WEST HILLS
COMMUNITY COLLEGE DISTRICT

COVID-19 PREVENTION PROGRAM

July 22, 2022

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Overview

The West Hills Community College District COVID-19 Prevention Program is intended to provide the foundational framework of procedures and protocols to ensure application of best practices, consistency in application, and minimum requirements to District leaders and all employees in COVID-19 Prevention for occupants of the District Office, West Hills College Coalinga, West Hills College Lemoore, West Hills College Coalinga-Firebaugh Center, the Farm of the Future in Coalinga, and three child development centers throughout the neighboring rural communities.

The West Hills Community College District, a trusted steward, actively engages, encourages, enriches and empowers students, faculty, staff, and communities to reach their full potential academically, socially, and economically. In keeping the relentless pursuit of student success at the forefront of the decision-making, the District resumed in-person instruction and services beginning fall 2021 to support student success. In-person instruction and services continue to be provided as permissible and allowable by local, State, and Federal regulations and are subject to change.

This guidance is based on the best available current public health data; county, state, and national best practices guidelines, Cal/OSHA regulations (Standard 3205) also known as "Emergency Temporary Standards (ETS)", and the practical realities of managing college and District office operations. The availability of three new vaccines provides the single most effective strategy to protect the health and safety of our employees and students. Vaccines are currently accessible and available for all students and employees (Fresno County/Kings County). As advancements are made, practices evolve, and regulations are revised, guidance will be updated accordingly. This program reflects the full scope of issues that campus communities need to address ranging from day-to-day site-based logistics to the social and emotional well-being of students, faculty and staff, instructional methodology, and campus-based sports & extracurricular activities.

The pandemic will continue to be a dynamic and evolving situation. This program is subject to change at any time based on orders from local health departments, the California Department of Public Health, CalOSHA, or the State of California. Policies and protocols will be adjusted as the regulations change and any changes will be shared with employees, students, and the District Community.

Health and Safety Guidelines for Students, Faculty, and Staff

West Hills Community College District will establish, implement, and maintain an effective, written COVID-19 Prevention Program, based on the Cal/OSHA regulations (Standard 3205)/ Emergency Temporary Standards (ETS), which includes the following components:
COVID-19 Prevention Program (WHCC COVID-19 Prevention Program)

1. System for Communicating (Authority and Responsibility)
2. Identification and Evaluation of COVID-19 Hazards
3. Investigating and Responding to COVID-19 Cases in the Workplace
4. Correction of COVID-19 Hazards
5. Training and Instruction
6. Face Coverings
7. Other Engineering Controls, Administrative Controls, and Personal Protective Equipment
8. Reporting, Recordkeeping, and Access
9. Exclusion of COVID-19 cases, Testing, and Identification of Who Has Had a Close Contact
10. Return to Campus Site Criteria

COVID-19 Prevention Program

West Hills Community College District's COVID-19 Prevention Program (CPP) is developed utilizing regulation from the California Occupational Safety and Health Standards Board Emergency Temporary Standard (ETS) and includes an on-going risk assessment and updates will occur accordingly. The Program is developed in consultation with the Fresno County Department of Public Health and the Kings County Department of Public Health and readily shared with all employees and students.

Authority and Responsibility

Chancellor Kristin Clark has overall authority and responsibility for implementing the provisions of this CPP. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring students and employees receive answers to questions about the program in a language they understand.

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

All employees and students are responsible for completing the daily screening questionnaire via the West Hills Safe App. or via the "At Home Pre-Screening Form" on a computer. Once cleared employees and students are required to check in at each District location they enter by scanning the QR code that is located at each room entrance.

All employees and students are responsible for informing their supervisor/instructor or informing the District via C19@whccd.edu or via the West Hills Safe App. of any positive COVID-19 diagnosis, the presence of any COVID-19 symptoms, or of being in close contact with an individual who has tested positive for COVID-19. *(See definition for "close contact".)*

Persons responsible for implementing the program:
West Hills Community College District Office
Kristin Clark, Chancellor
Becky Cazares, Associate Vice Chancellor, Human Resources

West Hills College Coalinga
Carla Tweed, President
Shaun Bailey, Director of Maintenance & Operations/Auxiliary Services

West Hills College Lemoore
James Preston, President
Joshua Allen, Director of Maintenance & Operations/Auxiliary Services

West Hills College Coalinga, Firebaugh Center
Bethany Azevedo-Matos, Dean

Child Development Centers
Isabella Gutierrez, Director

Coalinga, Farm of the Future
Terry Brase, Director

Fresno County Health Agency:
Rais Vohra, Interim Health Officer for the Fresno County Department of Public Health
1221 Fulton Mall
Fresno, CA 93721

Kings County Health Agency:
Milton Teske, Health Officer for the Kings County Department of Public Health
330 Campus Drive
Hanford, CA 93230
milton.teske@co.kings.ca.us
OFFICE (559) 852-2876

Identification and Evaluation of COVID-19 Hazards

We will implement the following at our campuses:

- Conduct site-specific evaluations using the Appendix A: Identification of COVID-19 Hazard's form.
- Evaluate potential exposures to all persons at, or who may enter, our campus communities.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health departments related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls at our campuses and the need for different or additional controls.
- Conduct periodic inspections using Appendix B: COVID-19 Inspection form as needed to identify unhealthy conditions, practices, and procedures related to COVID-19 and to ensure compliance with the District's COVID-19 policies and procedures.

Participation

Faculty, and staff are required to participate in the identification and evaluation of COVID-19 hazards by participating in the COVID-19 training via the Keenan and Associates, SafeColleges Program, and by obtaining a copy, and making themselves familiar with the West Hills Community College District COVID-19 Prevention Program.

Employee/Student Screening

We screen our students, faculty and staff to our campus sites by utilizing the mobile app., **West Hills Safe.** Students, faculty and staff will be required to fill out a self-assessment questionnaire each day they are on one of our campus sites. We ask that they complete this questionnaire each day they are on one of the District's sites.

1. Download and install West Hills Safe to your phone. *(The app is available in both the Apple App Store for iOS devices and the Google Play Store for Android devices.)*
2. When you log into **West Hills Safe**, you will be directed to sign-in with your West Hills credentials.
3. Within the app., you will receive a daily reminder (M-F) at 7:00 a.m. to complete the Daily Pre-Screening form at home. If you tap on the notification, you can fill out the form immediately.
4. The Daily Pre-Screening form will reset every day at 11:59 p.m.
5. Based on the answers you provide in the Daily Pre-Screening form; the app will issue you a Campus Pass with the current date displayed. A "green" Campus Pass indicates you are clear to come in person to a campus/district site. A faculty or staff member may request to see your Campus Pass for that day before allowing you to enter a room or building. The pass must be "green" to enter a campus building, classroom, or district site. The pass

may be shown on a smartphone or if you do not have a smartphone, you will be able to print your Campus Pass from a computer station on the campus/district site.

6. A "red" Campus Pass means that you are NOT clear to come in person to the campus/district site and you should stay home. You will be instructed on how long you must wait before you may visit the campus/district site. The District's contact tracer will contact you with additional information as to when you can return to campus/district site.
7. If you do not have a smartphone, you can fill out the "At Home Pre-Screening Form" on a computer and print out your Campus Pass at home or you will be able to print your Campus Pass from a computer station on the campus/district site.

Building/Room Check

As students, faculty and staff move around each campus site, they will be required to check into buildings and classrooms by scanning the QR codes posted on doors and walls as they enter but not when exiting the building/classroom. Each QR code will identify who is in any given room or building at any time. This information will assist the respective campus contact tracer in contacting potential COVID-19 exposures if there is a reported COVID-19 case. This information will be restricted to only those who are authorized to conduct contract tracing.

Correction of COVID-19 Hazards

West Hills Community College District shall implement effective policies and/or procedures for corrective unsafe or unhealthy conditions, practices, policies and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to evaluations. Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspection's Form, and/or through the District's Work Order System and corrected in a timely manner based on the severity of the hazards.

Should unsafe or unhealthy working conditions, practices or procedures be identified, they will be corrected as soon as possible and will be the priority of the Maintenance and Operations crew at each campus site. Follow-up to ensure the corrections are made is done by each campus site's respective Director of Maintenance and Operations or the individuals identified for implementing the program shown on page 3 of the COVID-19 Prevention Program.

The District has an on-line system where employees and students can submit safety concerns via an online form:
West Hills College Coalinga: Safety Concern/Accident Report (maxient.com)
West Hills College Lemoore: Campus Safety Report (maxient.com)

Control of COVID-19 Hazards

Face Coverings

West Hills Community College District will provide students, faculty and staff with face coverings and will ensure they are worn when required by the District, and where required by orders from the California Department of Public Health (CDPH).

a. WHCCD will 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.
b. When individuals are required to wear face coverings under this section, the following exceptions apply:
    1. When an individual is alone in a room or vehicle.
    2. While eating or drinking, provided individuals are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
    3. Employees wearing respirators required by the employer and used in compliance with section 5144.
    4. Individuals 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.
    5. 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.
c. Individuals exempted from wearing face coverings pursuant 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. If their condition or disability does not permit a non-restrictive alternative, the individual shall be tested at least weekly for COVID-19 (if an employee-during paid time and at no cost to the employee).
d. WHCCD shall not prevent any individual from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
e. When face coverings are not required by this section or by sections 3205.1 through 3205.4, WHCCD shall provide face coverings to individuals upon request, regardless of vaccination status.
f. WHCCD shall implement measures to communicate to the District community face covering requirements on District premises.

Fully-vaccinated Employees

When an employee has been fully vaccinated, the vaccination status must be confirmed by the District's Human Resources (HR) Department. The process for submitting proof of vaccination status to the HR Department is as follows:

1. Employee uploads a copy of their vaccination record (exact spelling of name and birthdate on vaccination record must match employment record) to the **West Hills Safe** smartphone app.
2. HR Department confirms status of full vaccination of employee.
3. West Hills Safe app. will provide employee with a blue pass that the employee will be able to use as evidence that their vaccination status has been confirmed.
4. For those individuals without a smartphone, there will be a process for individuals to scan and forward an electronic copy of their vaccination record (exact spelling of name and birthdate on vaccination record must match employment record) to HR. HR will then

confirm status of full vaccination of the employee and grant authorization for the employee to work without a face covering, if allowable per current CDPH or local health department(s) guidelines.

5. Employees will be updated on current guidelines per text message, email and/or myWestHills staff portal as guidelines change.

Employees who wish to get the vaccine will be permitted to take up to four hours of paid time during work hours for each of their primary COVID-19 vaccination doses (excluding booster shots), which will not count against their sick or vacation time. Employees opting to take leave for their vaccine must submit a "Request for Time Off" to their supervisor at least one business day in advance and, after receiving their vaccine, submit their vaccination card through the West Hills Safe App. Human Resources will verify the vaccination record and time usage. The District will provide reasonable time and paid sick leave to employees to recover from side effects experienced following a primary vaccination dose. If the employee experiences side effects from the vaccine, the District may require the employee to use already accrued paid sick leave when recovering from side effects experienced following a primary vaccination dose.

Fully-vaccinated Students

When a student has been fully vaccinated, the vaccination status must be confirmed by the District's Human Resources (HR) Department. The process for submitting proof of vaccination status to the HR Department is as follows:

1. Student uploads a copy of their vaccination record (exact spelling of name and birthdate on vaccination record must match student record) to the West Hills Safe smartphone app.
2. HR Department confirms status of full vaccination of student.
3. Students will be updated on current guidelines per email and/or myWestHills student portal as guidelines change.

