

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. Face coverings must be worn by employees per the California Department of Public Health (CDPH) or local health department guidelines.

- 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.

The following are exceptions to face coverings requirements in our workplace:

- When an employee is alone in a room with the door shut; or
- While eating and drinking at the workplace, provided employees are at least six feet apart; or
- When an employee is outside, as long as there is no one within 6 feet; or
- Driving in a car alone; or
- 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.
- 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.

3.2. Engineering Controls - Air Quality and Air Flow

RCCD maximizes, to the extent feasible, the quantity and quality of the outside air in the workplace with mechanical or natural ventilation systems.

Facilities should be optimized for airflow and air exchange where practical. This includes following facilities guidelines for airflow and exchange within spaces. Per- Cal/Osha regulations consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.



3.3. 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 asked to test unless they have recovered from COVID-19 within 30 days. 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.

Other employees that worked in the same building with an individual that tests positive for COVID-19 but are not considered close contacts will be notified via email per AB2693.

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. After exclusion, employees should not return to work until they have been cleared by Risk Management. To be cleared they need to have met the Cal/OSHA clearance requirements and completed the Employee Clearance and Return to Worksite Request.

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. 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 \(rccd.edu\)](https://www.rccd.edu/public-health-information) 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 information about COVID-19 cases at our workplace to the local health department.
- 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 \(rccd.edu\)](https://www.rccd.edu/risk-management)
- Keep a record of and track all COVID-19 cases.

APPENDIX A: COVID-19 REPORT AND CLEARANCE 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:

- | | |
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| <ul style="list-style-type: none"> • Employee name • Date of Birth • Job title • Home address • Phone number • Department • Supervisor • Last date onsite • How the exposure occurred | <ul style="list-style-type: none"> • 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) If the COVID-19 positive employee has been onsite during the infectious period, Risk Management will notify the College Director of Facilities and request a deep cleaning of the exposure area as needed.
- 3) Risk Management will notify Riverside County Public Health of the employee’s positive case status along with, if applicable, any identified onsite close contacts.
- 4) Risk Management will immediately notify, within one business day, the employees, their exclusive representatives, and the employer of outside contractors if they might be exposed to the COVID-19 case Per AB 2693 requirements.

- 5) 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.
- 6) Risk Management would notify RCCD's Workers' Compensation Third Party Administrator within three business days if the laboratory confirmed COVID-19 positive employee has been working onsite within 14 days of their positive test.

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

- 1) **If the employee reports COVID-19 symptoms, regardless of vaccination status or previous infection, they should self-isolate and get tested as soon as possible to determine infection status.**
 - If not tested, they should continue isolating for 10 days after the day of symptom onset.
 - The individual should remain in isolation while waiting for testing results.
 - If the test result is negative, the individual may end isolation after 24 hours have passed without fever without using fever-reducing medicine and symptoms are not present or resolving
 - An antigen test is preferred for individuals who have tested positive within the previous 3 days. They should continue self-isolation and retest in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms.
- 2) **If the employee has tested POSITIVE for COVID-19, they will need to self-isolate regardless of vaccination status, previous infection, or lack of symptoms.** This means that the employee will need to stay in a separate room without personal contact with others.
 - The employee must be excluded from the workplace for at least 5 days. Day 1 is the first full day after the symptoms develop or the test specimen is collected if there are no symptoms.
 - Isolation can end, and the employee may return to the workplace after day 5 if symptoms are not present or are resolving and fever free for 24 hours.
 - If the employee has a fever, isolation must continue, and the employee may not return to work until fever free for 24 hours.
 - If the employee's symptoms other than fever are not resolving after day 5, they may not return to work until their symptoms are resolving or until after day 10.
 - The employees should wear face coverings around others for a total of 10 days, especially in indoor settings. They may remove their mask sooner than Day 10 if they have two sequential negative tests at least one day apart. If antigen test results are positive, the person may still be infectious and should continue wearing a mask and wait at least one day before taking another test.

HRER may also require the employee to provide a copy of the doctor's note to return to work per collective bargain agreements, MOUs, and/or Cal/OSHA guidance.
- 3) **If the employee has been EXPOSED to someone with COVID-19, the quarantine requirement depends on whether the employee experiences COVID-19 symptoms.**
 - An exposed employee should get tested 3-5 days after the last exposure.

- Persons infected within the prior 30 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.
 - Asymptomatic close contacts don't need to quarantine.
 - If an exposed employee develops symptoms, they should get tested and must be excluded while the testing result is pending.
 - Close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease
- 4) **Return-to-work Clearance-** Prior clearance approval from Risk Management is required before returning to onsite work. Risk Management will notify the employee's supervisor of the return-to-work clearance, including onsite work.
- 5) **Potential Industrial Cases (Potential Work-related injury or illness)** - If the employee has been onsite within 14 days of a positive COVID-19 test or diagnose, Risk Management will send a Workers' Compensation claim form (DWC-1) to the employee.