

# GUIDE FOR ESSENTIAL EMPLOYEES

# Working On Campus



Learn more at [www.mtsac.edu/health](http://www.mtsac.edu/health)

# LA COUNTY PUBLIC HEALTH ORDER

## EFFECTIVE JULY 17, 2021

The County of Los Angeles Department of Public Health issued a new Health Officer Order on Friday, July 16, 2021, with an effective date of July 17, 2021. This order mainly aligns with the State Public Health Officer Order of June 2021 and continues to place certain safety requirements on individuals consistent with State and Federal rules. In addition, **this order now requires that all persons wear face masks while in indoor public settings and businesses**, with limited exceptions, as a precautionary measure with the current level of community COVID-19 transmission. **As a result, this Health Officer Order shall supersede the Return to Work Guide related to face covering requirements until further notice.** For additional information on the Health Officer Order, please visit the [Health Officer Order](#).

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*Every employee plays a KEY role in avoiding exposure and limiting infection. Together, we can support the health and well-being of our entire campus community.*

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# KEEPING EMPLOYEES SAFE

Mt. SAC is taking every precaution to ensure our workplaces are safe. The District is following federal and county health and safety guidelines, as well as guidance from our state and local governments. We have implemented practices for disinfection and employee safety following Cal/OSHA guidelines and will continue to modify these practices as the situation changes.

In order to continue keeping our workplace safe and healthy, the following policies and procedures have been implemented by the District.

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## IMPORTANT MT. SAC CONTACTS

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- ♦ Before coming to campus, employees must self-check **daily** for any symptoms of COVID-19 prior to leaving home and entering the workplace.
- ♦ Informational signage is posted throughout campus related to current safety measures and requirements in place related to COVID-19. Signs may be updated as the healthcare crisis changes.
- ♦ Common areas and frequently touched surfaces are disinfected throughout the day in high use areas.
- ♦ Disinfecting supplies (i.e., disinfecting wipes) will be available for employee use. Employees are encouraged to disinfect their workspaces throughout the workday.
- ♦ Hand sanitizer, soap, and paper towels will be readily available in all restrooms, and hand sanitizer and disinfecting wipes will be available throughout campus office areas.
- ♦ HVAC systems have been inspected, ventilation has been maximized, and purification has been increased where feasible.
- ♦ There are no physical distancing or barrier requirements regardless of employee vaccination status with the following exceptions:
  - The College will evaluate whether it is necessary to implement physical distancing and barriers during an outbreak (3 or more cases in an exposed group of employees).
  - The College will implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of employees).
- ♦ Employees who develop symptoms shall complete the [Employee Health Check Form](#), notify Human Resources **immediately**, notify their manager, and stay home and isolate, following the direction provided by Human Resources. Human Resources will follow Cal/OSHA rules regarding exposures.

## **Symptom Checker**

**CDC Guidelines:** Employees who have symptoms when they arrive at work or become sick during the day shall **immediately** notify their manager and Human Resources and go home.

Employees with the following symptoms may have COVID- 19:

- ✓ Fever
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Chills
- ✓ Fatigue
- ✓ Muscle or body aches
- ✓ Headache
- ✓ Sore throat, Congestion, or Runny Nose
- ✓ New loss of taste or smell
- ✓ Other symptoms (less common): GI symptoms like nausea, vomiting, or gastrointestinal distress

- ♦ Employees who are identified as close contacts of a known or suspected COVID case shall notify Human Resources for further direction. Human Resources will follow Cal/OSHA rules regarding close contact exposure.
- ♦ Mandatory employee training is required and conducted through Keenan Safe Colleges. Employees can find the training topics by searching in [POD Connect](#). Employees must complete prior to returning to campus:
  - Coronavirus: Awareness (10 min)
  - Coronavirus: Cleaning and Disinfecting your Workplace (10 min)
  - Coronavirus: Reopening Your Organization (8 min)
  - Coronavirus: Managing Stress and Anxiety (12 min – optional)
- ♦ Employees not available to work on a particular day must utilize available leaves options. Additional information can be found at  
[www.mtsac.edu/health/employee-resources.html](http://www.mtsac.edu/health/employee-resources.html).