Management is responsible for enforcing the COVID-19 Prevention Program, which includes the enforcement of face coverings when applicable.

Air Filter and HVAC Cleaning and Retrofits and Outdoor Air

West Hills Community College District will ensure that air filters and HVAC systems are properly maintained. For buildings with mechanical or natural ventilation, or both, WHCCD shall maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

West Hills Community College District has installed Needle Point Bi-Polar Ionizers onto existing air-handlers, mini-spits, RTU's (roof top unit) and Bard units. Bipolar ionization first arrived in the United States in the 1970s as a tool to control pathogens in food manufacturing. It was effective during the SARS outbreak of 2004, as well as more recent outbreaks of MERS and norovirus and various strains of influenza. Bipolar ionization is used in large hospitals and airport terminals at LaGuardia, O'Hare, LAX and San Francisco International Airport.

Handwashing Facilities

The District has evaluated its handwashing facilities and found that there are adequate restrooms throughout the buildings to ensure students, faculty and staff can have quick and easy access to wash their hands frequently.

Students, faculty and staff are encouraged to use as much time as they need to wash their hands frequently. When it is not practical to go to a handwashing facility, the District will provide effective hand sanitizer. The District has provided training to employees that addressed the proper way to wash their hands and to allow for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

Cleaning and Disinfecting

Routine Cleaning

West Hills Community College District has implemented cleaning and disinfecting procedures, which may include:

1. Identifying and regularly cleaning frequently touched surfaces and objects, (such as, doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels. The District shall inform employees and authorized representatives of cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection.
2. Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection of the area, material, or equipment if indoors and will be used by another employee within 24 hours of the COVID-19 case.
3. Cleaning and disinfecting will be done in a manner that does not create a hazard to employees.
4. Training to its custodians prior to the beginning of each semester as long as the District is requiring specialized cleaning and disinfecting needed during the COVID-19 emergency.
5. A schedule for cleaning based on CDC guidelines, and performed cleanings at least once a day or as often as needed.

Cleaning and Disinfecting when Someone is Sick

West Hills Community College District has established protocols if there has been a someone who has tested positive for COVID-19 in any of the facilities within a 24 hour period, which may include:

Before cleaning and disinfecting

1. Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
2. Wait as long as possible (at least several hours) before you clean and disinfect.

While cleaning and disinfecting:

1. Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
2. Use products from EPA List N according to the instructions on the product label.
3. Wear a face covering and gloves while cleaning and disinfecting.
4. Focus on the immediate areas occupied by the person (utilizing data from the District app. **West Hills Safe**) who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
5. Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
6. While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units.
7. Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas that they serve.

Personal Protective Equipment

West Hills Community College District evaluates the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provides such personal protective equipment as needed to students, faculty and staff.

Upon request, West Hills Community College District shall provide respirators (N95 masks) for voluntary use in compliance with subsection 5144c)(2) of Title 8 to students, faculty or staff. West Hills Community College District shall encourage the use of respirators and that the individual requesting the respirator is provided the correct size.

When and if applicable, the District provides and ensures use of eye protection and respiratory protection in compliance with section 5144 when employees or students are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Surveillance Testing of Employees

To expand current COVID-19 health and safety practices, West Hills Community College District may implement a COVID-19 testing program protocol for all employees. If implemented, employees who are fully vaccinated and have uploaded verification of their vaccine to the West Hills Safe App will be opted out of the weekly testing. Mobile testing may be scheduled at WHC Coalinga (includes District staff), WHC Lemoore, and an alternative option may be provided for employees at the Firebaugh Center.

Testing of Symptomatic Employees

West Hills Community College District shall make COVID-19 testing available at no cost to employees with COVID-19 symptoms, during paid time.

Investigating and Responding to COVID-19 Cases

West Hills Community College District has an effective procedure to investigate COVID-19 cases. This includes procedures for seeking information from students, faculty and staff regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases utilizing Appendix C: Investigation COVID-19 Cases form. WHCCD shall report information about COVID-19 cases and outbreaks to the appropriate local health department as required by Labor Code 6409.6.

West Hills Community College District will utilize the smartphone App **West Hills Safe** to contact trace individuals who may have been in close contact with any individual who tests positive for COVID-19. This information will be restricted to only those who are authorized to conduct contract tracing.

The following actions will take place when there has been a COVID-19 case at any of the West Hills Community College District sites:

1. Determine the day and time the COVID-19 case was last present on any of the campus sites, and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced. WHCCD shall maintain records of the steps taken to implement the written COVID-10 Prevention Program in accordance with section 3203(b).

2. Utilizing the app. **West Hills Safe** contact tracker data, determine who may have had a close contact. This requires an evaluation of the activities of the COVID-19 case and all of the West Hills Community College District location, which may have been visited by the COVID-19 case during the infectious period.
3. Within one business day of the time West Hills Community College District becomes aware of the COVID-19 case, West Hills Community College District shall give written notice in a form readily understandable by the students, faculty and staff that the individuals may have been on the premises at the same worksite/site as the qualifying individual within the infectious period. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonable be anticipated to be received by the individual within one business day of sending. The notice shall include the disinfection plan per the guidelines of the federal Centers for Disease Control (CDC) and required by Labor Code section 6409.6(a)(4). The notice will be sent to the following:
   a. All students, faculty and staff at the worksite/site during the infectious period.
   b. Independent contractors and other individuals at the site during the infectious period.
4. If the exposure occurred to a West Hills Community College District employee during their working hours, within one business day of the time the District becomes aware of the COVID-19 case, West Hills Community College District shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the infectious period.
5. Make COVID-19 testing available at no cost during working hours, to all employees of West Hills Community College District who had a close contact in the workplace and provide them with the information on benefits with the following exceptions:
   a. Employees who were not present at the workplace during the relevant exposure period.
   b. COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
6. Investigate whether campus conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Personal Identifying Information of COVID-19 Cases or Persons with COVID-19 Symptoms:

West Hills Community College District will ensure that personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any medical records, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division (OSHA), and NIOSH, immediately upon request, and when required by law.

System for Communicating

West Hills Community College District's goal is to ensure that there is an effective two-way communication with students, faculty and staff of the West Hills Community College District, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how the system will help spread additional cases of COVID-19.
- That students, faculty and staff can report symptoms and hazards without fear of reprisal.
- West Hills Community College District's procedures or policies for accommodating students, faculty and staff with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Access to COVID-19 testing when testing is required. In the event the District is required to provide testing because of a workplace exposure or outbreak, the District will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about any potential COVID-19 hazards, what is being done to control those hazards, and West Hills Community College District's COVID-19 policies and procedures.

Training and Instruction

West Hills Community College District will provide effective training and instruction that includes the District's Prevention Program policies and procedures, which were established to protect the students, staff and faculty from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards.

The training will include the following information:

For employees:

- Information regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, West Hills Community College District's leave policies and leave guaranteed by contract, and this section.
- Information on the COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The fact that:
    - COVID-19 is an infectious disease that can spread through the air when an infectious person talks or vocalizes, sneezes, coughs or exhales.
    - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common.
    - An infectious person may show no symptoms.
    - Particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees to request a respirator for voluntary use, without fear of retaliation, and West Hills Community College District policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
    - How to properly wear respirators.

  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
- The conditions where face coverings must be worn at the workplace.
- Employees can request face coverings from the employer at no cost to the employee and can wear them at work regardless of vaccination status, without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on West Hills Community College District COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19 and protecting against both transmission and serious illness or death.

All employees will participate in COVID-19 training via the Keenan and associates, SafeColleges Program. All completed trainings will be logged into the WHCCD Training System and Human Resources can access all data related to this requirement.

Reporting, Recordkeeping and Access

It is West Hills Community College District's policy to:

- Report information about COVID-19 cases and outbreaks from any of the West Hills Community College campus sites to the local health departments (Fresno/Kings) whenever required by law, and to provide any related information requested by the local health departments required by Labor Code section 6409.6.
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b)
- Make the written COVID-19 Prevention Program available on the District's webpage, and to students, employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases to keep a record of and track all COVID-19 cases. For employees, the record will include the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test.

Exclusion of COVID-19 Cases and Individuals Who Had a Close Contact

Where there is a positive COVID-19 Case or Close Contact at one of West Hills Community College campus sites, West Hills Community College District will limit transmission by:

COVID-19 Cases

A. WHCCD shall ensure that COVID-19 cases are excluded from the campus sites until the District's return-to-campus criteria are met.

Close Contacts

WHCCD shall reference and review current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission. WHCCD shall develop, implement, and maintain effective policies to prevent transmission of COVID-19 by persons who had close contacts.

B. For employees excluded from work, WHCCD shall continue and maintain employees' earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Employers may use employer-provided employee sick leave for this purpose to the extent permitted by law. Wages due under this subsection are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under this subsection are subject to enforcement through procedures available in existing law. If an employer determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception.

   EXCEPTION 1: The employee received disability payments or was covered by workers' compensation and received temporary disability.

   EXCEPTION 2: The employer demonstrates that the close contact is not work related.

C. This section does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

   At the time of exclusion, the employer shall provide the employee the information on benefits.

Return-to-Campus Criteria

The following return to campus criteria shall apply to COVID-19 Cases. WHCCD will demonstrate it has met the applicable requirements below:

A. COVID-19 Cases, regardless of vaccination status or previous infection, who do not develop COVID-19 symptoms or whose COVID-19 symptoms are resolving, shall not return to any of the campus sites until:

   1. At least five days have passed from the date that COVID-19 symptoms began or, if

the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;

2. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and

3. A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or WHCCD chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.

Please upload a copy of the negative test to the West Hills Safe App. in order to be cleared to come back onto campus.

B. COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms **are not** resolving, may not return to any campus site until:
   1. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
   2. Symptoms are resolving or 10 days have passed from when the symptoms began.

C. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering at the campus site until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

D. The requirements in this section shall apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

   If an order to isolate, quarantine, or exclude an individual is issued by a local or state health official, the individual shall not return to the campus site until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to campus criteria.

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section will apply if three or more individual COVID-19 cases within an exposed group (core group) visited any campus sites during their infectious period at any time during a 14-day period. When there are three or more cases within a core group (or when 10% of any core group tests positive for COVID-19 or per the CCCAA guidelines for athletic teams), the COVID emergency response team from the respective campus site and HR will convene to identify strategies, which may include alternate instructional/worksite/residence hall accommodations and to review mitigation measures to ensure continued health and safety for the students and staff of West Hills Community College District.

This section will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 Testing

West Hills Community College District will offer COVID-19 testing at no cost to its employees, within the exposed group, during employees' paid time in a manner that ensures employee confidentiality, except:

- Employees who were not present at the workplace during the relevant 14-day period(s);
- For returned cases who did not develop COVID-19 symptoms after returning to work, no testing is required.

COVID-19 testing shall consist of the following:

- All individuals in the exposed group, regardless of vaccination status, are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, West Hills Community College District will continue to provide COVID-19 testing once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until no new COVID-19 cases are detected for a 14-day period.
- Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to campus requirements starting from the date of the last known close contact.
- West Hills Community College District shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, in accordance with title 8, section 332.3.

West Hills Community College District will continue to comply with the applicable elements of the COVID-19 Prevention Program (CPP), as well as the following:

1. Individuals in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in the CPP apply).
2. West Hills Community College District will give notice to employees in the exposed group of their right to request a respirator (N95 masks) for voluntary use.
3. West Hills Community College District will evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, as much distance between persons as feasible.

