

# Return-to-Work Plan

## FOR THOSE WHO ARE SCHEDULED TO WORK ON CAMPUS

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## Introduction

As we return to our campus workplaces, the District has comprehensively considered employee safety and health through the implementation of new protocols in our workplace. We must remember that the COVID-19 threat is still here and that all employees are expected to commit to staying safe and healthy when reporting to work every day. Every employee plays a key role in avoiding exposure and limiting infection.

Although the District is making every effort to use telecommuting for employees during the Fall 2020 semester, for those employees who are scheduled work on campus, the following plan will be used when working on campus.

## Keeping Employees Safe

MiraCosta College 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 state and local governments. We have implemented practices for disinfection and social distancing, among others, and will continue to modify these practices as the situation changes.

In order to continue keeping our workplace safe and healthy, the following has been implemented by the District:

- **Telecommuting**—Make every effort to use telecommuting for employees.
- **Temperature & Symptoms Screening**—Conduct temperature and symptoms screening of all employees. No one will be allowed to work on campus with a temperature of 100 degrees or more or if employees have COVID-19 related symptoms. This is to be done each day **prior to reporting to work**. You can self-certify your temperature and symptoms at the following locations:
  - **Oceanside:** Student Services Buildings 3000, 3300, and 3400, Library 1200, Administration Building 1000, Police Building 1100, or Facilities Building 4200. Academic and training programs such as nursing, the child development center, automotive, and biotech may self-certify in their respective facilities. For those employees who do not work in Building 1100, 1200, 3000, 3300, 3400, or 4200, or are not in an academic or training program on campus, you may self-certify your temperature and symptoms in Building 1000.
  - **San Elijo:** Building 800

- **Community Learning Center:** Building A (entrance/lobby adjacent to Room 109)
  - **Technology Career Institute:** Student entrance to the building
- You must **stay home** if you are sick and inform Human Resources and your supervisor. Employees experiencing illness will utilize their available sick leave balances. If symptoms appear during the course of a campus work day, you will notify Human Resources and your supervisor and return home immediately. **Always keep your supervisor and Human Resources informed and complete the appropriate leave paperwork in a timely manner.** *This expectation applies whether you are working from home or on campus!*
- **Social Distancing & Sanitation Protocol and Safe Reopening Plan**—Posted at or near the entrance of the facilities, and viewable by the public and employees. Provide a copy of the Social Distancing and Sanitation Protocol and Safe Reopening Plan to each employee performing work.
- Limit, to the greatest extent permitted by law, any nonessential visitors or volunteers from accessing campus. In-person activities or meetings involving external groups or organizations—especially with individuals who are not from the local geographic area (e.g., community, town, city, or county) are not allowed at this time.
- Closed nonessential common areas such as lounges; for essential shared spaces, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least six feet apart, and clean and disinfect between use.
- Closed nonessential common areas such as lounges.
- For essential shared spaces, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least six feet apart, so facilities can be cleaned and disinfected between use.
- Post signs in highly visible locations (e.g. building entrances, restrooms, dining areas) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands, physical distancing, and properly wearing a cloth face covering).
- Signage with social distancing reminders are installed in areas where lines may occur.
- Installed impermeable physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least six feet apart (e.g., service areas and transaction counters)
- Added physical barriers, such as plastic flexible screens between bathroom sinks, especially when they cannot be at least six feet apart. When sinks are closer than six feet, disabled every other sink to create more distance.
- Common areas and frequently touched surfaces are disinfected daily.

- Disinfecting supplies (e.g., 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 checked to allow optimal air flow throughout the buildings on campus and air filters have been replaced.
- Virtual meetings will continue to take the place of in-person meetings.
- Meeting rooms, break rooms and other communal areas are closed until further notice.
- COVID-19 employee training will be assigned through Keenan Safe Colleges. Employees will receive e-mail reminders to complete training. Training includes the following:
  - Coronavirus: Awareness (10 min)
  - Coronavirus: CDC Guidelines for Making and Using Cloth Face Coverings (9 min)
  - Coronavirus: Cleaning and Disinfecting Your Workplace (10 min-optional)
  - Coronavirus: Managing Stress and Anxiety (12 min-recommended)
- In addition to outside seating areas (picnic tables and benches), employees will be provided with alternate indoor rest and lunch break areas. Please check with your supervisor for your alternate break location.
- Business travel remains restricted until further notice.
- Provide notice of the exposure to any employees, and contractors (who regularly work at the workplace), who may have been exposed to COVID-19, as stated in the state’s COVID-19 Employer Playbook for a Safe Reopening

### Employee Responsibilities

Adherence to the following guidelines will assure the ongoing safety and health of everyone in our college community. 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 your supervisor or Human Resources (HR). HR will inform you if you need to be taken off work.

- Seek medical attention if your 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 website.
- Employees who might be sick, are sick, or sick with COVID-19, and have immediately notified their supervisor or Human Resources should follow the CDC Guidelines:
  - [Quarantine if you might be sick](#) to keep someone who might have been exposed to COVID-19 away from others.

- **What to do if you are sick** such as having a fever, cough or other symptoms, you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider,
- **Isolate if you are sick** with COVID-19 from people who are not infected (those who are sick with symptoms of COVID-19, and those with no symptoms).