## ***How and When to Wear a Face Covering***

- ♦ A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers.
- ♦ A face covering has no visible holes or openings and must cover the nose and mouth.
- ♦ A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
- ♦ Mt. SAC shall provide face coverings to employees upon request, regardless of vaccination status.

# EMPLOYEE RESPONSIBILITIES

Adherence to the following guidelines will assure the ongoing safety and health of everyone in our College community. Each and every Mt. SAC employee is expected to:

**REVIEW:** Prior to reporting to campus for the first time, read this Working on Campus Guide and view the coronavirus training videos in POD Connect.  
**IMPORTANT: *This training is required!***

**SELF-CHECK:** *Each day, before coming to work*, you must self-check for symptoms using the checklist on Page 8. You **must complete the [Employee Health Check](#) and stay home if you are sick**, and inform Human Resources and your manager. Employees experiencing illness will use their available leave options. If symptoms appear during the course of a workday, complete the [Employee Health Check](#), notify Human Resources and your manager, and go home immediately. **Always keep Human Resources informed and complete the appropriate leave paperwork in a timely manner.**

**PRACTICE SAFETY:** Employees are encouraged to keep their work areas clean via the products supplied to their departments. Follow disinfecting product instructions when cleaning your work areas throughout the day and/or at the end of your shift.

**HAND WASH FREQUENTLY:** [Wash your hands](#) frequently, especially before you eat or touch your face, and after you eat or use the restroom. If you cannot wash your hands for 20 seconds with soap and water, use a hand sanitizer with at least 60% alcohol.

**FOLLOW:** Follow all College protocols and practices for the safety and health of everyone on campus.

**VIRTUAL MEETINGS:** Virtual meetings may continue to take the place of in-person meetings, when possible.

**COVER:** Cover your nose and mouth when sneezing or coughing and wash your hands afterward. If you have these symptoms, complete the [Employee Health Check](#), notify Human Resources and your manager, and go home immediately.

**BE AWARE:** Avoid touching your face, eyes, and mouth.

**PHYSICAL CONTACT:** *Avoid physical contact.* Do not shake hands, high-five or hug. Close contact spreads the virus.

**AVOID SHARING:** Avoid using other employees' phones, desks, offices, pens, or other work tools and equipment, whenever possible. If spaces or tools are shared, clean thoroughly between use and/or shifts.

**EXPRESS CONCERN:** Talk to your manager and Human Resources if you have concerns, such as a health condition that may place you or someone in your household at high risk.

**ASK QUESTIONS:** Ask questions to assure you understand what is expected of you. Reach out to your manager if you cannot find an answer after reviewing the Frequently Asked Questions in this guide.

**PRACTICE KINDNESS:** Understand that this is a unique and stressful time for everyone, and an extra bit of kindness right now can go a long way. Remember you are part of a community, and we must treat our community members with compassion and kindness.

# EMPLOYEE FACE COVERING REQUIREMENTS

1. Employees are not required to wear a face mask when proof of vaccination has been submitted and the employee is cleared by Human Resources or the employee has been provided an exception accommodation by Human Resources (as listed below in 5d or 5e).
2. Individuals entering specific areas (e.g., Health Center, Child Development Center) may be mandated to wear face coverings by Cal/OSHA and/or Los Angeles County Public Health regardless of vaccination status. Notices shall be posted in those specific areas instructing individuals to wear face coverings regardless of vaccination status.
3. For all employees who are not fully vaccinated, the College shall provide face coverings and ensure they are worn when indoors.
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.
  - 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.
  - 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.
  - e. Specific tasks which cannot feasibly be performed with a face covering and for 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.



