



# Working on Campus

## GUIDE FOR ESSENTIAL EMPLOYEES

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When employees are assigned to work on campus we must remember that the COVID-19 threat is still here and that all employees are expected commit to staying safe and healthy when reporting to work every day.

***Every employee plays a key role in avoiding exposure and limiting infection!***

## KEEPING MT. SAC EMPLOYEES SAFE

Mt. SAC is taking every precaution to ensure our workplaces are safe. The District is following federal and county health and safety guidelines as well as guidance from our state and local governments. We have implemented practices for disinfection and social distancing, among others, and will continue to modify these practices as the situation changes.

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

- ♦ Employees who are coming to campus must self-check **daily** for any symptoms of COVID-19 and perform a temperature check **prior to leaving home and entering the workplace.**
- ♦ Telecommuting will continue for workers not assigned on-campus work.
- ♦ Schedules may be modified to allow for required social distancing. On campus employees will be working with their immediate manager to ensure campus social distancing protocols are followed to help limit the number of people they are exposed to while on campus.
- ♦ Informational signage is posted throughout campus related to current safety measures and requirements in place related to COVID-19. Signs may be updated as the healthcare crisis changes.
- ♦ Common areas and frequently touched surfaces are disinfected throughout the day in high use areas.
- ♦ Disinfecting supplies (e.g., disinfecting wipes) will be available for employee use. Employees are encouraged to disinfect their workspaces throughout the workday.
- ♦ Hand sanitizer, soap, and paper towels will be readily available in all restrooms and hand sanitizer and disinfecting wipes will be available throughout campus office areas.
- ♦ HVAC systems have been inspected and ventilation has been increased, where possible.

### *Symptom Checker*

**CDC Guidelines:** Employees who have symptoms when they arrive at work or become sick during the day should **immediately** notify their manager and Human Resources, and go home.

Employees with the following symptoms may have COVID-19:

- ✓ Fever
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Chills
- ✓ Muscle pain
- ✓ Sore throat
- ✓ Loss of taste or smell
- ✓ Other symptoms (less common): GI symptoms like nausea, vomiting, or gastrointestinal distress

## KEEPING MT. SAC EMPLOYEES SAFE CONTINUED

- ♦ Signage with social distancing reminders are installed in areas where lines may occur.
- ♦ Virtual meetings will continue to take the place of in-person meetings, when possible.
- ♦ Employees who develop symptoms should notify Human Resources and stay home and isolate, following the procedures starting on page 7. Sick employees should follow the [CDC recommended steps](#). Employees should not return back to work until they have met the CDC (or LAC DPH?) criteria to [discontinue home isolation](#) and follow the procedures starting on page 7.
- ♦ Employees who are identified as close contacts of a known or suspected COVID case should notify Human Resources and quarantine at home following the procedures starting on page 7. Employees should not return to work until they have met the CDC (or LAC DPH?) criteria to discontinue quarantine.
- ♦ Mandatory employee training will be assigned through Keenan Safe Colleges. Employees will receive e-mail reminders to complete training.

Training includes the following:

- Coronavirus: Awareness (10 min)
  - Coronavirus: CDC Guidelines for Making and Using Cloth Face Covering (9 min)
  - Coronavirus: Cleaning and Disinfecting your Workplace (10 min)
  - Coronavirus: Managing Stress and Anxiety (12 min - optional)
- ♦ Business travel remains restricted and mileage will not be paid at this time.
  - ♦ Employees not available to work on a particular day, whether working from home or on campus, must utilize available leaves options. Additional information can be found at <https://www.mtsac.edu/health/employee-resources.html>.

### *How and When to Wear a Face Covering*

Employees working in an office do not need to wear face coverings as long as they are able to keep the required 6 feet minimum social distance from others.

When employees are in common areas, face coverings must be used at all times and maintain the six feet social distance.

