may not be required to be worn by fully vaccinated employees while indoors, unless otherwise specified.

Employees can receive a face-covering from their supervisor or from Michael Walker, Health and Safety Specialist, 619.644.7039, Michael_walker@gcccd.edu in the event the supervisor is unavailable, for whatever reason.

- Face coverings that are ill-fitted and/or frequently fall underneath your nose or from behind your ear(s) should be immediately replaced.
- N95, KN95, and KN94 face masks are highly recommended.

How to Wear Face Coverings

Proper use of a face covering is full coverage of both the mouth and nose. Because the intent is to prevent the entry of any viral, harmful content, there should be no piercings, holes or potential entryways that would allow harmful content to enter.

Cloth Face Masks

A tightly woven fabric or non-woven material of at least two layers that does not let light pass through when held up to a light source is acceptable.

In the event an employee is approved to use a personal face mask, it should adhere to the District's policy standards that demonstrate respectful taste and professionalism within a business workplace environment. If a cloth face mask is used, it should be washed daily in a diluted bleach solution.

Maintenance

The employer shall provide new face coverings on daily basis or whenever there is accidental/unintentional and evident damage to the face covering.



- ***Non-Employees Face Coverings***

If an employee comes into contact with a non-employee (e.g. independent contractor) who is not wearing a face covering, the employee should not engage with the individual and immediately leave the area and contact his/her supervisor for assistance with the non-employee.

It is not the responsibility nor is it advised to engage with the non-employee regarding the use of a face covering.

Exceptions

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, if unvaccinated employees will be kept at least six feet apart.

Engineering controls

a. Limitations

We implement the following measures, when feasible, in the effort to minimize close contact/exposure.

- Ensure face coverings are provided and worn for unvaccinated and/or vaccinated individuals if required or recommended by the CDPH or Local Health Department;
- Remote working, if applicable for medically based reasons to the position and type of work performed;
- Hands-free trash receptacles, soap and towel dispensers, door openers and other similar hands-free equipment;



b. Ventilation

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

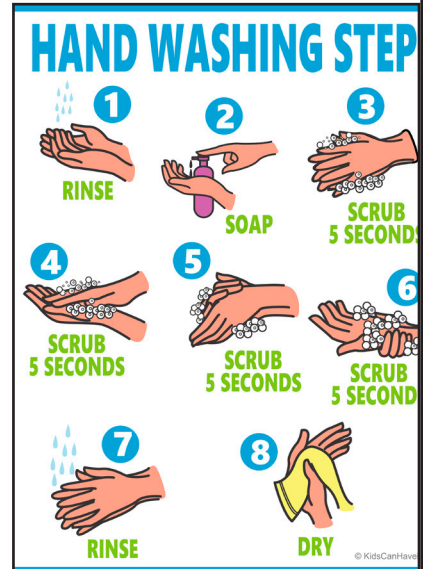
- Opening windows and doors, when weather conditions allow, to increase fresh outdoor air;
- Use of fans by windows to increase quantity of clean air;
- Decrease occupancy in areas where outdoor ventilation cannot be increased;
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space;
- Turn off any demand-controlled ventilation (DCV) controls that reduce air supply based on occupancy or temperature during occupied hours;
- Open outdoor air dampers beyond minimum settings to reduce or eliminate HVAC air recirculation;
- Increase airflow to occupied spaces when possible;
- Ensure restroom exhaust fans are functional and operating at full capacity when the building is occupied;
- Inspect and maintain local exhaust ventilation in areas such as kitchens, breakroom, restroom, etc.;



Cleaning and disinfecting

The District will use only EPA approved cleaning and disinfecting solutions. When using these products, the District will implement the following cleaning and disinfection measures for frequently touched surfaces:

- Employees should wear disposable gloves to clean and disinfect and discard after use or use reusable gloves that are dedicated only for cleaning and disinfecting. Employees are to always wash hands after removing gloves.
- Clean any dirty surfaces using soap and water first, then use disinfectant.
- Keep surface wet with disinfectant for a period of time as based on product instructions (see product label).
- Ensure good ventilation while using the product.
- Ensure adequate supplies are tracked and maintained.
- Employees should wash their hands often for at least up to 20 seconds with soap and water if engaging in any of the following:



