Injury & Illness Prevention Plan (IIPP) COVID-19

Riverside Community College District Injury & Illness Prevention Plan (IIPP) describes specific requirements for program responsibility, compliance, communications, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping to maintain a safe and healthful working environment as required by the California Code of Regulations (CCR) Title 8, Section 3203

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RCCD is taking every precaution to ensure our workplaces are safe. We follow federal, state, and local rules, regulations, and health and safety guidelines.

1. AUTHORITY AND RESPONSIBILITIES

The Vice Presidents of Business Services at each college along with the District's Risk Management Director have the authority and responsibility for implementing the provisions of this plan. In addition, all managers and supervisors are responsible for implementing the COVID-19 prevention plan in their assigned work areas.

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

2. IDENTIFYING AND CORRECTING POTENTIAL EXPOSURES AND HAZARDS

RCCD will evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls through our regular safety assessments, depending on the level of community spread in our district.

2.1. Identifying and correcting exposures and hazards

Potential COVID-19 exposures are evaluated through contact tracing, which is conducted by Health Services for Students and Risk Management for employees.

2.2. Reporting workplace hazards

RCCD encourages all employees to report hazards of all types, including COVID-19 transmission hazards, i.e., failures to wear face coverings, physically distance (in major outbreaks), etc. Employees may report safety/health hazards online at reporting safety/ health hazards, this may be done anonymously. They may also contact any member of Risk Management or a college safety representative.

As a reminder, RCCD's Board policy BP 6700 Whistleblower protection states: The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or Board Policy. This policy would apply to any individual reporting a safety or health hazard.

2.3 Employee Participation
Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. They can also report hazard

conditions via the online Report health hazard form or to their college safety representative or any member of Risk Management.

3. CONTROL OF COVID-19 HAZARDS

Below are various safety protocols to reduce the risk of transmission.

3.1. Face Coverings

RCCD provides face coverings for all employees.

1.) Face coverings are available for all employees at any time upon request. Employees may contact College Safety Representatives or Risk Management for extra masks.

Testing for COVID-19

The district offers free antigen COVID-19 test kits to employees and students.

Employees and students can get free at-home rapid antigen test kits by contacting the following individuals:

- RCC- Sean.disalvio@rcc.edu or call/text 951-206-8476, Kane 204 or Facilities 102B
- Norco- Justin.Czerniak@norcocollege.edu or call/text 951-204-4297 NOC, Health Services
- MVC- Tony.Ruiz@mvc.edu or call/text 951-206-2646, Warehouse 109, Welcome center
- District office/Coil/Culinary- monica.esqueda@rccd.edu or call/text 951-212-2153, lobby, CAADO 342

4. RESPONDING TO COVID-19 CASES IN THE WORKPLACE

RCCD is committed to the timely identification, investigation, and response of all COVID-19 positive tests **and** exposures to both employees and students.

All Employees who have had potential COVID-19 exposure, symptoms, or have tested positive for COVID-19, are required to report the circumstances of their change in status immediately to their supervisor and Risk Management/Human Resources through the Online Reporting Form .

Cases will be investigated, and contact tracing will be conducted by Risk Management for employees and by Health Services for students. Any employees that are found to have been in close contact with an infected individual will be given recommended testing information provided by CDPH. Employees are not required to quarantine if they did not experience COVID-19 symptoms and are not in outbreak buildings. Individuals that test positive, have been onsite during the last 14 days prior to testing positive and believe they contracted Covid19 at work will be directed to call Medcor at 800-775-5866 to start the workers compensation process. For more information on filing a Workers' Compensation claim you may call Bj Cain at 951-222-8127.

Protocols for case handling, including reporting procedures and return to work criteria, can be found in Appendix A.

4.1. Exclusion of COVID-19 Cases

RCCD will ensure COVID-19 cases are excluded from the workplace in accordance with the exclusion and Return to Work Criteria listed in Appendix A and any relevant CDPH and local health department guidelines and orders.

4.2. Notifications to the Local Health Department

RCCD will provide to the local health department with the total number of COVID-19 cases and exposures from each COVID-19 case and any other information requested by the local health department. According to regulations, RCCD will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

4.3. Multiple (3) COVID-19 Infections and COVID-19 Outbreaks

If RCCD is identified as an employer experiencing an outbreak, RCCD will adhere to all required outbreak investigation, reporting, and response protocols until there is no more than 1 new COVID-19 case for a period of 14 days or more. The protocols are as follows:

4.3.1 COVID-19 Testing – Multiple COVID-19 Infections

RCCD will provide COVID-19 testing kits at no cost to all employees. Additional test kits are available to employees who remain at the workplace until there is less than 1 new COVID-19 case detected in our workplace for a 14-day period.

