

# Mt. San Antonio College COVID-19 Prevention Program (CPP)

Mt. San Antonio College  
1100 N. Grand Ave.  
Walnut, CA 91789  
[www.mtsac.edu](http://www.mtsac.edu)

# COVID-19 PREVENTION PROGRAM (CPP)

## I. **PURPOSE:**

The purpose of the Mt. San Antonio College's COVID-19 Prevention Program ("CPP") is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes Mt. San Antonio College from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

## II. **SCOPE**

Unless one of the exceptions applies, this CPP applies to all Mt. San Antonio College employees, including those who are vaccinated.

The following employees are exempted from coverage under the CPP: (1) Mt. San Antonio College employees who are teleworking; or (2) Mt. San Antonio College employees who are working in a facility or operation that subject to the Cal/OSHA regulation concerning Aerosol Transmissible Diseases ("ATD") regulation.

Furthermore, certain Mt. San Antonio College employees who perform services covered by the ATD regulation may be exempted during the actual performance of such services.

## III. **DEFINITIONS:**

For the purposes of the CPP, the following definitions shall apply:

"COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"COVID-19 case" means a person who either: (1) Has a positive "COVID-19 test" as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county. A person is no longer a "COVID-19 case" when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

"Close contact COVID-19 exposure" means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period

within or overlapping with the “high-risk exposure period” as defined here. This definition applies regardless of the use of face coverings.

“COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization (“EUA”) from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA EUA as applicable.

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksites” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“High-risk exposure period” means the following time period: (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For persons who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

#### **IV. PROGRAM**

##### **A. SYSTEM FOR COMMUNICATING WITH MT. SAN ANTONIO COLLEGE**

## EMPLOYEES

### 1. **Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at Mt. San Antonio College Worksites and Facilities**

Mt. San Antonio College policy requires that Mt. San Antonio College employees immediately report to Human Resources Contact Tracing Team at [hraccommodations@mtsac.edu](mailto:hraccommodations@mtsac.edu) or (909) 274-4414 with any of the following:

- (1) the employee's presentation of COVID-19 symptoms
- (2) the employee's possible COVID-19 close contact exposures
- (3) COVID-19 hazards at worksites or facilities can be reported on the Hazard report form located at the risk website, [www.mtsac.edu/risk](http://www.mtsac.edu/risk).

Mt. San Antonio College will not discriminate or retaliate against any Mt. San Antonio College employee who makes such a report.

### 2. **Accommodations Process for Mt. San Antonio College Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness**

Mt. San Antonio College policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness

The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

1. Cancer
2. Chronic kidney disease
3. COPD (chronic obstructive pulmonary disease)
4. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
5. Immunocompromised state (weakened immune system) from solid organ transplant
6. Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
7. Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)
8. Pregnancy
9. Sickle cell disease

10. Smoking
11. Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

1. Asthma (moderate-to-severe)
2. Cerebrovascular disease (affects blood vessels and blood supply to the brain)
3. Cystic fibrosis
4. Hypertension or high blood pressure
5. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
6. Neurologic conditions, such as dementia
7. Liver disease
8. Overweight (BMI > 25 kg/m<sup>2</sup>, but < 30 kg/m<sup>2</sup>)
9. Pulmonary fibrosis (having damaged or scarred lung tissues)
10. Thalassemia (a type of blood disorder)
11. Type 1 diabetes mellitus

Mt. San Antonio College will periodically review the following web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

Mt. San Antonio College employees are encouraged to review the list of medical conditions and other condition provided above in order to determine whether they have such a condition.

To request an accommodation under Mt. San Antonio College policy, employees may make a request with Human Resources, at [hraccommodations@mtsac.edu](mailto:hraccommodations@mtsac.edu) or (909) 274-4414.

### **3. COVID-19 Testing**

Mt. San Antonio College possesses authority to require that employees who report to work at Mt. San Antonio College worksites or facilities be tested for COVID-19.

Where Mt. San Antonio College requires that Mt. San Antonio College employees be tested, Mt. San Antonio College will inform employees for the reason that testing is required.

All employees who do not provide proof of being fully vaccinated will be required to take weekly COVID-19 tests. These weekly COVID-19 tests will be provided free of charge through campus test centers at several convenient locations on campus.