COVID-19 Investigation, Review and Hazard Correction

West Hills Community College District shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
    - West Hills Community College leave policies and practices and whether employees are discouraged from remaining home when sick.
    - West Hills Community College District's COVID-19 testing policies.
    - Insufficient outdoor air.
    - Insufficient air filtration.
    - Lack of physical distancing.

- The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. West Hills Community College District will consider:
    - Moving indoor tasks outdoors or having them performed remotely.
    - Increasing outdoor air supply when work is done indoors.
    - Improving air filtration.
    - Increasing physical distancing as much as feasible.
    - Requiring respiratory protection in compliance with section 5144.

Buildings or Structures with Mechanical Ventilation

West Hills Community College District will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible, we will use filters with the highest compatible filtering efficiency. WHCCD will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible.

Major COVID-19 Outbreaks

This section applies if twenty (20) or more individual COVID-19 cases in an exposed group, visited any of the campus sites during their infectious period within a 30-day period. This section will stay in effect until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

West Hills Community College District will comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks section, except that the COVID-19 testing, shall be required of employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department. Employees in the exposed group shall be tested or shall be excluded and follow the return to campus requirements starting from the date that the outbreak begins.

In addition to complying with the CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, West Hills Community College District shall take the following actions:

- Provide employees in the exposed group with respirators (N95 masks) for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any individuals in the exposed group who are not wearing respirators required by the CPP and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

COVID-19 Prevention in Employer-Provided Transportation

This section applies to employer-provided motor vehicle transportation, which is any transportation of an employee during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agriculture fields, provided, arranged for, or secured by an employer regardless of the travel distance or duration involved. The following exceptions apply:

- This section does not apply if the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- This section does not apply to employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.
- This section does not apply to employees with occupational exposure as defined by section 5199, Title 8, when covered by that section.
- This section does not apply to public transportation.

To the extent feasible, WHCCD shall reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation and during work activities.

WHCCD shall review CDPH and local health department recommendations regarding face coverings and implement face covering policies that effectively eliminate or minimize transmission in vehicles.

WHCCD shall provide training to employees on CDPH and local health department recommendations, if applicable, regarding face coverings and WHCCD COVID-19 Policies. Please see Training and Instruction section of the CPP for additional information.

Upon request, WHCCD shall provide respirators for voluntary use to all employees in employer provided transportation.

WHCCD shall exclude drivers and riders with COVID-19 in employer provided transportation prior to boarding shared transportation by ensuring that employees utilize the West Hills Safe App daily health screener before accessing any of the campus sites or District vehicles.

WHCCD shall ensure that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

WHCCD shall provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Mental Wellness Resources

Free, confidential mental wellness resources are available to employees and students as follows:

Employees
SISC Members (Classified, Management, Confidential)

CVT Members (FT Faculty)

Students
West Hills College Coalinga Student Wellness Counseling Referral
West Hills College Lemoore Student Conduct/Concern Reporting Form

Guidance for Child Development Centers

Reference: California Department of Public Health

West Hills Community College District's Child Development Centers can help protect children, families, and staff and slow the spread of COVID-19 by using California Department of Public Health Guidance for Operating Child Care Programs during COVID-19.

The following plan is a supplement to the West Hills Community College District COVID-19 Prevention Program and outlines strategies that the Child Development Centers will use to maintain healthy environments and operations, lower the risk of COVID-19 spread in the programs, prepare for when someone is sick with COVID-19, and support coping and resilience. This supplemental plan does not replace any federal, state, local, or public health and safety laws, rules, and regulations with which the programs must comply.

Children and COVID-19

While fewer children have been sick with COVID-19 compared with adults during the pandemic, children can be infected with the SARS-CoV-2 virus that causes COVID-19, can get sick with COVID-19, and can spread the virus to others. Most children with COVID-19 have mild symptoms, and some have no symptoms at all. The symptoms of COVID-19 in children are similar to symptoms of other common illnesses, like colds, strep throat, influenza, or allergies. Like adults, children who have COVID-19 but have no symptoms can still spread the virus to others. For more information, visit COVID-19 in Children.

Children with underlying medical conditions are at increased risk for severe illness from COVID-19. Although the number of children who have been hospitalized with COVID-19 is low compared with adults, one third of hospitalized children with COVID-19 are admitted to the intensive care unit. Additionally, a small number of children might develop a rare but serious condition associated with COVID-19 called Multisystem Inflammatory Syndrome in Children (MIS-C). Although the risk for death among children is low compared with adults, some children in the United States have died from COVID-19.

Reports have shown that children in childcare settings can become infected and spread COVID-19 to others in the childcare program, at home, and in the community. Some staff and household family members might be at increased risk of severe illness. For example, people who are older and have underlying medical conditions are at increased risk for severe illness from COVID-19. For information about who is at increased risk, visit People at Increased Risk. However, childcare programs support children's social-emotional, behavioral, and mental health while fostering early learning development. Childcare programs can also help serve children in need through nutrition programs, special education services, and after-school programs. In addition, childcare programs support parents with reliable and safe care so they can return to work. The benefits of keeping childcare programs open should be weighed against the risks posed by COVID-19 spread in the childcare program and community.

Additional information has shown that a comprehensive, multipronged approach for COVID-19 prevention strategies might help slow transmission in the early care and education setting. Childcare programs should make decisions about reopening and continuing operations based on available data including levels of community COVID-19 transmission (spread) and the childcare program's ability to implement appropriate prevention strategies (risk reducing actions) to stay open safely and protect children, staff, and administrators.

Taking Actions to Lower the Risk of COVID-19 Spread

To slow the spread of COVID-19, West Hills Community College District Child Care Centers implement and adhere to multiple prevention strategies:

- Staying Home When Sick
- Wearing a Face Covering that Covers the Nose and Mouth when required by the District or CDPH.
- Avoiding Crowds
- Improving Ventilated Indoor Spaces
- Frequent Handwashing
- Regular and Consistent Cleaning and Disinfecting

Vaccines

The CDC has strongly encouraged vaccination as one of the most important tools to end the COVID-19 pandemic. Licensees and providers are eligible to receive vaccinations at no expense. There are several ways to obtain vaccination. Please see PIN 21-06-CCP for more information on vaccine safety, benefits, and how to get the vaccine.

Staff that are fully vaccinated may upload a copy of their vaccination record via the West Hills Safe app.

Employee/Student Screening

West Hills Community College District screens students, faculty and staff to our campus sites by utilizing the mobile app., **West Hills Safe.** Students, faculty and staff are required to complete a self-assessment questionnaire each day they are on one of our campus sites. Parents of children will be asked to download the app. and complete the health screening for their child. When they arrive at their Child Development Center Site, they will scan the QR Code each day they drop off their child. This will provide the contact tracer with information of who is on site any particular day, should there be a COVID-19 Case.

Download and install West Hills Safe to your phone. *(The app is available in both the Apple App Store for iOS devices and the Google Play Store for Android devices.)*

1. When you log into **West Hills Safe**, you will be directed to sign-in with your West Hills credentials.
2. Within the app., you will receive a daily reminder (M-F) at 7:00 a.m. to complete the Daily Pre-Screening form at home. If you tap on the notification, you can fill out the form immediately.
3. The Daily Pre-Screening form will reset every day at 11:59 p.m.
4. Based on the answers you provide in the Daily Pre-Screening form; the app will issue you a Campus Pass with the current date displayed. A “green” Campus Pass indicates you are clear to come in person to a campus/district site. A faculty or staff member may request to see your Campus Pass for that day before allowing you to enter a room or building. The pass must be “green” to enter a campus building, classroom, or district site. The pass may be shown on a smartphone or if you do not have a smartphone, you will be able to print your Campus Pass from a computer station on the campus/district site.
5. A “red” Campus Pass means that you are NOT clear to come in person to the campus/district site and you should stay home. You will be instructed on how long you must wait before you may visit the campus/district site. The District’s contact tracer will contact you with additional information as to when you can return to campus/district site.

6. If you do not have a smartphone, you can fill out the “At Home Pre-Screening Form” on a computer and print out your Campus Pass at home or you will be able to print your Campus Pass from a computer station on the campus/district site.

Child Development Center Student Screening

West Hills Community College District will ask parents and guardians of children to complete a daily assessment via the West Hills Safe app. for the children to ensure they are COVID-19 symptom free prior to entering each site.

Building/Room Check

Parents of children will be asked to download the West Hills Safe app. When they arrive at their Child Development Center Site, they will scan the QR Code each day they drop off their child. Each QR code will identify who is in any given room or building at any time. This information will assist the respective campus contact tracer in contacting potential COVID-19 exposures if there is a reported COVID-19 case. This information will be restricted to only those who are authorized to conduct contract tracing.

Face Coverings

WHCCD Childcare providers ensure compliance with the current District and CDPH Guidance for the Use of Face Coverings.

When there is an order for face coverings, or when face coverings are voluntarily worn, WHCCD ensures that Childcare providers are familiar with the Guidance for the Use of Face Masks and keep in mind the following:

- Never place face masks on babies or children under 2 years of age because it poses a danger and risk for suffocation.
- Children should not wear face masks while sleeping.
- Providers must ensure the use of face masks does not cause children to overheat in hot weather.
- See CDPH Masks for Kids: Tips and Resources.
- Learn more from CDPH's Get the Most out of Masking. Surgical masks or higher-level respirators (e.g., N95s, KN95s, KF94s) with good fit are recommended for adults.

Physical Distancing and Stable Groups

- West Hills Community College District will apply physical distancing as an additional safety layer between groups of children and staff to reduce the spread of COVID-19, whenever possible.
- Childcare settings typically have a stable group model with the same groups of staff and children each day, and licensees and providers should consider continuing to implement stable groups as a best practice.

Hand Washing and Hygiene

West Hills Community College District utilizes personal hygiene practices referenced in Title 22 CCR sections 101216(e)(2) and 102416(c) to reduce the risk of infection. Staff are trained and monitored to ensure they follow these recommended health precautions and universal preventative health practices.

Isolation for Illness

West Hills Community College District Childcare programs will exclude or isolate any child, student, or staff showing symptoms of COVID-19. The District will follow "isolation for Illness" requirements pursuant to Title 22 in CCR sections 101226.1(a)(1) and 101226.2.

Food Service and Mealtimes

West Hills Community College District will implement the following measures during mealtime to help mitigate the spread of COVID-19.

- Moving tables to spread children out or the use of name cards to provide adequate spacing of children.
- Following proper handwashing, cleaning, and disinfection practices before and after eating utilizing the CDC and CACFP COVID-19 food handling guidelines.
- Implementing outdoor mealtimes if space and weather allow.

Investigating and Responding to COVID-19 Cases

West Hills Community College District has an effective procedure to investigate COVID-19 cases. This includes procedures for seeking information from students, faculty, staff and parents of childcare center children regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

West Hills Community College District will utilize the smartphone app. **West Hills Safe** to contact trace individuals who may have been in close contact with any individual who tests positive for COVID-19. This information will be restricted to only those who are authorized to conduct contract tracing.