Employees that had close contact less than 3 days ago will need to stay at home until they get tested and test negative between day 3 and day 5.

a.   Effective June 6, employees that are exposed to COVID-19 through close contact at an outbreak worksite have the option to telework. Please work with your supervisor for remote arrangements if needed.

b.   Contact HRER for further questions regarding any leaves questions.

4.4. Major (20) COVID-19 Outbreaks

RCCD is committed to adhering to all required major outbreak investigation, reporting, and response protocols. In addition to the standard outbreak safety protocols, the district will implement the following safety measures:

4.4.1 COVID-19 Testing – Major Outbreaks

COVID-19 testing is available twice a week or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

5. COMMUNICATION

Our goal is to ensure that we have effective two-way communication with our employees in a form they can readily understand. All employees, students and the community have access to the RCCD COVID prevention plan and other key COVID-19 information by going to the RCCD website- Public Health Information (rccd.edu) There are also direct links on each college's websites landing page. Please see Appendix D Quick reference guide with the list of contacts and links.

6. TRAINING

Online Training is available through Target Solutions

7. REPORTING, RECORDKEEPING AND ACCESS

It is our policy to:

- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under Cal/Osha rules.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program.
- 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. Please note that this plan will be posted on our website at Risk Management (rccd.edu)
- Keep a record of and track all COVID-19 cases.

APPENDIX A: COVID-19 REPORT PROCEDURES

Riverside Community College District (the District) is committed to protecting the health and safety of faculty, staff, students, and visitors. During the pandemic, timely reporting is one of the keys to preventing any further spread of COVID-19. Therefore, all employees are required to immediately report if they have tested positive for COVID-19, experienced COVID-19 symptoms, or have been identified as a close contact with an infected person.

Employees must report any positive test/diagnosis of COVID-19, COVID-19 exposure, and/or potential COVID-19 symptoms to Risk Management using the online reporting form. The following information is required in the report:

- Employee name
- Date of Birth
- Job title
- Home address
- Phone number
- Department
- Supervisor
- Last date onsite
- How the exposure occurred

- Any symptoms
- Date of test
- Testing site
- Date of symptom onset if symptomatic
- Onsite location(s) visited during the infectious period (COVID-19 positive cases only)
- Onsite close contacts if known (for COVID-19 positive case only)

Employees will be advised of isolation/quarantine requirements, applicable leaves, and testing resources.

1.1 NOTIFICATIONS

1) Risk Management will notify the employee's immediate supervisor as soon as possible via email if the employee is required to be excluded from the worksite due to COVID-19 concerns. Risk Management will not disclose any medical/diagnosis information.
   - Employees will need to work with HRER for accommodation arrangements if needed.
   - If the employee is a faculty member and unable to teach, they will need to work with their area Dean, Department Chair, and/or College Administration to facilitate the continuation of the class.
2) Based on the results of the COVID-19 investigation, Risk Management will immediately notify employees who may have been in close contact with a COVID-19 infected person and their exclusive representatives if the COVID-19 exposure occurs onsite.

1.2 CLEARANCE/RETURN TO WORK DUE TO COVID-19 INFECTION/EXPOSURE

For Individuals Testing Positive

1. **Stay home if you have COVID-19 symptoms** until you have not had a fever for 24 hours without using fever-reducing medication, AND other COVID-19 symptoms are mild and improving.
   - If you do not have symptoms, follow the recommendations below to reduce exposure to others.
   - Official clearance to return to work is no longer needed
2. **Mask** when you are around other people indoors for 10 days after you become sick or test positive if you have no symptoms.
   - You may remove your mask sooner than 10 days if you have two sequential negative tests at least one day apart. Day 0 is the symptom onset date or positive test date.
3. **Avoid contact with people at** risk for **severe COVID-19 for 10 days.**
   - Higher-risk individuals include the elderly, those who live in congregate care facilities, those who have immunocompromising conditions and that put them at higher risk for serious illness.
4. **Seek Treatment.**

   - If you have symptoms, particularly if you are at higher risk for severe COVID-19, speak with a healthcare provider as soon as you test positive. You may be eligible for antiviral medicines or other treatments for COVID-19. COVID-19 antiviral medicines work best if taken as soon as possible and within 5-7 days from when symptoms start.

   - You can Call 1-833-422-4255 if you are unable to contact a healthcare provider or use the treatment options to find one.

For Individuals in Close Contact with a COVID-19 Positive Individual:

- **Symptomatic Individuals -** Test and mask immediately if new COVID-19 symptoms arise.
- **Asymptomatic Individuals:**
  - If you are at higher risk of severe COVID-19 infection and would benefit from treatment, you should test within 5 days.
  - If you have contact with people who are at higher risk for severe infection, you should mask indoors when around such people for 10 days. Consider testing within 5 days after the last exposure date (Day 0) and before contact with higher-risk people. For further details, see CDPH COVID-19 testing guidance.