# DAILY COVID-19 SELF-CHECK



Review this COVID-19 Daily Self-Check **EACH DAY before reporting to work** and answer the following questions. If you reply **YES** to any of the questions, **complete the Employee Health Check, stay home**, and inform Human Resources and your manager IMMEDIATELY. If you start to feel sick during your shift, contact Human Resources and your manager IMMEDIATELY.

1. Has anyone in your home been instructed by a health care provider to self-isolate?  
 Yes       No
2. Have you been instructed by a health care provider to self-quarantine based on your close contact with a confirmed or suspected COVID-19 case?  
 Yes       No
3. Do you have a fever or feeling feverish such as chills or sweating?  
 Yes       No
4. Do you have a cough?  
 Yes       No
5. Do you have a sore throat?  
 Yes       No
6. Do you have mild or moderate difficulty breathing?  
 Yes       No
7. Do you have muscle aches or body ache?  
 Yes       No
8. Do you have a headache?  
 Yes       No
9. Have you experienced vomiting or diarrhea?  
 Yes       No
10. Do you have congestion or a runny nose?  
 Yes       No
11. Have you experienced a new loss of taste or smell?  
 Yes       No
12. Other symptoms  
 Yes       No

# REPORTING COVID-19 EXPOSURE AND SYMPTOMS

In order to protect everyone's health and safety, **Human Resources** needs to be informed if anyone on campus has had contact with someone diagnosed with COVID-19 or having symptoms of COVID-19. If you have had contact with someone diagnosed with COVID-19, or if you are having [symptoms of COVID-19](#), it must be reported **immediately** to Human Resources. Human Resources will inform your manager should you need to be taken off work. Students who have had contact with someone diagnosed with COVID-19 or having symptoms of COVID-19 need inform the **Student Health Center**.

## EMPLOYEE COVID-19 LEAVE

### **Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave Expansion Act ("EFMLA") Guidelines**

In addition to Board Policies, Administrative Procedures, and provisions in Collective Bargaining Agreements, there are new laws requiring community college districts to provide Emergency Paid Sick Leave to all employees regardless of status and classification.

For additional information regarding COVID-19 leave, please refer to the following link to a form or contact Human Resources at [hraccommodations@mtSac.edu](mailto:hraccommodations@mtSac.edu): [COVID-19 Leave Form](#).

## TESTING INFORMATION AND SITES

For information regarding testing and testing sites for Los Angeles County, please refer to the [LA COUNTY TESTING](#) website.

# FREQUENTLY ASKED QUESTIONS

## ***What are the symptoms of COVID-19?***

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure** to the virus. People with the following symptoms may have COVID-19:

- Mild or moderate difficulty breathing
- Fever or feeling feverish (such as chills, sweating, etc.)
- Cough
- Muscle aches or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

For more information, visit the [Centers for Disease Control and Prevention](#) website.

## ***How is COVID-19 spread?***

- The virus is spread when an infected person breathes out droplets and small particles that contain the virus.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can be breathed in by other people or land on their eyes, noses, or mouths.
- COVID-19 can be spread by people who are not showing symptoms.
- Touching eyes, nose, or mouth with hands that have the virus on them.

For more information, review the [Centers for Disease Control and Prevention](#) website.

## ***How long do I need to wash my hands?***

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, before you eat, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover

all surfaces of your hands and rub them together until they feel dry. Additionally, avoid touching your eyes, nose, and mouth with unwashed hands.

For more information, visit the [CDC Prevention](#) webpage.

***What do I do if I am feeling sick and think that I may have COVID-19 or I have been exposed to COVID-19?***

Employees must communicate with Human Resources and follow the guidelines from your healthcare provider. Guidelines related to exposure can also be found on the [CDC](#) website. Students must notify Student Health Center.

***Am I still required to complete the Employee Health Check Smartsheet daily before coming to work?***

No. You are still required to conduct a symptom check at home before coming into work, but no longer need to complete the form if you are NOT experiencing symptoms. You will only complete the Employee Health Check Form if you are experiencing symptoms.