The following actions will take place when there has been a COVID-19 case at any of the West Hills Community College District sites:

1. Determine the day and time the COVID-19 case was last present on any of the campus sites, and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Utilizing the app. **West Hills Safe** contact tracker data, determine who may have had a close contact. This requires an evaluation of the activities of the COVID-19 case and all of the West Hills Community College District location, which may have been visited by the COVID-19 case during the infectious period.
3. Within one business day of the time West Hills Community College District becomes aware of the COVID-19 case, West Hills Community College District shall give written notice in a form readily understandable by the students, faculty and staff that the individuals may have been on the premises at the same worksite/site as the qualifying individual within the infectious period. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonable be anticipated to be received by the individual within one business day of sending. The notice shall include the disinfection plan per the guidelines of the federal Centers for Disease Control (CDC) and required by Labor Code section 6409.6(a)(4). The notice will be sent to the following:
    a. All students, faculty and staff at the worksite/site during the infectious period.
    b. Independent contractors and other individuals at the site during the infectious period.

4. If the exposure occurred to a West Hills Community College District employee during their working hours, within one business day of the time the District becomes aware of the COVID-19 case, West Hills Community College District shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the infectious period.
5. Make COVID-19 testing available at no cost during paid time, to all employees of West Hills Community College District who had a close contact in the workplace and provide them with the information on benefits, with the following exceptions:
    a. Employees who were not present at the workplace during the relevant exposure period.
    b. COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
6. Investigate whether campus conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Cleaning and Disinfecting

Routine Cleaning

WHCCD has implemented cleaning and disinfecting procedures, which may include:

1. Identifying and regularly cleaning frequently touched surfaces and objects, (such as, doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels. The District shall inform employees and authorized representatives of cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection.
2. Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection of the area, material, or equipment if indoors and will be used by another employee within 24 hours of the COVID-19 case.
3. Cleaning and disinfecting will be done in a manner that does not create a hazard to employees.
4. Training to its custodians prior to the beginning of each semester as long as the District is requiring specialized cleaning and disinfecting needed during the COVID-19 emergency.
5. A schedule for cleaning based on CDC guidelines and performed cleanings at least once a day or as often as needed.

Cleaning and Disinfecting when Someone is Sick

WHCCD has established the following protocol if there has been an individual who has tested positive for COVID-19 in any of the facilities within the last 24 hours:

Before cleaning and disinfecting:

1. Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
2. Wait as long as possible (at least several hours) before you clean and disinfect.

While cleaning and disinfecting:

1. Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
2. Use products from EPA List N according to the instructions on the product label.
3. Wear a face covering and gloves while cleaning and disinfecting.

4. Focus on the immediate areas occupied by the person (utilizing data from the District app. West Hills Safe) who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
5. Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
6. While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units.
7. Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas that they serve.

Mental Wellness Resources

West Hills Community College District offers free, confidential mental wellness resources students, faculty and staff as follows:

Employees
SISC Members (Classified, Management, Confidential)

CVT Members (FT Faculty)

Students
West Hills College Coalinga Student Wellness Counseling Referral
West Hills College Lemoore Student Conduct/Concern Reporting Form

Additional Information

Please refer to the District's **COVID-19 Prevention Program** for the following sections:

- Correction of COVID-19 Hazards
- Air Filter and HVAC Cleaning and Retrofits and Outdoor Air
- Training and Instruction
- Return-to-Campus Criteria

Guidance for Athletics

Reference: CCCAA COVID-19 Recommendations-updated 10/21/2021

West Hills Community College District's Athletics' Programs help protect students and staff slow the spread of COVID-19 by using California Community College Athletic Association (CCCAA) COVID-19 Guidance, National Collegiate Athletic Associations (NCAA) COVID-19 Guidance, Centers for Disease Controls updated COVID-19 Guidance, California Department of Public Health COVID-19 updated Guidance, and CalOSHA's updated Emergency Temporary Standards (ETS).

The following plan is a supplement to the West Hills Community College District COVID-19 Prevention Program and outlines specific strategies that the District's athletic programs will use to maintain healthy environments and operations, lower the risk of COVID-19 spread in the programs, prepare for when someone is sick with COVID-19, and support coping and resilience. This supplemental plan does not replace any federal, state, local, or public health and safety laws, rules, and regulations for which the programs must comply. Additional information not found in this supplement, can be found in the COVID-19 Prevention Program (CPP).

Return to Campus Considerations

The first two weeks after any return to campus (for example, after a summer break) deserve special consideration because student-athletes routinely travel from outside of the local area. It is recommended that all West Hills Community College District student-athletes test upon campus return.

Consideration should be given for testing, masking and physical distancing for unvaccinated prospective student-athlete(s) coming to campus. Testing recommendations are a negative PCR 2 days or antigen 1 day before visit. West Hills Community College District will require those traveling with prospective student-athletes who visit campus to wear face coverings indoors, throughout the campus visit, regardless of vaccination status.

The traditional transition and acclimatization period still needs to be considered due to the limited activity by student-athletes during the pandemic. Consideration for a gradual return to activity is outlined in the NSCA document.

Daily Health Screening

West Hills Community College District will screen our student-athletes at our campus sites by utilizing the mobile app., West Hills Safe. Student-athletes will be required to fill out a self-assessment questionnaire each day they are on one of our campus sites. We ask that they complete this questionnaire each day they are on one of the District's sites.

1. Download and install West Hills Safe app. to your phone. *(The app is available in both the Apple App Store for iOS devices and the Google Play Store for Android devices.)*
2. When you log into West Hills Safe, you will be directed to sign-in with your West Hills credentials.
3. Within the app., you will receive a daily reminder (M-F) at 7:00 a.m. to complete the Daily Pre-Screening form at home. If you tap on the notification, you can fill out the form immediately.
4. The Daily Pre-Screening form will reset every day at 11:59 p.m.
5. Based on the answers you provide in the Daily Pre-Screening form; the app. will issue you a Campus Pass with the current date displayed. A "green" Campus Pass indicates you

are clear to come in person to a campus/district site. A faculty or staff member may request to see your Campus Pass for that day before allowing you to enter a room or building. The pass must be "green" to enter a campus building, classroom, or district site. The pass may be shown on a smartphone or if you do not have a smartphone, you will be able to print your Campus Pass from a computer station on the campus/district site.

6. A "red" Campus Pass means that you are NOT clear to come in person to the campus/district site and you should stay home. You will be instructed on how long you must wait before you may visit the campus/district site. The District's contact tracer will contact you with additional information as to when you can return to campus/district site.
7. If you do not have a smartphone, you can fill out the "At Home Pre-Screening Form" on a computer and print out your Campus Pass at home or you will be able to print your Campus Pass from a computer station on the campus/district site.

COVID-19 Education

Every West Hills Community College District student-athlete and all athletics personnel should be mindful of symptoms that might preclude exercise/sport participation either because of personal risk or risk of transmission of an illness to others. Any individual who is feeling unwell should avoid entering the athletics department (or other social space) and should speak with an athletic trainer or coach regarding symptoms so that a management plan can be developed. Physical distancing and masking for unvaccinated individuals remain the most effective strategies for preventing the spread of COVID-19. West Hills Community College District student-athletes and athletic personnel understand the importance of wiping down shared equipment or tables as part of standard precautions for infectious diseases.

Preventative Measures

Handwashing

West Hills Community College District ensures student-athletes and staff are trained with proper handwashing guidelines to include washing hands before eating, after using the restroom, or after coughing or sneezing into the hand; washing their hands with soap and water for at least 20 seconds; or using hand sanitizer with at least 60% alcohol when handwashing facilities are not available.

Face Coverings

West Hills Community College District will provide clean, undamaged face coverings/N95 masks and ensure they are properly worn over the nose and mouth when individuals are indoors and/or when riding in any vehicle when traveling for college related activities, when required by the District or by orders from the California Department of Public Health (CDPH). Students are encouraged to wear face coverings outside when social distancing is not possible or when face coverings are required. Otherwise, face coverings are not required outside, unless there is an outbreak.

West Hills Community College District will provide face coverings regardless of vaccination status to students:

- When required by the District or CDPH.
- When an employee had COVID-19 or had close contact with a COVID-19 case and returns to work.

Vaccinated student-athletes:
Pursuant to NCAA and CCCAA Guidelines, fully vaccinated student-athletes may engage in athletic activities without wearing a face covering or physical distancing. Please see "Face Coverings" Section of the CPP for additional details on voluntary vaccine record self-reporting instructions.
Fully vaccinated student-athletes:

- Can resume activities that you did before the pandemic.
- Can resume activities without wearing a face covering or staying 6 feet apart, except where required by the District, federal, state, local, tribal or territorial laws, rules and regulations, including local business and workplace guidance.
- If you travel in the United States, you do not need to get tested before or after travel or self-quarantine after travel. However, you will still be required to wear a face covering on planes, buses, trains and other forms of public transportation traveling into, within or out of the United States, and in U.S. transportation hubs such as airports and stations.
- You need to pay close attention to the situation at your international destination before traveling outside the United States or before traveling into the United States from another country. There are international-specific recommendations for those who travel internationally.
- You should still watch out for symptoms of COVID-19, especially if you've been around someone who is sick.
- People who have a condition or are taking medications that weaken the immune system should talk to their health care provider to discuss their activities. They may need to keep taking all precautions to prevent COVID-19.

Un-vaccinated student-athletes:
West Hills Community College District will provide clean, undamaged face coverings (respirators-N95 masks) when requested from students who are not fully vaccinated and ensure they are worn when indoors, or when riding in any vehicle when traveling for college-related activities when required by the District or CDPH.

West Hills Community College District will ensure that face coverings are clean and undamaged, and that they are worn over the nose and mouth if there is an order in place. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

When student-athletes are required to wear face coverings, the following exceptions apply:

- When a student-athlete is alone in a room or alone while riding in a District vehicle.
- While eating or drinking on West Hills Community College District campuses, provided other students are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Specific activities which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such activities are actually being performed.

Student-Athletes Requesting Face Covering Exemptions-Regardless Of Vaccination Status:
Student-Athletes 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 may request a face covering exemption when there is an existing District or CDPH mandate by completing a Face Covering Exemption Form (Appendix F). Individuals granted an exemption will be subject to weekly COVID-19 testing. Test results must be submitted weekly to C19@whccd.edu in order to maintain face covering exemption.

- Student-Athletes exempted 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.
- Student-Athletes who are exempted from wearing a face covering due to a medical or mental health condition, or disability and cannot wear a non-restrictive alternative must physically distance at least six feet from others and either be fully vaccinated or tested at least weekly for COVID-19.

CCCAA Definitions

- A Fully Vaccinated individual is one that is 14 days after the last shot in the vaccine series.
- A Booster Eligible individual is one that is 5 months after second dose of Moderna and Pfizer or 2 months after first dose of Johnson & Johnson.
- Date of positive test and/or start of symptoms is considered Day 0, the next day is considered Day 1.

Vaccination Categories

- Fully Vaccinated and Up-To-Date-Fully vaccinated and has received booster, fully vaccinated and not booster eligible, and individuals with a documented COVID-19 infection in the past 90 days.
- Fully Vaccinated and Not Up-To-Date-Fully vaccinated and booster eligible but has not received booster.
- Unvaccinated-Not Vaccinated or Not Fully Vaccinated.