**View/Read**—Prior to reporting to campus for the first time, read this Returning to Campus Guide and view the training videos assigned to you via Keenan Safe Colleges.

**IMPORTANT: This training is required!**

- **Log Your Room Usage**—Everyone that comes to campus to access a room or office will **use this form to log the rooms they will use** during the week so the District can properly schedule cleaning and sanitization based on usage. It will also allow us to stock the frequently used areas with sanitizing wipes to assist everyone in maintaining safe spaces.
- **Communicate**—If you, or a member of your household, has contact with someone with COVID-19 or is experiencing **symptoms of COVID-19**, notify your supervisor or Human Resources.
- **Face Covering**—You must wear a face covering in the following situations:
  - Inside of, or in line to enter, any indoor public space
  - Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
  - Engaged in work, whether at the workplace or performing work off-site, when:
    - Interacting in-person with any member of the public;
    - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
    - Working in any space where food is prepared or packaged for sale or distribution to others;
    - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
    - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance;
  - Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
  - While outdoors in public spaces when maintaining a physical distance of six feet from other persons is not feasible.

- Refer to the [CDPH Guidance Document](#) for individuals exempt from wearing a face covering, including but not limited to persons with a medical condition, mental health condition, or disability that prevents wearing a face covering, and persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- **Social Distance**—Maintain [social distancing](#) practices of at least 6 feet apart in the workplace.
- **Promote Healthy Hygiene Practices:** wash hands, avoid contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
  - **Hand Wash Frequently**—[Wash your hands](#) frequently (at least once every few hours) for 20 seconds with soap, rubbing thoroughly after application. Using “antimicrobial” soap is not necessary or recommended.
  - **Hand Sanitizers**—Use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands until completely dry. Do not use hand sanitizer that may contain methanol per [FDA advisory](#). Methanol is dangerous to both children and adults.
  - **Cover**—Cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
  - **Be Aware**—Avoid touching your face, eyes, nose, and mouth with hands.
  - **Practice Safety**—Keep your personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use. Follow disinfecting product instructions when cleaning your work areas throughout the day and/or at the end of your shift. Employees are responsible for keeping their work areas clean via the products supplied to their departments (provided by Facilities). If needed, please review the [Safety Data Sheets \(SDS\)](#) and [training video on how to use the SDS system](#). Online training is available to all MCC employees related to SDS on safe colleges.
  - **Avoid Sharing**—Avoid using other employees' phones, desks, offices or other work tools and equipment, whenever possible. If spaces are shared, clean thoroughly between use and/or shifts.
  - **No Physical Contact**—Do not shake hands or hug. Close contact spreads the virus.
  - **Express Concerns**—Talk to your supervisor, manager and/or Human Resources if you have concerns specific to your circumstances, such as a health condition that may place you or someone in your household at high risk.

- **Limit sharing** of items that are difficult to clean or disinfect.
- **Follow**—Follow all District policies and practices for the safety and health of everyone on campus.
- **Ask Questions**—Ask questions to assure you understand what is expected of you. Reach out to your supervisor 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.
- **Immunize (strongly recommended)**—Immunize each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the campus community
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the college and public health authorities.

## Faculty Responsibilities

- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skills building activities).
- Maintain or expand procedures for turning in assignments that minimize contact.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g. assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Avoid sharing electronic devices, books, pens, and other learning aids.
- Encourage students to consistently use the same bathroom and shower facilities to contain any possible transmission to within that cohort.

# MiraCosta College Employee COVID-19 Daily Self-Check

DATE: \_\_\_\_\_ **EMPLOYEE TEMPERATURE:** \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**PRINT NAME/DEPARTMENT CLEARLY**

CAMPUS: \_\_\_\_\_

BUILDING: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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, **STAY HOME** and follow the directions at the bottom of the page.

**1) Within the past 14 days, have you, or anyone you have been in close contact with (as defined by the CDC) been diagnosed with COVID-19, or placed on quarantine for possible contact with COVID-19?**

Yes  No

**2) Within the past 10 days, have you been asked to self-isolate or quarantine by a medical professional or a local public health official?**

Yes  No

**3) Within the past 24 hours, have you had a fever (temperature over 100°F) without the use of fever reducing medications?**

Yes  No

**4) Within the past 10 days, have you had any of the following symptoms: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?**

Yes  No

**5) If you think or know that you have had COVID-19, are your COVID-19 symptoms improving?**

- Yes (symptoms **are** improving)
- No (symptoms **are not** improving)
- N/A (if you don't think or know if you had COVID-19)

**IMPORTANT:**

- ▶ If you answered "Yes" to Items 1-4 or "No" for Item 5, do not report to work. Contact Human Resources **IMMEDIATELY**.
- ▶ If you start feeling sick at any point during your shift, contact Human Resources **IMMEDIATELY**.
- ▶ Please place the completed form in either a designated COVID-19 drop box or in an envelope marked "Confidential" and send to Eva Brown, MS 6.
- ▶ Human Resources Contact:  
Carolyn Sneary, [csneary@miracosta.edu](mailto:csneary@miracosta.edu), 760.795.6855



## Web Links

- [MiraCosta College COVID-19 Updates](#)
- [San Diego County Public Health Department COVID-19 Updates](#)
- [California Department of Public Health COVID-19 Updates](#)
- [San Diego County Testing Locations](#)