These employees will use the mobile friendly Cleared4 app to keep track of their weekly test schedule as well as its results and follow further instructions.

Employees who fall behind on weekly testing will be contacted by their managers and may be barred from campus until their testing is brought up to date and/or go through the employee discipline process.

Mt. San Antonio College will also inform Mt. San Antonio College employees of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to Mt. San Antonio College during the high-risk exposure period and satisfying the minimum criteria to return to work.

Where Mt. San Antonio College requires testing, Mt. San Antonio College has adopted policies and procedures that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act ("CMIA"). Specifically, Mt. San Antonio College will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

#### **4. COVID-19 Hazards**

Mt. San Antonio College will notify Mt. San Antonio College employees and subcontracted employees of any potential COVID-19 exposure at a Mt. San Antonio College worksite or facility where a COVID-19 case and Mt. San Antonio College employees were present on the same day. Mt. San Antonio College will notify Mt. San Antonio College employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

Mt. San Antonio College will also notify Mt. San Antonio College employees of cleaning and disinfecting measures Mt. San Antonio College is undertaking in order to ensure the health and safety of Mt. San Antonio College worksite or facility where the potential exposure occurred.

Mt San Antonio College will assess the severity of the hazard and correct the hazard accordingly. The hazard will be assigned to the identified division and report the outcome accordingly.

COVID-19 hazards at worksites or facilities can be reported on the Hazard report form located at the risk website, [www.mtsac.edu/risk](http://www.mtsac.edu/risk).

### **B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT MT. SAN ANTONIO COLLEGE WORKSITES AND FACILITIES**

#### **1. Screening Mt. San Antonio College Employees for COVID-19 Symptoms**

Mt. San Antonio College possesses authority to screen employees and or require that employee self-screen for COVID-19 symptoms.

Mt. San Antonio College policy provides that Mt. San Antonio College employees will conduct a self- screening prior to entering the College's worksites and facilities according to California Department of Health guidelines. Employees who are reporting COVID-19 symptoms will complete the employee health questionnaire and contact Human Resources contact tracing team at [hraccommodations@mtsac.edu](mailto:hraccommodations@mtsac.edu) or (909) 274-4414.

### Responding to Mt. San Antonio College Employees with COVID-19 Symptoms

Should a Mt. San Antonio College employee present COVID-19 symptoms during a Mt. San Antonio College administered screening or a self-screen, Mt. San Antonio College will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work.

Mt. San Antonio College will advise employees of any leaves to which they may be entitled during this self-quarantine period.

Further, Mt. San Antonio College has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA, and will not disclose to other employees the fact that the employees presented COVID-19 symptoms Mt. San Antonio College's Response to COVID-19 Cases

Mt. San Antonio College will advise employees of any leaves to which they may be entitled during this self-isolation period.

Mt. San Antonio College will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) employees who were present at a Mt. San Antonio College worksite or facility when the COVID-19 case was present; (4) the employee organizations that represent employees at the Mt. San Antonio College worksite or facility; (4) the employers of subcontracted employees who were present at the Mt. San Antonio College worksite or facility; and (5) the Mt. San Antonio College's workers' compensation plan administrator.

If possible, Mt. San Antonio College will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the high-risk exposure period. If Mt. San Antonio College determines that there were any close contact COVID-19 exposures, Mt. San Antonio College will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

Mt. San Antonio College has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, Mt. San Antonio College will not disclose to other employees, except for those who need to know, the

fact that the employees tested positive for or were diagnosed with COVID-19. Further, Mt. San Antonio College will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

**2. Workplace-Specific Identification of COVID-19 Hazards**

Mt. San Antonio College conducted a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, Mt. San Antonio College identified places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

As part of this process, Mt. San Antonio College identified potential workplace exposure to all persons at Mt. San Antonio College worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. Mt. San Antonio College considered how employees and other persons enter, leave, and travel through Mt. San Antonio College worksites and facilities, in addition to addressing employees' fixed workspaces or workstations.