Testing and Masking Strategies

(per CCCAA COVID-19 Minimum Requirements for Athletics updated1/21/22)

	Fully-Vaccinated and Up-To-Date/ Fully Vaccinated and Not Up-To-Date	**Unvaccinated**
Baseline Testing	PCR test and negative result, or two antigen tests and negative results on non-consecutive days for ***all*** student-athletes (regardless of whether they are in season or not) and ***all*** athletics personnel, administered within a MAXIMUM of five (5) days of report date or before return to campus, whichever is earlier.	
Out of Season Surveillance Testing	No testing required, unless symptomatic and/or close contact exposure.	•Low to Moderate County Transmission Level: PCR or antigen 50% of all student athlete and athletic personnel weekly. •Substantial to High County Transmission Level : Weekly PCR or 3x weekly antigen on nonconsecutive days for ALL student athlete and athletic personnel.
In Season/Competition (including NTS)Testing	No testing required, unless symptomatic and/or close contact exposure.	•Weekly PCR or 3x weekly antigen on nonconsecutive days for all student athlete and athletic personnel. •PCR test and negative result within three days prior to the first competition of the week **or** antigen test and negative result within one day prior to each competition. *(Continue antigen test 3x weekly if fewer than three competitions.)If getting PCR results within 3 days is not possible and access to antigen is limited/not possible, institutions may adopt a consistent seven-day window for testing by sport or sports for the regular season and may adjust the testing cycle for post-conference competition.*
Team Outbreak Testing	If sustained increased transmission (Outbreak) on a team, test **ALL** symptomatic individuals or individuals with close contacts within 5 days of exposure, regardless of vaccination status. Sustained increased transmission is likely occurring if: • Team of <50: Concurrent positive cases of three or more • Team of >50: Concurrent positive cases of five percent or more	
	Fully-Vaccinated and Up-To-Date	**Fully Vaccinated and Not Up-To-Date/ Unvaccinated**
Quarantine (Exposure)	Quarantine is not necessary if symptoms are not present, wear a mask when not doing athletic activities. Diagnostic test on day 5.	Quarantine can end: 1. After day 5 if symptoms are not present and a negative PCR or Antigen test from day 5 or after and a mask is worn around others for another 5 days. * *Participation in athletic activities between days 6 to 10 can be considered without a mask following a negative PCR or Antigen test. 2. After day 10 if unable or choose not to test and symptoms are not present.

Isolation (Positive Test)	Isolation can end: 1. After day 5 if symptoms are not present or resolving **and** a negative PCR or Antigen test from day 5 or after **and** a mask is worn around others for another 5 days.* ***Participation in athletic activities between days 6 to 10 can be considered without a mask following a negative PCR or Antigen test.** 2. After day 10 if unable or choose not to test **and** symptoms are not present or resolving. Note: Isolation should continue if fever is present until it resolves, even if that is longer than 10 days. If symptoms other than fever are not resolving, continue to isolate until symptoms resolve or until after day 10.
Training and Competition Masking	Indoors: All participants within the athletic department will wear appropriate face coverings when not on playing surface or participating in activities or as directed by your county and/or local health agencies. Outdoors: No masking requirements are required or as directed by your county and/or local health agencies.
Team Travel Masking	Wear a well fitted mask at all times during travel.
Other Athletic Activities Masking (team mtgs., advising, etc.)	Wear a well-fitting mask in indoor settings or as directed by your county and/or local health agencies.
Non-Athletic Activities	Wear a well-fitting mask in indoor settings or as directed by your county and/or local health agencies.

Per CDPH, masking is required for all vaccinated and unvaccinated individuals in health care environments including athletic training facilities.

Investigating and Responding to COVID-19 Cases

West Hills Community College District has an effective procedure to investigate COVID-19 cases. This includes procedures for seeking information from student-athletes regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

West Hills Community College District will utilize the smartphone app. West Hills Safe to contact trace individuals who may have been in close contact with any individual who tests positive for COVID-19. **This information will be restricted to only those who are authorized to conduct contract tracing.**

The following actions will take place when there has been a COVID-19 case at any of the West Hills Community College District sites:

1. Determine the day and time the COVID-19 case was last present on any of the campus sites, and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Utilizing the app. West Hills Safe contact tracker data, determine who may have had a close contact. This requires an evaluation of the activities of the COVID-19 case and all of the West Hills Community College District location, which may have been visited by the COVID-19 case during the infectious period.

3. Within one business day of the time West Hills Community College District becomes aware of the COVID-19 case, West Hills Community College District shall give written notice in a form readily understandable by the student-athletes, that the individuals may have been on the premises at the same site as the qualifying individual within the infectious period. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonable be anticipated to be received by the individual within one business day of sending. The notice shall include the disinfection plan per the guidelines of the federal Centers for the Disease Control (CDC) and required by Labor Code section 6409.6(a)(4). The notice will be sent to the following:

    a. All students, faculty and staff at the site during the infectious period.

    b. Independent contractors and other individuals at the site during the infectious period.

4. Investigate whether campus conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Personal Identifying Information of COVID-19 Cases or Persons with COVID-19 Symptoms:

West Hills Community College District will ensure that personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any medical records, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division (OSHA), and NIOSH, immediately upon request, and when required by law.

Medical Clearance for Return to Activity after COVID-19

- Recommend following the updated exercise recommendations from the American Society for Sports Medicine and the American College of Cardiology.
- Medical evaluation is not required for individuals that are asymptomatic or have mild illness. However, medical evaluation is still recommended for individuals with moderate or more severe illness. Consider using the COVID-19 Medical Clearance and Return to Activity form for those individuals and/or return to play progression.
- A medical professional should determine the severity of an individual's illness (asymptomatic, mild, moderate, or severe).
- A return to play progression should be individualized and followed for each student-athlete based on the symptoms experienced, severity of symptoms, length of symptoms, and medical evaluation.

System for Communicating

West Hills Community College District's goal is to ensure that there is an effective two-way communication with student-athletes and staff of the West Hills Community College District, in a form they can readily understand, and that includes the following information:

- Who individuals should report COVID-19 symptoms and possible hazards to, and how the system will help limit the spread of additional cases of COVID-19.
- That student-athletes can report symptoms and hazards without fear of reprisal.

- West Hills Community College District's procedures or policies for accommodating student-athletes with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how student-athletes can access COVID-19 testing.
- Information about any potential COVID-19 hazards and West Hills Community College District's COVID-19 policies and procedures.

Continued Relevance of Transition Period and Return to Activity Considerations

It also remains that the structure of activity during the identified transition and acclimatization periods (for example, after material breaks from physical activity) warrants careful consideration. West Hills Community College District is aware that COVID-19 has increased the complexities and will continue to impact health and safety considerations related to returning to athletics and preseason activities. Traditional transition and acclimatization considerations (for example, cardiovascular conditioning, heat, altitude) are still relevant, and when coupled with the physical and nonphysical impacts related to COVID-19, they can create complex reentry challenges for student-athletes.

Recommendation No. 3 of the NCAA's Inter-association Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes speaks to the vulnerability of student-athletes during the first week of activity of a transition period in training and the importance of establishing a 7 to 10 day initial transition period during which student-athletes are afforded the time to properly progress through the physiologic and environmental stresses placed upon them as they return to required activities. West Hills Community College District will ensure that the student-athletes' well-being is on the forefront of all decision making while re-transitioning back to traditional instruction and athletic activities.

Cardiac and Exercise Considerations for Resumption of Exercise After COVID-19 Infection

The COVID-19 virus can potentially negatively impact any endothelial structure, including the heart and lungs, thereby posing a potential risk to individuals who return to exercise post-infection. Although preliminary data suggested that athletes with prior COVID-19 infection should undergo cardiac screening, follow-up publications have recommended a tiered approach based on severity of symptoms. Based on emerging evidence from the Outcomes Registry for Cardiac Conditions in Athletes, a group of experts from the American Medical Society for Sports Medicine and the American College of Cardiology have developed an algorithm of considerations and recommendations related to pre-participation cardiac screening, testing and exercise, which is available on the AMSSM website.

Please refer to the District's **COVID-19 Prevention Program** for the following sections:

- Correction of COVID-19 Hazards
- Air Filter and HVAC Cleaning and Retrofits and Outdoor Air
- Cleaning and Disinfecting

Mental Health Wellness Resources

West Hills Community College District offers free mental health wellness resources to students:
West Hills College Coalinga Student Wellness Counseling Referral
West Hills College Lemoore Student Conduct/Concern Reporting Form

Guidance for West Hills College Coalinga
Gordon Residence Hall and Ivans Residence Hall

References: CDC COVID-19 Guidance for Shared or Congregate Housing and CalOSHA ETS Guidance

West Hills Community College District's Gordon and Ivans Residence Halls can help protect students, and staff slow the spread of COVID-19 by using CDC's Guidance for Shared or Congregate Housing during COVID-19.

The following plan is a supplement to the West Hills Community College District COVID-19 Prevention Program (CPP) and outlines specific strategies that the Gordon and Ivans Residence Halls will use to maintain healthy environments and operations, lower the risk of COVID-19 spread in the programs, prepare for when someone is sick with COVID-19, and support coping and resiliency.

This supplemental plan does not replace any federal, state, local, or public health and safety laws, rules, and regulations, for which the program must comply.

Guests

Non-resident guests will not be allowed access to Gordon or Ivans Residence Halls.

Daily Health Screening

West Hills Community College District will screen our students and staff on our campus sites by utilizing the mobile app., West Hills Safe. Students, faculty and staff will be required to fill out a self-assessment questionnaire each day they are on one of our campus sites. We ask that they complete this questionnaire each day they are on one of the District's sites.

1. Download and install West Hills Safe app. to your phone. *(The app is available in both the Apple App Store for iOS devices and the Google Play Store for Android devices.)*
2. When you log into West Hills Safe, you will be directed to sign-in with your West Hills Community College credentials.
3. Within the app., you will receive a daily reminder (M-F) at 7:00 a.m. to complete the Daily Pre-Screening form at home. If you tap on the notification, you can fill out the form immediately.
4. The Daily Pre-Screening form will reset every day at 11:59 p.m.
5. Based on the answers you provide in the Daily Pre-Screening form; the app. will issue you a Campus Pass with the current date displayed. A "green" Campus Pass indicates you are clear to come in person to a campus/district site. A faculty or staff member may request to see your Campus Pass for that day before allowing you to enter a room or building. The pass must be "green" to enter a campus building, classroom, or district site. The pass may be shown on a smartphone. *(If you do not have a smartphone, you can fill out the "At Home Pre-Screening Form" on a computer and print out your Campus Pass at home or you will be able to print your Campus Pass from a computer station on the campus/district site.)*
6. A "red" Campus Pass means that you are NOT clear to come in person to the campus/district site and you should stay home. You will be instructed on how long you must wait before you may visit the campus/district site. The District's contact tracer will contact you with additional information as to when you can return to the campus/district site.

COVID Status Upon Arrival

In order to ensure the safety of all resident students, the college requires that each student either present a negative PCR Test from administered within 5 days of the arrival date or receive an Antigen Test upon arrival to the Residence Halls. Negative tests will result in the student being able to move in to their regular assigned room, a positive test will result in the student having to isolate (see the section, Isolation For Illness).

Symptomatic Students

Any student feeling that they are experiencing COVID-like symptoms should immediately report their status to the Residence Hall Staff. RH staff will submit the student to an Antigen Test to determine their COVID status. Students testing positive will be required to move to isolation. Those students testing negative should still proceed with caution and it is recommended that they wear a mask while in the presence of others for five days.

Exposure

Students who have been exposed to COVID 19 and are not up to date on COVID vaccinations are recommended to:

Stay home and quarantine for five days and wear a well-fitting mask. Get tested 5 days after the exposure. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

Student who have been exposed to COVID-19 and are up to date on COVID vaccinations are recommended to:

Get tested 5 days after the exposure. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

Vaccines

The vaccines currently available in the United States are effective at preventing COVID-19 and are important tools to stop the pandemic. West Hills Community College District strongly encourages its students to get vaccinated, after consulting with their physician, so that they can resume activities that they did prior to the pandemic.