***Are all physical distancing requirements gone?***

Changes for the general public in California eliminated physical distancing and barrier requirements regardless of vaccination status. There are several exceptions that may apply:

- The College may implement additional protective measures than are required, including the use of physical distancing and barriers.
- The College will continue to review requirements to assess workplace hazards and implement controls to prevent transmission of disease. There may be circumstances in which the College determines that physical distancing is necessary in the workplace.
- During an outbreak (3 or more employees in an exposed group), the College will be required to evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19.
- Physical distancing and barriers must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status.

***What is an employer's obligation to provide respirators (i.e., NIOSH-approved N-95 masks)?***

The College will provide respirators in two scenarios: (1) to any unvaccinated employee who works with others indoors or in a vehicle and who requests one and (2) where there is a major outbreak, to any employees in the exposed group for voluntary use. The respirator must be the right size, and the employee should follow the information on Page 16 for instruction on how to get a good “seal,” or fit. Employees may request an N-95 mask through the [PPE Request Form](#).

***What does it mean to “provide respirators (i.e., NIOSH-approved N-95 mask) upon request”?***

The College will provide the respirator upon request by the employee. Basic instructions are provided on Page 16 and employees may request a fit test.

In a major outbreak, respirators will be offered to employees regardless of vaccination status and without waiting for a request from the employee. The College will offer respirators immediately upon determining a major outbreak is underway.

***How soon does a respirator need to be provided after an employee requests it?***

The College will provide requested respirators to unvaccinated employees as soon as available. Cal/OSHA will not cite the College as long as it makes a good faith effort to provide respirators as soon as possible to employees that request them.

***Why is Cal/OSHA requiring respirators be offered to unvaccinated persons?***

Cal/OSHA is requiring voluntary respirators because California is phasing out physical distancing, and a well-fitting respirator reduces the risk of infection better than physical distancing alone, and because respirators are readily available. This as an alternative protection for unvaccinated employees.

***How often must an employer provide an employee with a new respirator?***

For voluntary use, the need to replace a respirator varies with use and environment. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. They must be replaced if they get damaged, deformed, dirty, or difficult to breathe through.

***Who has to wear face coverings?***

Face coverings are required indoors and in vehicles for unvaccinated employees. Employees in certain indoor settings must wear a face covering regardless of vaccination status if required by a California Department of Public Health order.

Though face coverings are generally not required outdoors, unvaccinated employees must wear face coverings if they are unable to maintain a six-foot distance from others. The College will provide face coverings to unvaccinated persons and make them available to vaccinated persons upon request.

***Are there exceptions to wearing face coverings indoors for unvaccinated employees?***

Yes. The most common exceptions for unvaccinated employees are:

- When alone in a room or vehicle.
- When eating or drinking and six feet away from others.
- When an accommodation is required and the employee has been cleared by Human Resources.
- When job duties make a face covering infeasible or create a hazard and the employee has been cleared by Human Resources.

***Are employees protected from retaliation if they choose to wear a face covering, even if not required to do so?***

Yes. The College will not retaliate against employees for wearing face coverings, including when the employee is wearing a face covering voluntarily. **It is essential not to make assumptions about vaccination status based on wearing or not wearing a face covering.**

***Is documentation required for a fully vaccinated employee to work without a face covering indoors?***

Yes. Vaccination status must be documented. The College will record the vaccination status for any employee not wearing a face covering indoors and this record must be kept confidential using the following process:

- Employees must provide proof of vaccination (vaccine card, image of vaccine card, or health care document showing vaccination status) through the [Mandatory Employee Clearance to Work On-Campus Response Form](#) and be cleared by Human Resources.
- Human Resources will maintain a copy of the vaccination record and it will be kept confidential. Managers will continue to receive a list of employees cleared by Human Resources.
- Employees cleared by Human Resources are not required to wear a face mask.

***Can you ask another employee about their vaccination status?***

No. Vaccination status will be collected by Human Resources through a confidential process.

