GUIDELINES FOR EMPLOYEES

Plan for Reporting Sickness

If you are sick:
Stay home and isolate until you are fever free for three days. If you have been exposed to someone who tested positive for COVID-19, stay home, and quarantine for 14 days. We realize that you may be hesitant to miss work and encourage you to use your best judgment or talk to your health care provider. Communicate with your supervisor if you are unable to make it to campus due to illness or family obligations.

Contact with a Sick or COVID-19 Positive Person
If you are displaying flu-like symptoms AND/OR believe that you may have been exposed to someone who is at risk for COVID-19, then we encourage you to immediately self-isolate and:

- Contact your primary health care provider (remember to call ahead and wear a face covering when arriving at the health care facility).
- Reach out to your supervisor to inform them of your absence.

If You Are Diagnosed with COVID-19, and Were on Campus

- Contact your primary health care provider (remember to call ahead and wear a face covering when arriving at the health care facility). Community health care providers will be reporting positive cases to their respective county health departments, who in turn may contact the SBCC administration if they determine a possible exposure event occurred on campus.
- If you have a positive lab result you and/or your provider can fax or email the results to the Santa Barbara Public Health Departments Fax: (805) 681-4069, Email: phddc@sbcphd.org
- If you were on campus within 14 days of a positive COVID-19 test, you should immediately self-isolate. You should contact their immediate supervisor and Human Resources, who will then notify Student Health Services and Enrollment Services.
- Anyone who was diagnosed or experiencing flu-like symptoms AND believes they may have been exposed to someone who is at risk for COVID-19 is encouraged to notify the District as soon as possible. Reach out to your supervisor to inform them of your absence.
Health Screening Procedure

Employees and others who physically enter the campus must complete the Health Screening Questionnaire for every visit to campus.

If an employee is experiencing any of the symptoms below or showing signs of COVID-19, they should not come to campus, and instead seek emergency medical care immediately.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

The above list does not represent all the possible symptoms of COVID-19. Please contact a primary health care provider for any symptoms that are severe or concerning.

Severe Illness or Underlying Health Issues

Employees with severe illness or underlying medical conditions should stay home with the ability to telework or take on modified job responsibilities. In addition, Governor Newsom also requested that persons 65 years of age and older, as well as persons with underlying medical conditions that place them at higher risk, should quarantine at home.

Site-Specific Protection Plan

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the stay-at-home order is lifted, with particular consideration for employees above the age of 65 and others at increased risk because of obesity and other underlying health issues like respiratory disease and diabetes that are at risk for more severe disease if infected.

- All employees entering the worksite at all times will self-administer the Health Screening Questionnaire and/or temperature screenings before entering worksite.

- Employees who are sick or exhibiting symptoms of COVID-19 will be directed to stay home and contact their physician, and CDC guidelines will be followed for when that employee can return to work.
• Employees may be provided with the required protective equipment (i.e., face coverings) and the District will ensure this equipment is worn properly at all times.

• Protective equipment includes: face covering, smocks, gloves, etc. Personal cleaning supplies includes hand soap, hand sanitizer, etc.,

• Employees will be provided with and use protective equipment including gloves when offloading and storing delivered goods.

• Employees must inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities.

• Face coverings will be required when employees are in the vicinity of others. The sharing of face coverings will be prohibited on campus.

• Employees must take reasonable measures to communicate with the public that they should use face coverings.

**Physical Distancing**

When on campus, employees are expected to follow public health guidelines for physical distancing, face covering, and hygiene, plus additional measures as noted below.

• Complete a daily Health Screening Questionnaire before coming on campus

• Do not come to work if you are feeling sick, including if you have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if you or someone you live with have been diagnosed with COVID-19.

• Practice required physical distancing (six feet or more).

• Enter and exit the building at the nearest entrance closest to your workstation.

• Wear a face covering while inside buildings and when near others.

• Limited supplies of face coverings for employees are available from Campus Safety Office if you choose not to wear your own. Because of limited supplies, employees are encouraged to bring their own face coverings.

• Practice regular hand washing—at least 20 seconds—after entering a building, regularly throughout the day, and before exiting a building.
PERSONAL SAFETY PRACTICES

The District recognizes the importance of maintaining safe facilities and operations for all employees. The District will provide information on public hygiene and sanitation to help minimize the spread of the virus, and will ensure that its facilities have the necessary supplies for the preventative sanitation measure to the extent that such supplies are available. Training will be provided to ensure employees and students understand the risks of COVID-19 and precautions against infection.

**Personal Disinfection**

While custodial crews only provide minimal cleaning to office areas, additional care must be taken by employees to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution or other disinfectant. This includes any shared-space location or equipment that you’ve touched (e.g. copiers, printers, computers, A/V and other electronic equipment, coffee makers, desks and tables, light switches and door knobs, etc.).

The District will provide employees with supplies, as available. (If employees are using personal cleaning supplies, please note OSHA guidelines discourage use of aerosol products in the workplace.) Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

**Using Restrooms**

Use of restrooms should be limited based on size to ensure at least six feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators**

During this pandemic, elevator capacity will be limited. Each elevator must be assessed to ensure physical distancing standards. Visual cues and/or signage will be posted inside the elevator. If you are using an elevator, wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Meals**

Before and after eating, you must wash your hands thoroughly to reduce the potential transmission of the virus. If you are eating in your work environment (break room, office, etc.), maintain at least six feet distance between you and others. Individuals should not sit facing one another. Only remove your face covering in order to eat, then put it back on. Departments
should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support physical distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

**Training**

Training will be assigned to employees, who will receive a link by SBCC email.

Employees will be trained on the following topics:

- Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

- The importance of seeking medical attention if an employees’ symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC’s webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60 percent ethanol or 70 percent isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.

- Manufacturer’s directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.

- All employees will receive disinfectant and sanitizer training. Access the training document through the District’s COVID web page.

- The importance of physical distancing, both at work and off work time (see Physical Distancing section).

- Proper use of face coverings.
Exposure Response Plan

The District will follow the process outlined below for a positive case of COVID-19 on campus. COVID–19 is a mandated reportable communicable disease. Community health care providers will report positive cases to their respective county health departments, who in turn may contact the SBCC administration if they determine a possible exposure event occurred on campus.

SBCC Student Health Services staff will work with Santa Barbara County Public Health and Enrollment Services to determine which individuals may have been exposed on campus. SBCC will follow notification and guidance processes from the Santa Barbara County Public Health Department to notify potentially exposed individuals.

Employers and employees should Santa Barbara Public Health Department at Fax: (805) 681-4069, Email: phddc@sbcphd.org if a suspected exposure has occurred.

Contact Tracing

California county public health departments, not SBCC, provide contact tracing, guidance, and assistance with health care services for persons affected with communicable diseases within their counties. We will maintain the confidentiality of the child, youth, or staff member with COVID-19 as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and possibly HIPAA.