Vaccinated Students

Students that are vaccinated must upload a copy of their vaccination record via the West Hills Safe app., and it must be confirmed by the District's Human Resources (HR) Department. The process for submitting voluntary proof of vaccination status to the HR Department is as follows:

1. Student uploads a copy of their vaccination card (exact spelling of name and birthdate on vaccination card must match student record) to the West Hills Safe smartphone app.
2. HR Department confirms status of full vaccination of student and notifies student via the West Hills Safe app., if allowable per current CDPH or local health department guidelines.
3. The student's app. displays a blue pass on their phone which will allow them to show proof to the dorm staff of vaccination status and will also allow them to move around campus without a face covering, if allowable per current District, CDPH or local health department guidelines.
4. Students will be updated on current guidelines per text message, email and/or myWestHills student portal as guidelines change.

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Isolation for Illness

West Hills Community College District has established the following protocol in the event a student becomes infected with COVID-19 (Isolation). Please refer to the “Investigating and Responding to COVID-19 Cases” section of the COVID-19 Prevention Program for contact tracing information. Isolation keeps someone who is infected with the virus away from others.

- Per Fresno County Department of Public Health, local residence hall students may be sent home to isolate. Out of state students will be isolated on campus or at an off campus location..
- A staff member will be assigned to ensure that the student is provided meals and have any other needs met during isolation .
- The student may not leave their room other than to use the restroom and shower facilities or to seek medical attention.
- Students will communicate via text, phone, or email with housing staff to order food. Staff will deliver food to the student room door, knock, and leave food tray on the doorstep. Student will not open door until the staff member has left the area to limit exposure.
- Student laundry will be laundered by the Athletics Equipment Manager at the athletics laundry room and returned to the student. All laundry from quarantined/isolated student will be placed in a mesh bag by the student. Bags are not to be opened by any staff member. Place mesh bag with clothing inside into laundry machine and wash. Remove bag from washer and dump entire contents into a dryer. Dry laundry and return to bag. Mesh bag and laundry will be returned to the quarantined/isolated student by leaving the bag outside of the student's room and knocking on door. Student should open door only after the staff member has left the doorway.
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- In the case that a student in isolation needs to be transported to a hospital, an ambulance will be called to do so. A student in isolation who needs travel arrangements for doctor appointments will be driven to that appointment by WHCC volunteer staff.
- Please refer to the "Return-to-Campus Criteria in the COVID-19 Prevention Program for quarantine/isolation specifics.

Cleaning and Disinfecting

Routine Cleaning

The District has implemented cleaning and disinfecting procedures, which may include:

1. Identifying and regularly cleaning frequently touched surfaces and objects, (such as, doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels. The District shall inform employees and authorized representatives of cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection.
2. Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection of the area, material, or equipment if indoors and will be used by another employee within 24 hours of the COVID-19 case.
3. Cleaning and disinfecting will be done in a manner that does not create a hazard to employees.
4. Training to its custodians prior to the beginning of each semester as long as the District is requiring specialized cleaning and disinfecting needed during the COVID-19 emergency.
5. A schedule for cleaning based on CDC guidelines, and performed cleanings at least once a day or as often as needed.

Cleaning and Disinfecting when Someone is Sick
West Hills Community College District has established the following protocol if there has been a sick person or someone who has tested positive for COVID-19 in any of the facilities within the last 24 hours:

Before cleaning and disinfecting
1. Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
2. Wait as long as possible (at least several hours) before you clean and disinfect.

While cleaning and disinfecting:
1. Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
2. Use products from EPA List N according to the instructions on the product label.
3. Wear a face covering and gloves while cleaning and disinfecting.
4. Focus on the immediate areas occupied by the person (utilizing data from the District app. **West Hills Safe**) who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
5. Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
6. While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units.
7. Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas that they serve.

Air Filter and HVAC Cleaning and Retrofits and Outdoor Air

The West Hills Community College District will ensure that air filters and HVAC systems are properly maintained. The college will also ensure that fresh air is increased by opening windows and doors to the maximum extent possible without causing hazards to the students, staff and faculty. The West Hills Community College District utilized guidance from the California Department of Public Health, Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.

The West Hills Community College District will install Needle Point Bi-Polar Ionizers onto existing air-handlers, mini-spits, RTU's (roof top unit) and Bard units. Bipolar ionization first arrived in the United States in the 1970s as a tool to control pathogens in food manufacturing. It was effective during the SARS outbreak of 2004, as well as more recent outbreaks of MERS and norovirus and various strains of influenza. Bipolar ionization is used in large hospitals and airport terminals at LaGuardia, O'Hare, LAX and San Francisco International Airport.

Handwashing Facilities

The District has evaluated its handwashing facilities and found that there are adequate restrooms throughout the buildings to ensure students, faculty and staff can have quick and easy access to wash their hands frequently.

Students, faculty and staff are allowed to use as much time as they need to wash their hands frequently. When it is not practical to go to a handwashing facility, the District will provide hand sanitizer. The District has provided training to employees that addressed the proper way to wash their hands and to allow for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

Laundry Rooms

West Hills College Coalinga will provide disposable gloves, hand soap, cleaning, sanitization, and disinfectant supplies to laundry facilities for residents and staff to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items. Supplies will be available for check out at the desk.

Educational Materials

West Hills College Coalinga will provide educational materials to residents including videos, fact sheets and posters with information about COVID-19 and how to stop the spread of germs, how to wash your hands, and what to do if you feel symptoms, and how to stay healthy.

Correction of COVID-19 Hazards

West Hills Community College District shall implement effective policies and/or procedures for corrective unsafe or unhealthy conditions, practices, policies and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to evaluations. Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspection's Form or through the District's Work Order system and corrected in a timely manner based on the severity of the hazards.

Should unsafe or unhealthy working conditions, practices or procedures be identified, they will be corrected as soon as possible and will be the priority of the Maintenance and Operations crew at each campus site. Follow-up to ensure the corrections are made is done by each campus site's respective Director of Maintenance and Operations or the individuals identified for implementing the program shown on page 3 of the COVID-19 Prevention Program.

The District has an on-line system where employees and students can submit safety concerns via an online form: WHCC Safety Concern/Accident Report (maxient.com).

Mental Wellness Resources

West Hills Community College District provides free confidential mental wellness resources for its students: West Hills College Coalinga Student Wellness Counseling Referral.

Guidance for Food Service Facilities

West Hills Community College District's Food Service Programs can help protect students, and staff slow the spread of COVID-19 by using CDPH Guidance, CDC Guidance, CalOSHA Guidance, and Fresno County Department of Public Health.

The following plan is a supplement to the West Hills Community College District COVID-19 Prevention Program (CPP) and outlines specific strategies that the Food Service Programs will use to maintain healthy environments and operations, lower the risk of COVID-19 spread in the programs, prepare for when someone is sick with COVID-19, and support coping and resilience.

This supplemental plan does not replace any federal, state, local, or public health and safety laws, rules, and regulations, for which the program must comply.

Food Services COVID-19 Designated Point of Contact

The District has identified Jay Darnell, Food Services Manager, as the on-site resource for any COVID-19 related concerns.

Daily Health Screening

West Hills Community College District will screen our students and staff to our campus sites by utilizing the mobile app., West Hills Safe. Students, faculty and staff will be required to fill out a self-assessment questionnaire each day they are on one of our campus sites.

1. Download and install West Hills Safe app. to your phone. *(The app is available in both the Apple App Store for iOS devices and the Google Play Store for Android devices.)*
2. When you log into West Hills Safe, you will be directed to sign-in with your West Hills credentials.
3. Within the app., you will receive a daily reminder (M-F) at 7:00 a.m. to complete the Daily Pre-Screening form at home. If you tap on the notification, you can fill out the form immediately.
4. The Daily Pre-Screening form will reset every day at 11:59 p.m.
5. Based on the answers you provide in the Daily Pre-Screening form; the app. will issue you a Campus Pass with the current date displayed. A "green" Campus Pass indicates you are clear to come in person to a campus/district site. A faculty or staff member may request to see your Campus Pass for that day before allowing you to enter a room or building. The pass must be "green" to enter a campus building, classroom, or district site. The pass may be shown on a smartphone or if you do not have a smartphone, you will be able to print your Campus Pass from a computer station on the campus/district site.
6. A "red" Campus Pass means that you are NOT clear to come in person to the campus/district site and you should stay home. You will be instructed on how long you must wait before you may visit the campus/district site. The District's contact tracer will contact you with additional information as to when you can return to campus/district site.
7. If you do not have a smartphone, you can fill out the "At Home Pre-Screening Form" on a computer and print out your Campus Pass at home or you will be able to print your Campus Pass from a computer station on the campus/district site.

Before students or staff are allowed to enter any food service facilities, they must first use the West Hills app. to scan the QR code at each entry point. This information will assist the respective campus contact tracer in contacting potential COVID-19 exposures if there is a reported COVID-19 case. **This information will be restricted to only those who are authorized to conduct contract tracing.**

Cleaning and Disinfecting

Routine Cleaning

The District has implemented cleaning and disinfecting procedures, which may include:

1. Identifying and regularly cleaning frequently touched surfaces and objects, (such as, doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels). This includes dining service facility objects, (such as kitchen equipment handles, surfaces, tables, chairs, and serving equipment). The District shall inform employees and authorized representatives of cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection.
2. Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection of the area, material, or equipment if indoors and will be used by another employee within 24 hours of the COVID-19 case.
3. Cleaning and disinfecting will be done in a manner that does not create a hazard to employees.
4. Training to its custodians and food service staff prior to the beginning of each semester as long as the District is requiring specialized cleaning and disinfecting needed during the COVID-19 emergency.
5. A schedule for cleaning based on CDC guidelines, and performed cleanings at least once a day or as often as needed.

Cleaning and Disinfecting when Someone is Sick

West Hills Community College District has established the following protocol per the guidelines of the federal Centers for Disease Control (CDC) if there has been a sick person or someone who has tested positive for COVID-19 in any of the facilities within the last 24 hours:

Before cleaning and disinfecting

1. Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
2. Wait as long as possible (at least several hours) before you clean and disinfect.

While cleaning and disinfecting:

1. Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
2. Use products from EPA List N according to the instructions on the product label.
3. Wear a face covering and gloves while cleaning and disinfecting.
4. Focus on the immediate areas occupied by the person (utilizing data from the District app. **West Hills Safe**) who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
5. Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
6. While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units.
7. Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas that they serve.

Face Coverings

West Hills Community College District will provide students, faculty and staff with face coverings and will ensure they are properly worn over the nose and mouth when required by the District and where required by orders from the California Department of Public Health (CDPH), when indoors and when riding in any vehicle when traveling for college/business-related activities. When face coverings are required indoors, students, faculty and staff are encouraged to wear face coverings outside when social distancing is not possible. Otherwise, face coverings are not required outside. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

West Hills Community College District will provide face coverings regardless of vaccination status and:

- When required by the District or CDPH.
- When an employee had COVID-19 or had close contact with a COVID-19 case and returns to work.
- When there is an outbreak.
- When riding in employer-provided motor vehicle transportation or when traveling with another individual(s) for a college/business related reason and an order is in place.