***What if the employee declines to provide their vaccination status to Human Resources?***

The College is not obligated to require employees to submit proof of being fully vaccinated. Absent such a requirement, an employee has the right to decline to state if they are vaccinated or not. In that case, the College must treat the employee as unvaccinated and must not take disciplinary or discriminatory action against the employee. If the employee is deemed

unvaccinated, they will be required to wear a face mask unless cleared by Human Resources as an accommodations' exception.

### ***What are the testing requirements?***

The College will offer testing at no cost to employees during paid time to:

- Symptomatic unvaccinated employees, regardless of whether there is a known exposure.
- Unvaccinated employees after an exposure. **Fully vaccinated employees without symptoms do not need to be tested or quarantined after close contacts with COVID-19 unless they have symptoms.**
- Vaccinated employees after an exposure if they develop symptoms.
- Unvaccinated employees in an outbreak.
- All employees in a major outbreak.

***Employees must also follow the procedures listed in this Guide.***

# SUPPLEMENTAL MATERIALS

## FACE MASKS DO'S AND DON'TS

### DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps



Have a nose wire to prevent air from leaking out of the top of the mask

### DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents which allow virus particles to escape



Are prioritized for healthcare workers, including N95 respirators

### IMPORTANT NOTE ABOUT FACE COVERINGS AND WARMER TEMPERATURES:

As temperatures begin to rise, take care to consume more water so that you do not get dehydrated and overheat. Face coverings should fit snug on your face, but not so tight that they interfere with your breathing.

CDC Tips on face coverings can be found on the [CDC](#) website.

## HANDWASHING TIPS

# Stop Germs! Wash Your Hands.

### When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



### How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

**CLEAN  
HANDS**

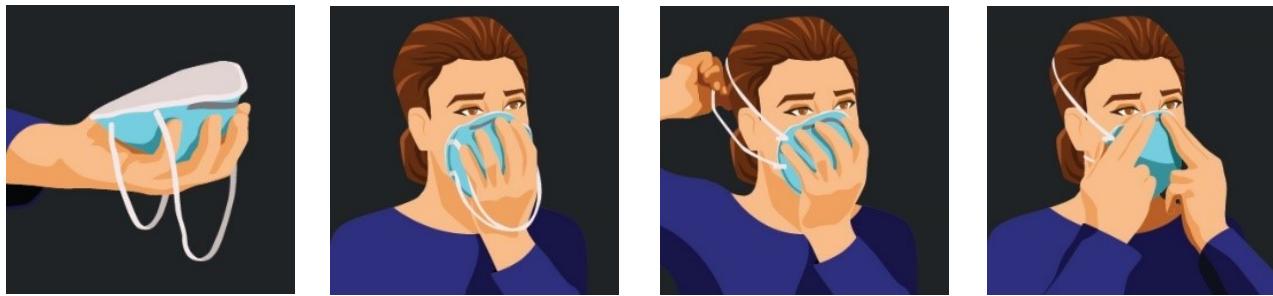
[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



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## PROPER WAY TO USE AN N-95 MASK



1. Place the respirator over your nose and under your chin. If the respirator has two straps, place one strap below the ears and one strap above. If you're wearing a hat, it should go over the straps.
2. Use your fingertips from both hands to mold the nose clip firmly against your nose and face. Do not pinch with one hand.
3. Be sure to conduct a user seal check every time you put on the respirator. This should be done before you enter a room. Your respirator may have instructions on how to conduct a user seal check.
4. **If you feel dizzy, lightheaded, or nauseated, leave the room, remove your respirator and get medical attention.**
5. Discard the respirator when: (1) it becomes more difficult to breathe through it, (2) if it becomes dirty, or (3) the respirator becomes damaged.
6. Do NOT TOUCH the front of the respirator! It may be contaminated.
7. Keep your respirator clean and dry. Be sure to read and follow the manufacturer's recommendations on use and storage.
8. Facial hair will cause the respirator to leak, so users should be clean-shaven. Some types of facial hair are acceptable as long as the facial hair does not lie along the sealing area of the respirator.