1. After blowing one's nose, coughing, or sneezing.
2. Before touching one's face.
3. After using the restroom.
4. After leaving a public place.
5. After handling one's mask.
6. Before eating or preparing food.
7. If hand washing is not available, hand sanitizers should be used.

a. Frequency

1. Employees should clean their personal workspace on a daily basis using the EPA approved products provided by the District. Such cleaning will include spraying and wiping down surfaces that have been used throughout the workday.
2. Community spaces that have surface areas should be cleaned on a daily basis.

b. Protocol cleaning Procedures for positive COVID-19 Case

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

1. Close off the area used by the employee who is sick.
2. Open outside doors and windows and use fans or other engineering controls to increase air circulation in the area.
3. Utilize outside agency for deep-cleaning, to protect employees from possible infection, if necessary.
4. Vacuum the space if needed and applicable.
5. Clean and disinfect community spaces.

Throughout any cleaning and disinfecting procedure(s) the employee is required to wear gloves and a face covering except when impracticable to do so.

When needed, and as determined by the District, an outside agency may provide cleaning services if the needs are too significant for the District to address or it may place employees at greater harm.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by each employee before sharing it with others.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we will:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing for at least 20 seconds each time.
- Provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).



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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Employees shall be provided with appropriate PPE based on the type of work performed and to ensure the highest level of protection possible.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.

- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand. This includes employees reporting COVID-19 exposure, symptoms and possible hazards to their supervisor and/or to Michael Walker, Health and Safety Specialist, 619.644.7039, michael_walker@gcccd.edu

In the event a potential workplace exposure occurs, a written notification shall be provided to all employees within one (1) business day as well as any outside employers and/or independent contractors who may be exposed.

The District encourages reporting symptoms and hazards and employees should not fear any reprisal, which will not be tolerated. In addition, the District may provide possible reasonable accommodations for requested by employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.



Where testing is not required, employees can access COVID-19 testing at various locations throughout the county (**Appendix G**). In addition, self-testing and reporting is allowable and can be utilized by employees.

In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

This testing will be provided at no cost to the employee during working hours.

Employees are required to follow the below procedures in the event of workplace exposure:

- Do not return to work if unvaccinated or not fully vaccinated;
- Return to work if fully vaccinated and not displaying any symptoms, but if symptomatic, do not return;
- Call your supervisor and the District’s designated contact tracer to report your possible exposure and any relevant details that may assist with contact tracing to prevent the spread and to notify other employees who may have been exposed;
- Immediately consult your medical provider if unvaccinated or not fully vaccinated;
- If you contracted COVID-19 within three (3) months and fully recovered, consult your physician and you may return to work, if no issues present, in accordance to the Local Health authorities.
- Get tested as quickly as possible using any of the locations provided on **Appendix G** or other medical facility of your choice;
- For unvaccinated and not fully vaccinated employees, quarantine or isolation guidelines should be adhered based on the following:
 1. A quarantine or isolation order of a named government entity;
 2. A named health care provider;
- Information about COVID-19 hazards will be provided to employees as well as others including outside employers and contractors who engage with the District. In the event workplace exposure or an outbreak occurs, the same communication strategies identified above will be followed.



Training and Instruction

The District provides training and any relevant updates on our COVID-19 policies and procedures to protect employees from COVID-19 hazards.

Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws will also be provided to the employee.

The District utilizes its own developed training program that meets Cal OSHA's guidelines. All employees are provided access to the training via the employee intranet portal on the District's website.

In providing this training, the District ensures employees are provided essential information related to COVID-19. Specifically, it provides the following information:

- COVID-19 is an infectious disease that can be spread through the air.
- COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing 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.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- The importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms if unvaccinated;
- Guidelines for fully vaccinated employees who may be exposed to a COVID-19 case;
- How to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.



Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

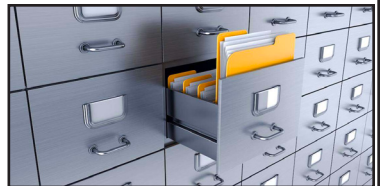
- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. This will be done as follows:

1. Utilizing worker's compensation when an employee has been exposed to COVID-19 while at work;
2. Upon approval of the supervisor and with final approval by the President, allow for paid time off not to exceed the parameters identified under federal and state authority for COVID-19 quarantine.
3. Allow employees to use paid time off under sick leave provisions and/or disability leave, as legally permitted, and/or under worker's compensation.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of fully vaccinated employees.
- Maintain records of unvaccinated employees and partially vaccinated employees along with weekly testing records.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.



Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work 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 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days if no symptoms develop.
-

However symptoms should be monitored up to 14 days have passed since the last contact. Employees must practice safety recommendations, including always using a face covering, maintaining a distance of at least 6 feet between yourself and others, and washing your hands often. from the time the exposure occurred, if masking, social distancing, and handwashing occurs.

We thank you for your vigilance and participation in these safety practices!

Approval: _____
Signature of Chancellor

Date



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

WE THANK YOU FOR STAYING AND
KEEPING OTHERS SAFE!

APPENDICES

Appendix A: Identification of COVID-19 Hazards

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

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

Person conducting the evaluation: _____

Date: _____

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

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

Appendix B: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

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

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: _____

Name of person conducting the investigation: _____

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:		
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:	

Appendix E



COVID-19 Daily Checklist

Review this **Daily Self Checklist** each day before reporting to Work! The District and Colleges are making every effort to protect all employees and asking all employees to take these steps each day.

STEPS:

1. Check the symptom list below.
2. If you have any of the symptoms listed **call your supervisor** and let them know you are staying home due to having the identified symptom **AND**
3. **Email** Human Resources at Michael.Walker@gcccd.edu with the same information provided to your supervisor.
4. Employees are strongly encouraged to contact their primary care physician

- Do you have a **FEVER** (a temperature above 100.0 F)?
- Do you have a **COUGH**?
- Do you have **SHORTNESS OF BREATH**?
- Do you have **MUSCLE ACHES** or **CHILLS**?
- Do you have a **SORE THROAT** or **HEADACHE**?
- Do you have **LOSS** of **TASTE** or **SMELL**?
- Do you have **NAUSEA, VOMITING, DIARRHEA, or LOSS OF APPETITE**?
- Have you, or anyone you have been in close contact with been **DIAGNOSED** with COVID-19, or **PLACED ON QUARANTINE** within the last 14 days?
- Have you been asked to **SELF-ISOLATE OR QUARANTINE** by a **medical professional or local public health official**?

WHILE AT WORK:

If you become ill at work with any of these symptoms, follow steps 2 and 3 above.

Thank you for doing your part to keep our campus community safe and healthy!

APPENDIX F: CDC COVID-19 Pre-existing Conditions Risk Factors

Adults of any age with the following conditions **are at increased risk** of severe illness from the virus that causes COVID-19:

- [Cancer](#)
- [Chronic kidney disease](#)
- [COPD \(chronic obstructive pulmonary disease\)](#)
- [Down Syndrome](#)
- [Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)
- [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
- [Obesity \(body mass index \[BMI\] of 30 kg/m² or higher but < 40 kg/m²\)](#)
- [Severe Obesity \(BMI ≥ 40 kg/m²\)](#)
- [Pregnancy](#)
- [Sickle cell disease](#)
- [Smoking](#)
- [Type 2 diabetes mellitus](#)

COVID-19 is a new disease. Currently there are limited data and information about the impact of many underlying medical conditions on the risk for severe illness from COVID-19. Based on what we know at this time, adults of any age with the following conditions **might be at an increased risk** for severe illness from the virus that causes COVID-19:

- [Asthma \(moderate-to-severe\)](#)
- [Cerebrovascular disease \(affects blood vessels and blood supply to the brain\)](#)
- [Cystic fibrosis](#)

APPENDIX G: MEDICAL RESOURCES

Below are some of the major medical providers in San Diego. Please be sure to keep up-to-date on how to access care with your provider.

Temporary location closures
Updated office hours
Visitor guidelines

Kaiser Permanente

<https://mydoctor.kaiserpermanente.org/covid-19/>

Sharp

<https://www.sharp.com/coronavirus/index.cfm>

UCSD

<https://health.ucsd.edu/coronavirus/pages/default.aspx>

Scripps

https://www.scripps.org/news_items/6882-what-is-coronavirus-who-is-affected

Rady Children's Hospital

<https://www.rchsd.org/health-safety/health-alerts/>