Cloth face masks should:

- ✓ Be applied with clean hands
- ✓ Cover the nose and mouth
- ✓ Fit snugly but comfortably against the side of the face
- ✓ Be secured with ties or ear loops
- ✓ Include multiple layers of fabric
- ✓ Allow for breathing without restriction
- ✓ Be able to be laundered and machine dried without damage or change to shape
- ✓ Be washed daily!
- ✓ Wash hands before removing mask, remove the mask carefully, hands washed after removal

## EMPLOYEE RESPONSIBILITIES

Adherence to the following guidelines will assure the ongoing safety and health of everyone in our college community. Each and every Mt. SAC employee is expected to:

**View/Read:** Prior to reporting to campus for the first time, read this Working on Campus Guide and view the training videos assigned via Keenan Safe Schools. **IMPORTANT: This training is required!**

**Self-Check:** You must **self-check daily** for symptoms using the checklist on the following page. This is to be done each day **prior to reporting to work**. You must **stay home** if you are sick and inform Human Resources and your manager. Employees experiencing illness will utilize their available leave options. If symptoms appear during the course of a campus work day, you will notify Human Resources and your manager, and return home immediately. **Always keep Human Resources informed and complete the appropriate leave paperwork in a timely manner. This expectation applies whether you are working from home or on campus!**

**Communicate:** If you, have contact with someone with COVID-19 or are experiencing [symptoms](#) of COVID-19, see the procedures on page 7.

**Social Distance:** Maintain [social distancing](#) practices, staying at least 6 feet apart in the workplace and avoiding gatherings whenever possible.

**Practice Safety:** Follow disinfecting product instructions when cleaning your work areas throughout the day and/or at the end of your shift. Employees are responsible for keeping their work areas clean via the products supplied to their departments (provided by Maintenance).

**Hand Wash Frequently:** [Wash your hands](#) frequently, especially before you eat or touch your face, and after you eat or use the restroom. If you cannot wash your hands for 20 seconds with soap and water, use a hand sanitizer with at least 60% alcohol.

**Cover:** Cover your nose and mouth when sneezing or coughing, and wash your hands afterwards. If you have these symptoms, report them to your manager and Human Resources and go home.

**Be Aware:** Avoid touching your face, eyes, and mouth with your hands.

**Face Covering:** You **must** wear a face covering if you are in an area with public interaction, where you cannot socially distance, when entering/exiting campus, and when leaving your desk. Any area where social distancing might be questionable will require the use of a face covering.

**No Physical Contact:** Avoid physical contact. Do not shake hands, high-five or hug. Close contact spreads the virus.

**Avoid Sharing:** Avoid using other employees' phones, desks, offices, pens, or other work tools and equipment, whenever possible. If spaces or tools are shared, clean thoroughly between use and/or shifts.

**Express Concerns:** Talk to your manager and Human Resources if you have concerns specific to your circumstances, such as a health condition that may place you or someone in your household at high risk.

**Follow:** Follow **all** District policies and practices for the safety and health of everyone on campus.

**Ask Questions:** Ask questions to assure you understand what is expected of you. Reach out to your supervisor if you cannot find an answer after reviewing the Frequently Asked Questions in this guide.

**Practice Kindness:** Understand that this is a unique and stressful time for everyone, and an extra bit of kindness right now can go a long way. Remember you are part of a community and we must treat our community members with compassion and kindness.

## EMPLOYEE PROCEDURES DAILY SELF CHECK



# Daily COVID-19 Self-Check



Review this COVID-19 Daily Self-Check **EACH DAY before reporting to work** and answer the following questions. If you reply **YES** to any of the questions, **STAY HOME** and follow the directions at the bottom of the page.

1. Has anyone in your home been instructed by a health care provider to self-isolate?
  - Yes
  - No
2. Have you been instructed by a health care provider to self-quarantine based on your close contact with a confirmed or suspected COVID-19 Case?
  - Yes
  - No
3. Temperature (100.40 F or greater)?
  - Yes
  - No
4. Cough
  - Yes
  - No
5. Sore Throat
  - Yes
  - No
6. Difficulty Breathing/Shortness of Breath
  - Yes
  - No
7. Muscle Aches/Headache
  - Yes
  - No
8. Abdominal Discomfort
  - Yes
  - No

## EMPLOYEE PROCEDURES DAILY SELF CHECK

9. Influenza or COVID-19 Like Illness

- Yes
- No

10. Nausea / Vomiting / Diarrhea

- Yes
- No

11. Congestion / Stuffy Nose/ Runny Nose

- Yes
- No

12. Loss of Taste or Loss of Smell

- Yes
- No

### **IMPORTANT:**

- If you answered yes to any of the items above, do not report to work. Contact Human Resources IMMEDIATELY.
- If you start feeling sick at any point during your shift, contact Human Resources IMMEDIATELY.

## EMPLOYEE PROCEDURES - COVID-19 CONTACT OR SYMPTOMS

In order to protect everyone's health and safety, Human Resources needs to be informed if anyone on campus has had contact with someone diagnosed with COVID-19 or having symptoms of COVID-19. If you have had contact with someone diagnosed with COVID-19, or if you are having [symptoms of COVID-19](#), it must be reported **immediately** to Human Resources (HR). HR will inform your supervisor should you need to be taken off work.