As part of this process, Mt. San Antonio College treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

**3. Maximization of Outdoor Air and Air Filtration**

For indoor Mt. San Antonio College worksites and facilities, Mt. San Antonio College evaluated how to maximize the quantity of outdoor air and increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems. Filters have been upgraded to match the CDPH's interim guidance for ventilation, filtration and air quality in indoor environments

**4. Mt. San Antonio College Compliance with Applicable State and Local Health Orders**

Mt. San Antonio College monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to Mt. San Antonio College's location and operations.

Mt. San Antonio College fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

**5. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls**

Periodically, Mt. San Antonio College will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

Upon request, Mt San Antonio College will provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees are able to request an N95 by submitting the PPE request form [www.mtsac.edu/risk/ppe-form.html](http://www.mtsac.edu/risk/ppe-form.html). The employee will be contacted by risk management and schedule an appointment to evaluate correct sizing of the N95, in compliance with section 5144 when deemed necessary by Cal/OSHA.

Mt San Antonio College will provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

**6. Periodic Inspections**

Mt. San Antonio College will conduct periodic inspections of Mt. San Antonio College worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with Mt. San Antonio College's COVID-19 policies and procedures.

**C. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN MT. SAN ANTONIO COLLEGE WORKSITES AND FACILITIES**

**1. Procedure to Investigate COVID-19 Cases**

Mt. San Antonio College has a procedure for investigating COVID-19 cases in the workplace. As provided below, the procedure provides for the following: (1) the verification of COVID-19 case status; (2) receiving information regarding COVID-19 test results; (3) receiving information regarding the presentation of COVID-19 symptoms; and (4) identifying and recording all COVID-19 cases.

Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:

- Employees who are fully vaccinated before the close contact and do not have symptoms.
- COVID-19 cases who were allowed to return to work per the return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.

- Information on benefits will be provided to employees
- Written notification to all employees, independent contractors and other employers at the worksite during the high-risk exposure period. These written notifications meet the requirements of T8CCR section 3205(c)(B) and Labor Code section 6409.6 9(a)(4); (a)(2); and (c) that is readily understandable by employees.

## **Response to COVID-19 Cases**

As provided above at Section IV.B.3., in the event that Mt. San Antonio College employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, Mt. San Antonio College will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

### **a. Contact Tracing**

If possible, Mt. San Antonio College will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at an Mt. San Antonio College worksite or facility; and (3) the nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there were any close contact COVID-19 exposure.

If Mt. San Antonio College determines that there were any close contact COVID-19 exposures, Mt. San Antonio College will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

### **b. Reporting the Potential Exposure to Other Employees**

Mt. San Antonio College will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) Employees who were present at a Mt. San Antonio College worksite or facility when the COVID-19 case was present; and (2) subcontracted employees who were present at the Mt. San Antonio College worksite or facility.

### **c. Free COVID-19 Testing for Close Contact Exposures**

Mt. San Antonio College will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure at a Mt. San Antonio College worksite or facility.

### **d. Leave and Compensation Benefits for Close Contact Exposures**

Mt. San Antonio College will provide these employees with information regarding

COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, Mt. San Antonio College's own leave policies, and leave guaranteed by contract.

Mt. San Antonio College will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

Mt. San Antonio College may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

**e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure**

Mt. San Antonio College will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

**2. Confidential Medical Information**

Mt. San Antonio College will protect the confidentiality of the COVID-19 cases, and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19.

Mt. San Antonio College will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

**3. COVID-19 Symptoms**

Mt. San Antonio College provided employees training and instruction on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

Mt. San Antonio College monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Mt. San Antonio College will advise employees in the event that the CDC makes any changes to its guidance concerning such symptoms.

Mt. San Antonio College provided employees instruction on the importance of not coming to work, how to report symptoms and obtain a COVID-19 test if the employees have COVID-19 symptoms.

#### **4. Mt. San Antonio College's COVID-19 Policies and Procedures**

Mt. San Antonio College provides regular updates to employees on Mt. San Antonio College's policies and procedures to prevent COVID-19 hazards at Mt. San Antonio College worksites and facilities and to protect Mt. San Antonio College employees.