When individuals are required to wear face coverings, the following exceptions apply:

- When an individual is alone in a room or vehicle.
- While eating or drinking at a campus site, provided individuals are at least six feet apart or outside.
- Individuals who cannot wear face coverings due to a medical or mental health condition or disability because they are hearing-impaired or communicating with a hearing-impaired person, or when an individual performs specific tasks that cannot be performed while wearing a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Individuals Requesting Face Covering Exemptions-Regardless Of Vaccination Status-When Face Coverings are Required

Individuals 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 may request a face covering exemption by completing the *Face Covering Exemption Form* (Appendix F). Individuals granted an exemption may be subject to weekly COVID-19 testing. Test results must be submitted weekly to C19@whccd.edu in order to maintain face covering exemption.

- Individuals exempted 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.
- Individuals exempted from wearing a face covering due to a medical or mental health condition, or disability and cannot wear a non-restrictive alternative must physically distance at least six feet from others and either be fully vaccinated or tested at least weekly for COVID-19. For employees, the testing must be during paid time and at no cost to the employee.

West Hills Community College District shall not prevent any individual from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment. When face coverings are not required by this

section, West Hills Community College District shall provide face coverings to individuals upon request, regardless of vaccination status.

Social Distancing

West Hills Community College District will provide social distance seating for individuals when eating or drinking when face coverings are required.

Handwashing

West Hills Community College District ensures staff are trained with proper handwashing guidelines to include washing hands before eating, after using the restroom, or after coughing or sneezing into the hand; washing their hands with soap and water for at least 20 seconds; or using hand sanitizer with at least 60% alcohol when handwashing facilities are not available.

System for Communicating

West Hills Community College District's goal is to ensure that there is an effective two-way communication with students, faculty and staff of the West Hills Community College District, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how the system will help spread additional cases of COVID-19
- That students, faculty and staff can report symptoms and hazards without fear of reprisal.
- West Hills Community College District's procedures or policies for accommodating students, faculty and staff with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how students, faculty, and staff can access COVID-19 testing.
- In the event the District is required to provide testing because of a worksite/site exposure or outbreak, the District will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about any potential COVID-19 hazards and West Hills Community College District's COVID-19 policies and procedures.

Investigating and Responding to COVID-19 Cases

West Hills Community College District has an effective procedure to investigate COVID-19 cases. This includes procedures for seeking information from students, faculty and staff regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

West Hills Community College District will utilize the smartphone app. **West Hills Safe** to contact trace individuals who may have been in close contact with any individual who tests positive for COVID-19. This information will be restricted to only those who are authorized to conduct contract tracing.

The following actions will take place when there has been a COVID-19 case at any of the West Hills Community College District sites:

1. Determine the day and time the COVID-19 case was last present on any of the campus sites, and, to the extent possible, the date of the positive COVID-19 test(s) and/or

diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

2. Utilizing the app. **West Hills Safe** contact tracker data, determine who may have had a close contact. This requires an evaluation of the activities of the COVID-19 case and all of the West Hills Community College District location, which may have been visited by the COVID-19 case during the infectious period.
3. Within one business day of the time West Hills Community College District becomes aware of the COVID-19 case, West Hills Community College District shall give written notice in a form readily understandable by the students, faculty and staff that the individuals may have been on the premises at the same worksite/site as the qualifying individual within the infectious period. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonable be anticipated to be received by the individual within one business day of sending. The notice shall include the disinfection plan per the guidelines of the federal Centers for Disease Control (CDC) and required by Labor Code section 6409.6(a)(4). The notice will be sent to the following:
   a. All students, faculty and staff at the site during the infectious period.
   b. Independent contractors and other individuals at the site during the infectious period.
4. If the exposure occurred to a West Hills Community College District employee during their working hours, within one business day of the time the District becomes aware of the COVID-19 case, West Hills Community College District shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the infectious period.
5. Make COVID-19 testing available at no cost during paid time, to all employees of West Hills Community College District who had a close contact in the workplace and provide them with the information on benefits with the following exceptions:
   a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
   b. COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
6. Investigate whether campus conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Return-to-Campus Criteria for COVID-19 Cases and Close Contacts

Please refer to the "Return-To-Campus" criteria section of the CPP.

Training and Instruction

West Hills Community College District will provide effective training and instruction that includes the District's Prevention Program policies and procedures, which were established to protect the students, staff and faculty from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards.

The training will include the following information:

For employees:

- Information regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, West Hills Community College District's leave policies and leave guaranteed by contract, and this section.
- Information on the COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- Employees can request face coverings, at no cost to the employee, and can wear them at work without fear of retaliation.
- Policies for employees for providing respirators (N95 masks), and the right of employees to request a respirator for voluntary use as stated in this section without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or sections 3205.1 through 3205.4:
    1. How to properly wear the respirator provided.
    2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.

All employees will participate in COVID-19 training via the Keenan and associates, SafeColleges Program. All completed trainings will be logged into the system and Human Resources can access all data related to this requirement.

Additional Measures to Increase Sanitation and Disinfection

West Hills Community College District may utilize the following methods to increase sanitation:

- No food items or containers are shared between tables such as condiment bottles, salt and pepper shakers, or breadbaskets.
- Non-food items that may be used by multiple customers, such as menus, will be disinfected between each use or modified to be a single service item, such as a disposable paper menu.
- Utensils and food-ware are properly washed, rinsed, and sanitized for an adequate contact time (time required for utensils to be submerged in the sanitizer) OR only single-service utensils and food-ware are used.
- Disinfection wipes or hand sanitizer (at least 60% alcohol) are provided at customer tables.
- Touch free motion detectors are used to dispense soap and paper towels.

Mental Wellness Resources

West Hills Community College District provides free confidential mental wellness resources for its students and staff:

- Students
  West Hills College Coalinga Student Wellness Counseling Referral.
  West Hills College Lemoore Student Conduct/Concern Reporting Form

- Staff
  SISC Members (Classified, Management, Confidential)
  CVT Members (FT Faculty)

Additional Information

Please refer to the District's **COVID-19 Prevention Program** for the following sections:

- Identification and Evaluation of COVID-19 Hazards
- Correction of COVID-19 Hazards
- Air Filter and HVAC Cleaning and Retrofits and Outdoor Air
- Personal Protective Equipment

Mega Events

Requirements for Attending and Hosting Mega-Events

Release Date: December 31, 2021; updated March 17, 2022
Reference Number: NR21-372

Updated Requirements for Events
CDPH has released updated requirements for attending mega events, such as concerts and sporting events. Guidance for Mega Events is found in the State of California's *Beyond the Blueprint for Industry and Business Sectors Guidance* Document

These recommendations will continue to be updated as CDPH continues to assess conditions on an ongoing basis. California must be vigilant to maintain situational awareness through surveillance and be ready to pause or reinstate a higher level of protective mitigation recommendations or requirements. The most recent guidance can be found on the California Department of Public Health webpage.

Mega Event Questions and Answers are located on the California Department of Public Health webpage.

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether students or employees are performing an assigned class or work task or not. For example: classes, meetings, trainings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential site exposures will be to all persons at the specific site, or who may enter the specific site, including fellow students, coworkers, individuals of other entities, members of the public, and independent contractors. West Hills Community College District will consider how individuals and other persons enter, leave, and travel through the site, in addition to addressing stationary locations.

Person conducting the evaluation: _____ Date: _____

Name(s) of student, employee and/or authorized employee representative that participated if applicable:

_____ student/employee

_____ employee representative

Interaction, area, activity, work task, process, equipment and material that potentially exposes student/employees to COVID-19 hazards	Places and Times	Potential for COVID-19 exposures and students/employees affected, including members of the public and employees of other employers if applicable	Existing and/or additional COVID-19 prevention controls

Appendix B: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Handwashing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date COVID-19 case became known to District: _____

Name of person conducting the investigation: _____

Name of COVID-19 case and contact information: _____

☐ Student ☐ Employee

Names of employee's representatives involved in the investigation if applicable:

_____

Date investigation was initiated: _____

Locations where the COVID-19 case was present at West Hills Community College District during the infectious period, and activities being performed:

_____

Date and time the COVID-19 case was last present and excluded from West Hills Community College District: _____

Date of the positive or negative test and/or diagnosis: _____

Date the case first had one or more COVID-19 symptoms, if any: _____

Information received regarding COVID-19 test results and onset of symptoms (attach documentation): _____

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

1. All students and/or employees who were in close contact.
2. Authorized representatives of employees (If applicable, the notice required by Labor Code section 6409.6(a) (2)and (c)).

WHCCD COVID-19 Contact Tracing Table

Name of student/employee that was notified	Vaccine Status	Date Testing was offered *(attach results)*	Was this individual *except from testing and if so, why?	Was the individual **excluded per the Exclusion of COVID-19 Cases Requirement?	Was the individual ***exempt from the Exclusion of COVID-19 Cases Requirement?	Name of authorized representative of employee of applicable	Date

*Exempt from testing:

a. They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
b. They returned to work per our return-to-campus criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

**Excluded per WHCCD's Exclusion of COVID-19 Cases and Individuals who had a Close Contact requirement.

***The names of those exempt from WHCCD's Exclusion of COVID-10 Cases and Individuals who had a Close Contact requirement because:

a. They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
b. They returned to campus per our return-to-campus criteria and have remained symptom free for 90 days or, those that never developed symptoms, for 90 days after the initial positive test.

Appendix D-Definitions

Booster Eligibility:

To determine when someone is eligible for a booster, please reference the CDC website.

Close Contact:

Being within 6 feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the infectious period, regardless of the use of face coverings, unless close contact is defined by regulation or order of the CDPH. If so, the CDPH definition shall apply.

EXCEPTION: Employees/Individuals have not had a close contact if they wore a respirator required by WHCCD, whenever they were within six feet of the COVID-19 case during the infectious period.

COVID-19: Coronavirus disease 2019, an infectious disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

COVID-19 Case:

A person who:

1. Has a positive "COVID-19 test"; or
2. Has a positive COVID-19 diagnosis from a licensed heath care provider; or
3. Is subject to a COVID-19 related order to isolate issued by a local or state health official; or
4. Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.

COVID-19 Hazard:

Potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.

(Written) COVID-19 Prevention Program:

Employers shall establish, implement, ad maintain an effective, written COVID-19 Prevention Program, which may be integrated into the employer's Injury and Illness Prevention Program required by section 3203, or be maintained in a separate document.

COVID-19 Symptoms:

Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

COVID-19 Test:

A test for SARS-CoV-2 that is:

a. Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and
b. Administered in accordance with the authorized instructions.

c. To meet the return to work criteria set forth, a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).

Exposed Group:

All employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

a. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
b. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
a. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.

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 that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Infectious Period:

The following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:

a. For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
b. For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

Isolation: To keep someone who is sick or testing positive for COVID-19 without symptoms away from others.

Presumptive Positive:

A presumptive positive test result means an individual has tested positive for the virus at a local or state level, but it has not yet been confirmed by the Centers for Disease Control and Prevention (CDC).

Qualifying Individual:

Any person who has any of the following:

a. A laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health.
b. A positive COVID-19 diagnosis from a licensed health care provider.
c. A COVID-19 related order to isolate provided by a public health official.

Quarantine: To separate and restrict the movement of someone who was exposed to COVID-19 to see if they become sick.

Recently Recovered:

Recovered from COVID-19 within a period of 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed symptoms, for a period of 90 days after the first positive test.

Returned Case:

A COVID-19 case who returned to work pursuant to subsection (c)(10) and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.

Respirator: A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

Self-Sequester:

To minimize in-person interactions for a limited amount of time.