#### **5. COVID-19 Related Benefits**

Mt. San Antonio College advised Mt. San Antonio College employees of the leaves to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, [any applicable local governmental requirements], Mt. San Antonio College's own leave policies, and leave guaranteed by contract.

Further, when employees require leave or are directed not to report to work by Mt. San Antonio College, Mt. San Antonio College will advise the employees of the leaves to which the employees may be entitled for that specific reason.

#### **6. Spread and Transmission of the Virus that Causes COVID-19**

Mt. San Antonio College advised Mt. San Antonio College employees of the that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

Mt. San Antonio College further advised Mt. San Antonio College employees of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing is highly recommended along with other controls, including face coverings regardless of vaccination status. Hand hygiene, including hand washing for at least 20 seconds is highly effective.

#### **7. Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene**

Mt. San Antonio College has trained and instructed Mt. San Antonio College employees on 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.

Further, Mt. San Antonio College trained and instructed Mt. San Antonio College on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

## **8. PHYSICAL DISTANCING – RECOMMENDED WHERE POSSIBLE**

In response to the most recent Cal OSHA COVID 10 Emergency Temporary Standards, physical distancing requirements have been eliminated except where Mt. SAC has determined there is a hazard and for certain employees during major outbreaks.

### **D. FACE COVERINGS**

#### **1. Face Covering Requirements**

1. Employees are required to wear a face mask regardless of vaccination status.
2. Exception if employees have been provided an exception accommodation by Human Resources (as listed below in 4. b. or c.).
3. For all employees who are not fully vaccinated, the College shall provide voluntary use of N95 respiratory mask.
4. Employees shall ensure that required face coverings are clean and undamaged, and that they are worn over the nose and mouth. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
5. When employees are required to wear face coverings, the following exceptions apply:
  - a. When an employee is alone in a room or vehicle.
  - b. While eating or drinking at the workplace, provided employees are at least six feet apart.
  - c. Employees wearing respirators (i.e., N-95 Masks) required by the employer. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders (8 C.C.R. 5144 is available at the following web address: <https://www.dir.ca.gov/title8/5144.html>).
  - d. 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, and have been cleared by Human Resources. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
  - e. Specific tasks which cannot feasibly be performed with a face covering which employees have been cleared by Human Resources. This exception is limited to the time period in which such tasks are actually being performed.

6. Employees exempted through the Human Resources FEHA/ADA accommodations process from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
7. Any employee not wearing a face covering, pursuant to the exceptions and not wearing a non-restrictive alternative when allowed, shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee. The College may not use the provisions as an alternative to face coverings when face coverings are otherwise required.
8. The College shall not prevent any employee from wearing a face covering when not required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
9. The College shall provide face coverings to employees upon request, regardless of vaccination status.
10. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six (6) feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

**1. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement**

Mt. San Antonio College's policy requires that Mt. San Antonio College employees who exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

**2. Prohibition on Preventing Employees from Wearing Face Covering**

Mt. San Antonio College does not prevent any Mt. San Antonio College employee from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

**3. Communication to Non-Employees Regarding Face Covering Requirement**

Mt. San Antonio College posts signage to inform non-employees that Mt. San Antonio College requires the use of face coverings at Mt. San Antonio College worksites and

facilities.

**4. Policies to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings**

Mt. San Antonio College has developed COVID-19 policies and procedures to minimize employees' exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

**E. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**1. Maximization of Outdoor Air**

As provided above at Section IV.B.5., for indoor Mt. San Antonio College worksites and facilities, Mt. San Antonio College evaluated how to maximize the quantity of outdoor air.

Further, for Mt. San Antonio College worksites and facilities with mechanical or natural ventilation, or both, Mt. San Antonio College has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency ("EPA") Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to Mt. San Antonio College employees, for instance from excessive heat or cold.

**2. Cleaning and Disinfecting Procedures**

Mt. San Antonio College's cleaning and disinfecting policy requires the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. Mt. San Antonio College will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Further, Mt. San Antonio College requires that cleaning and disinfecting must be done in a manner that does not create a hazard to Mt. San Antonio College employees or subcontracted employees.