Worksite:

“Worksite,” for the limited purposes of section 3205 through 3205.4 only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

Appendix E-West Hills Safe App.
Sample: QR Code, “Entry Denied” Message, Passes

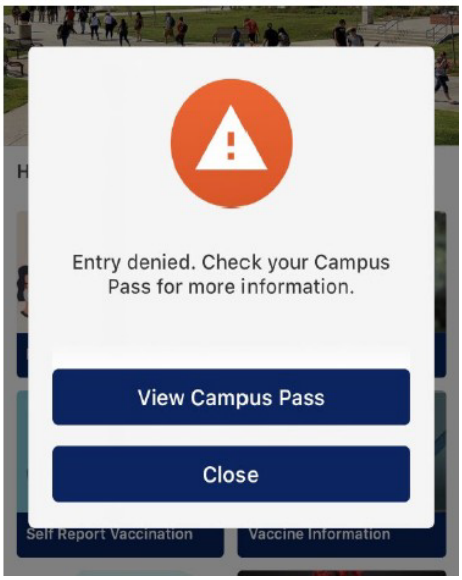
Sample QR Code

West Hills SAFE

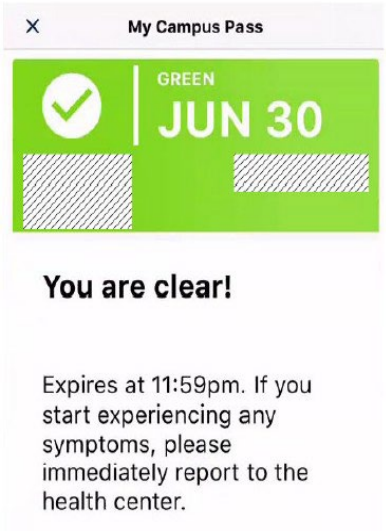
Please Scan the QR code and fill in your details so we can alert you in case of exposure to COVID-19

Lemoore – 207

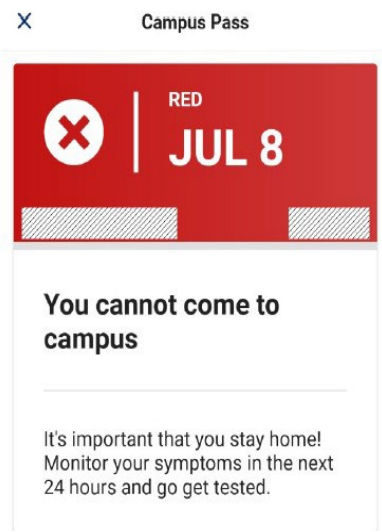
Sample "Entry Denied" Message



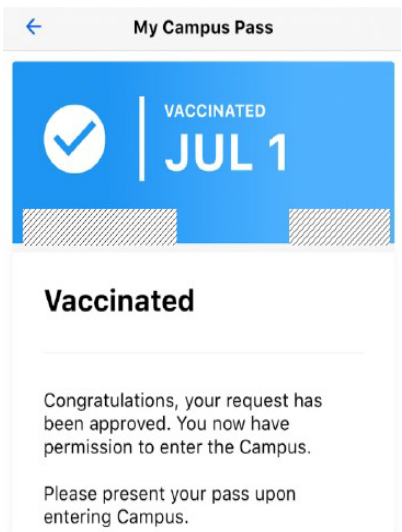
Sample Green Pass



Sample Red Pass



Sample Blue Pass



Appendix F

WEST HILLS COMMUNITY COLLEGE DISTRICT

Face Covering Exemption Form

Patient Name: _____ Date of Birth: _____

Employee ID or Student ID Number: _____

FACE COVERING EXEMPTION GUIDELINES
(MEDICAL, MENTAL OR DISABILIITY)

Face Covering Exemptions may be granted for students 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. **Individuals granted an exemption will be subject to weekly COVID-19 testing. Test results must be submitted weekly by uploading a copy (photo) of the test results to C19@whccd.edu in order to maintain Face Covering Exemption.**

Students or employees exempted 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.

- □ The above-named individual **CANNOT** tolerate a face covering due to one of the conditions listed above, but can wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom.

- □ The above-named individual **CANNOT** tolerate any kind of face covering due to one of the conditions listed above.

Healthcare provider/Physician name: _____

Address: _____

Signature: _____ Date: _____

Phone Number: _____

Additional comments:

_____

_____

Submit completed form to C19@whccd.edu or mail it to:

WHCCD
Attn.: Human Resources
275 Phelps Avenue
Coalinga, CA 93210

Appendix G

West Hills Community College District

Human Resources Department

Student Request for **Medical Exemption** from Vaccination Requirement

Student Last Name: _____ First Name: _____

DOB: _____ Student ID# _____ Phone: _____

Student Email: _____

I give permission for the medical provider listed below to inform the Human Resources Department Staff that I am a patient under their care. Permission to release this information expires 1 year from my signature date.

Student Signature: _____ Date: _____

MEDICAL PROVIDER VERIFICATION FOR VACCINATION EXEMPTION

West Hills Community College District (WHCCD) requires COVID-19 Vaccination for all students who are residents of Gordon and Ivans Residence Halls on Coalinga (WHCCD) property. This requirement aligns with health and safety guidance from federal, state, and local public health authorities. Your patient is in the process of requesting a medical exemption from the WHCCD Residence Hall COVID-19 Vaccine Mandate. Your assistance is requested to support this request.

Please answer the following as they relate to your patient:

Does this patient have a medical condition, a disability, or other impairment that affects their ability to receive a COVID-19 Vaccination?

☐ **NO**, my patient's condition does not affect their ability to receive COVID-19 Vaccination.

☐ **YES**, my patient's condition does not allow them to safely receive COVID-19 Vaccination.

If "YES" above, please specify if condition is:

☐ **Temporary:** Patient can receive the vaccination on or after (*specify date*): _____

☐ **Long Term**: Patient is unable to receive vaccination anytime in the foreseeable future

EACH OF THE FOUR ITEMS BELOW MUST BE COMPLETED

1. *Medical Provider Name (please print):* _____
2. *Medical Provider License #:* _____
3. *Medical Provider Signature:* _____ *Date:* _____
4. OFFICE STAMP:

***INSTRUCTIONS**: For approval of this request, the student must return this completed form to West Hills Community College District's Human Resource Office by attaching the form and emailing it to: C19@whccd.edu. The student will be notified when this request is approved. Please allow 5 days for district processing.*

Appendix H

West Hills Community College District

Human Resources Department

Student Request for **Religious Exemption** from Vaccination Requirement

West Hills Community College District (WHCCD) requires that all students who are residents of Gordon and Ivans Residence Halls on Coalinga (WHCCD) property be fully-vaccinated with the COVID-19 Vaccination. This requirement aligns with health and safety guidance from federal, state, and local public health authorities. Students who hold genuine and sincere religious beliefs that are contrary to the COVID-19 Vaccination may be exempt after submitting a written statement that explains (1) how receiving the COVID-19 Vaccination conflicts with the student's sincere religious belief or practice, and (2) how not receiving the COVID-19 Vaccination will not otherwise prevent the student's completion of their programmatic or curricular requirements of the academic program, and having the request approved by WHCCD Human Resource Staff. General philosophical or moral objections to such vaccine shall not suffice as the basis for a religious exemption.

To request a religious exemption from the WHCCD Residence Hall COVID-19 Vaccination Requirement, please complete this form and submit it to the WHCCD Human Resources Department by attaching a copy of the completed form to email: C19@WHCCD.edu. A decision regarding your request will be released through email.

Student Last Name: _____ First Name: _____

DOB: _____ Student ID# _____ Phone: _____

Student Signature: _____ Date: _____

Student Email: _____

Student Statement:

In the space below, please describe the following: (1) your sincerely held religious belief or practice that is the basis for your request for a religious accommodation; and, (2) how your sincerely held religious belief or practice conflicts with the WHCCD Residence Hall COVID-19 Vaccination Requirement. If additional space is needed, please attach additional pages.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

You may attach supporting materials if you so choose. Examples of supporting materials include, without limitation:

- A letter from an authorized representative of the religious institution attended by the the student and/or literature from the religious institution explaining the doctrine/beliefs that prohibit COVID-19 immunization.
- Other writings or sources upon which the student relied in forming religious beliefs that prohibit immunization.

Please note that WHCCD reserves the right to request additional documentation to support a request for a religious exemption.

I certify that my statement above and all supporting documentation, are true and accurate, and that I hold a sincere and genuine religious belief that is contrary to the receipt of the COVID-19 Vaccination.

Signature: _____ ***Date:*** _____

Appendix I

Exclusion Requirements for Individuals Who Test Positive for COVID-19 (Isolation)

Table 1

Requirements apply to **all** employees and students, regardless of vaccination status, previous infection, or lack of symptoms.	• Individuals who test positive for COVID-19 must be excluded from the campus site for at least 5 days. • Isolation can end and individuals may return to the campus site after day 5 if symptoms are not present or are resolving, **and** a diagnostic specimen* collected on day 5 or later tests negative. • If an employee is unable or chooses not to test and their symptoms are not present or are resolving, isolation can end and the employee may return to the workplace after day 10. • If an individual has a fever, isolation must continue and the individual may not return to work until the fever resolves. • If an individual's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10 from the positive test. • Individuals must wear face coverings around others for a total of 10 days after the positive test, especially in indoor settings. * Antigen test preferred.

*COVID-19 Emergency Temporary Standards Frequently Asked Questions (ca.gov)

Requirements for Individuals Who Are Exposed to Someone With COVID-19 (Quarantine)

Table 2

Requirements apply to employees who are: • Unvaccinated; **OR** • Vaccinated and booster-eligible[+] but have **not** yet received their booster dose.[++] [+] Refer to CDC COVID-19 Booster Shots to determine who is booster eligible.	• Individuals must be excluded from the campus site for at least 5 days after their last close contact with a person who has COVID-19. • Exposed individuals must test on day 5. • Quarantine can end and exposed individuals may return to the campus site after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative. • If an individual is unable or chooses not to test and does not have symptoms, quarantine can end and the individual may return to the campus site after day 10. • Individuals must wear face coverings around others for a total of 10 days after exposure, especially in indoor settings. • If an exposed individual tests positive for COVID- 19, they must follow the isolation requirements above in Table 1. • If an exposed individual develops symptoms, they must be excluded pending the results of a test. • Individuals are strongly encouraged to get vaccinated or boosted.

[++] WHCCD/Employer is not required to exclude asymptomatic individuals in this category if:

- A negative diagnostic test is obtained within 3-5 days after last exposure to a case;
- Individual wears a face covering around others for a total of 10 days; and
- Individual continues to have no symptoms.

*COVID-19 Emergency Temporary Standards Frequently Asked Questions (ca.gov)

Requirements for Individuals Who Are Exposed to Someone With COVID-19 (No Quarantine Required)

Table 3

Requirements apply to employees who are:	Individuals do not need to quarantine if they:
• Boosted; OR • Vaccinated, but not yet booster-eligible.[x] [x] Refer to CDC COVID-19 Booster Shots to determine who is booster eligible.	• Test on day 5 with a negative result. • Wear face coverings around others for 10 days after exposure, especially in indoor settings. • If individual test positive, they must follow isolation recommendations in Table 1. • If individuals develop symptoms, they must be excluded pending the results of a test.

*COVID-19 Emergency Temporary Standards Frequently Asked Questions (ca.gov)