In the event of a positive COVID 19 case in our workplace Mt San Antonio College will quarantine the room for a minimum of 24 hours and purge the air in that building. Once the minimum of 24 hours has been completed staff will enter the room with the maximum protective PPE equipment and provide a COVID cleaning process.

#### **4. Evaluation of Handwashing Facilities**

In order to protect Mt. San Antonio College employees, Mt. San Antonio College evaluated its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

Mt. San Antonio College encourages Mt. San Antonio College employees to wash their hands for at least 20 seconds each time.

Mt. San Antonio College does not provide hand sanitizers with methyl alcohol.

Mt San Antonio College has provided free standing hand sanitizer stations throughout the campus to meet the needs of staff and the campus facilities supporting the disinfectant procedures for Mt SAC employees.

#### **5. Personal Protective Equipment (PPE)**

Mt. San Antonio College policy provides for PPE.

Mt. San Antonio College evaluates the need for PPE, such as gloves, goggles, and face shields, N95, 3 ply masks, hand sanitizer to prevent exposure to COVID-19 hazards and provide such PPE as needed.

In accordance with applicable law, Mt. San Antonio College will provide and ensure use of respirators in accordance when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

In accordance with applicable law, Mt. San Antonio College will provide and ensure use of eye protection and respiratory protection when Mt. San Antonio College employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## **F. REPORTING, RECORDKEEPING AND ACCESS**

### **1. Reporting COVID-19 Cases to the Local Health Department**

In accordance with applicable law, Mt. San Antonio College will report information about COVID-19 cases at the workplace to the local health department.

Further, Mt. San Antonio College will provide any related information requested by the local health department.

Mt San Antonio College will maintain records of the steps taken to implement the COVID19 Prevention Program. The program is available to employees, authorized employee representatives and to the representatives of Cal/OSHA immediately upon request.

### **2. Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA**

In accordance with applicable law, Mt. San Antonio College will immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths of Mt. San Antonio College employees occurring at a Mt. San Antonio College worksite or facility or in connection with any employment.

Further, in accordance with applicable law, Mt. San Antonio College will record any serious work-related COVID-19-related illnesses or deaths.

### **3. Maintenance of Records Related to the Adoption of the CPP**

In accordance with applicable law, Mt. San Antonio College will maintain records of the steps taken to implement this CPP.

### **4. Availability of the CPP for Inspection**

Mt. San Antonio College will make this written CPP available to employees and employee organizations at Mt. San Antonio College worksites or facilities.

Further, Mt. San Antonio College will make this written CPP available to Cal/OSHA representatives immediately upon request.

### **5. Records Related to COVID-19 Cases**

Mt. San Antonio College will keep a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, Mt. San Antonio College will keep the employees' medical information confidential.

In accordance with the CMIA and applicable law, Mt. San Antonio College will make this information available to employees and employee organizations with personal identifying information removed. Mt. San Antonio College will also make this information available as otherwise required by law.

## I. EXCLUSION OF COVID-19 CASES

### 1. Exclusion of COVID-19 Cases from Mt. San Antonio College Worksites and Facilities

Mt. San Antonio College will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.K.

Fully vaccinated employees do not need to be offered testing or excluded from work after closecontact unless they have COVID-19 symptoms.

Employers must exclude employees who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact from the workplace and, if that close contact is workrelated, remain in paid status until cleared by Human Resources before they can return to work.

### 2. Provision of Benefits to Mt. San Antonio College Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

#### a. **Employees Who Are Able to Telework during Isolation or Quarantine Period**

Mt. San Antonio College will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. Mt. San Antonio College will provide these employees their normal compensation for the work that they perform for Mt. San Antonio College during the isolation or quarantine period.

#### b. **Employees Who Are Unable to Telework during Isolation or Quarantine Period**

The provision of benefits described below does not apply to either: (1) Mt. San Antonio College employees who Mt. San Antonio College can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) Mt. San Antonio College employees who are unable to work for reasons other than protecting employees and non-employees at Mt. San Antonio College worksites and facilities from possible COVID-19 transmission. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

For other employees, Mt. San Antonio College will require that employees who are unable to telework, but are otherwise able and available to work, to use district paid leave in order to receive compensation during the isolation or quarantine period. Mt. San Antonio College employees retain their entitlement to elect not to use other earned or accrued paid leave during this time.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, Mt. San Antonio College will maintain the

employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

Mt. San Antonio College may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

**3. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections**

The obligations set forth in this section do not limit any other applicable law, Mt. San Antonio College policy, or collective bargaining agreement that provides Mt. San Antonio College employees with greater protections or benefits.

**4. Provision of Information Concerning Benefits to Excluded Employees**

At the time of exclusion, Mt. San Antonio College will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, [any applicable local governmental requirements], Mt. San Antonio College's own leave policies, and leave guaranteed by contract.

**J. RETURN TO WORK CRITERIA**

**1. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases**

Mt. San Antonio College policy requires that COVID-19 cases with COVID-19 symptoms remain at their home or place of residence and not report to any Mt. San Antonio College worksite or facility until they satisfy each of the following conditions:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

**2. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases**

Mt. San Antonio College policy requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any Mt. San Antonio College worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

**3. COVID-19 Testing is required in Order to Return to Work**

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, Mt. San Antonio College requires employees submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

**4. COVID-19 testing for employees who are not fully vaccinated and might have been exposed**

Mt. SAC shall offer COVID-19 testing at no cost during paid time to employees who are not fully vaccinated and had potential exposure to COVID-19 in the workplace, and provide them with information on benefits.

**5. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official**

If employees are subject to an isolation or quarantine order issued by a state or local health official, Mt. San Antonio College policy requires that the employees not report to any Mt. San Antonio College worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the order did not specify a definite isolation or quarantine period, then the period shall be 10 days from the time the order to isolate or quarantine was effective.

**6. When there are multiple COVID-19 infections and COVID-19 outbreaks**

Mt. SAC will follow the requirements for testing and notifying public health departments of workplace outbreaks (three or more cases in an exposed workgroup in a 14-day period) and major outbreaks (20 or more cases within a 30-day period). During any outbreak, face coverings are required regardless of employee vaccination status: 1) indoors and 2) outdoors when employees are less than six feet from another person. During major outbreaks, six-foot physical distancing is required where feasible, both indoors and outdoors.

This will stay in effect until there are no more new COVID-19 cases detected in the exposed group for a 14 day period.

Covid Testing will occur according to number 4 in this section for the employees at no cost, during paid time, and in our exposed group. Except for employees who did not develop symptoms and who were fully vaccinated before the multiple infections or outbreak occurred.

In situations of 20 or more employee cases in an exposed group we will continue

to comply with the Multiple COVID-19 infections and COVID-19 addendum except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

## **7. Allowance by Cal/OSHA for an Employee to Return to Work**

If there are no violations of state or local health officer orders related to the employee's isolation or quarantine, Mt. San Antonio College may request that Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

Where the absence of an essential employee from the Mt. San Antonio College worksite would cause a staffing shortage that would have an adverse on a community's health and safety and pose an undue risk to the community's health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, Mt. San Antonio College submit the written request to [rs@dir.ca.gov](mailto:rs@dir.ca.gov). In the event of an emergency, Mt. San Antonio College may request a provisional waiver by contacting the local Cal/OSHA office while Mt. San Antonio College prepares the written waiver request.

The written waiver request must provide for the following information:

1. Employer name and business or service;
2. Employer point-of-contact name, address, email and phone number;
3. Statement that there are no local or state health officer orders for isolation or quarantine of the excluded employees;
4. Statement describing the way(s) in which excluding the exposed or COVID-19 positive employees from the workplace impacts the employer's operation in a way that creates an undue risk to the community's health and safety;
5. Number of employees required to be quarantined under the Cal/OSHA regulation, and whether each was exposed to COVID-19 or tested positive for COVID-19; and
6. The employer's control measures to prevent transmission of COVID-19 in the workplace if the employee(s) return or continue to work in the workplace, including the prevention of further exposures. These measures may include, but are not limited to, preventative steps such as isolating the returned employee(s) at the workplace and requiring that other employees use respiratory protection in the workplace.

In addition to submitting a request for a Cal/OSHA waiver, Mt. San Antonio College will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the Mt. San Antonio

College worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.

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REV – 6/21