Review the scenarios below and follow the one that most closely aligns with your situation. Please reach out to HR with any questions. When COVID-19 testing is recommended the use of a PCR test is the current expected standard.

<b>Scenario 1</b>	<b>You have had close <u>contact with</u> someone diagnosed with COVID-19, but are <u>asymptomatic</u> (not experiencing symptoms).</b>
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- ♦ Inform Human Resources immediately.
- ♦ You will be placed off work under District Paid Sick Leave and must quarantine for 14 days beginning from the date of exposure assuming you do not develop symptoms and have no further close contact with known/suspected COVID cases
  - While quarantined, check your temperature twice each day (morning, afternoon) and self-monitor for [symptoms](#)
  - Testing is **recommended through your medical healthcare provider or at a [County testing location if you do not have healthcare coverage](#)**. Testing is strongly encouraged, although not required
  - A negative test will not end your quarantine sooner. A positive result will mean that anyone who had close contact with you starting at 48 hours before your test was collected now needs to quarantine.
    - You must report your test result **the same work day it is received**. If test results are received on a non-work day, you must report on the first working day following test results (ex. test results received on Saturday, must report on Monday)
  - At the end of the 14 days quarantine, you may return to regular duties once released to return to work from HR
  - If you have further close contact with a confirmed or suspected COVID case while you are on quarantine, your quarantine will end 14 days after that last close contact assuming you do not develop symptoms
  - If **symptoms develop** during the quarantine period, they must be reported to HR. With the addition of symptoms you are now considered a suspected COVID case and must switch from quarantine to isolation. Anyone who had close contact with you starting 48 hours before the onset of your symptoms needs to be identified as they now need to quarantine
    - You will be referred to your medical healthcare provider or to [County testing location](#) if you do not have healthcare coverage and are **required** to test
    - While test results are pending, continue to isolate.
    - Isolation ends when it has been 10 days since the onset of your symptoms and at least 1 day (24 hours) since fever has resolved without the help of fever reducing symptoms and any other symptoms have improved. If your illness is severe isolation

## EMPLOYEE PROCEDURES - COVID-19 CONTACT OR SYMPTOMS

may extend to 20 days.

- Contact HR to provide your healthcare provider statement releasing you to return to work, with or without work restrictions,



## EMPLOYEE PROCEDURES - COVID-19 CONTACT OR SYMPTOMS (CONTINUED)

### Scenario 2

You have had contact with someone diagnosed with COVID-19, and you are symptomatic (experiencing symptoms).

- ♦ Inform Human Resources Immediately.
- ♦ You will be placed off work under District Paid Sick Leave and referred for required testing with your medical healthcare provider or at a [County Clinic location](#) if you do not have healthcare coverage.
  - While the test results are pending, you will continue home isolation and be placed on medical leave from work
    - If test is positive:
      - Isolate until 10 days after the onset of your symptoms and at least 1 day(24 hours) have passed since recovery (resolution of fever without the use of medication and improvement in other symptoms ) Isolation may be 20 days if you had severe symptoms.
      - Contact HR to provide your healthcare provider statement releasing you to return to work, with or without work restrictions.
    - If test is negative:
      - Complete the minimum 14 days quarantine beginning from the date of exposure or isolate until 10 days from the onset of symptoms and 1 day (24 hours) after recovery (resolution of fever without fever reducing medications and the improvement of other symptoms), which ever time period ends last.
      - Contact HR to provide your healthcare provider statement releasing you to return to work, with or without work restrictions.

### Scenario 3

You are having symptoms and have subsequently tested positive for COVID-19.

- ♦ Inform Human Resources Immediately.
- ♦ You are placed off work on District Paid Sick Leave.
- ♦ You must stay at home under isolation until at least 10 days after the onset of symptoms and at least 1 day (24 hours) have passed since recovery (resolution of fever without the use of medication and improvement in respiratory symptoms such as coughing, shortness of breath, etc.)
- ♦ You will need to provide proof that you have been released to return to work by your healthcare provider, with or without work restrictions.

### Scenario 4

You have tested positive for COVID-19 but are asymptomatic (not experiencing symptoms).

- ♦ Inform Human Resources Immediately.
- ♦ You are placed off work on District Paid Sick Leave and must stay at home under isolation until at least

## EMPLOYEE PROCEDURES - COVID-19 CONTACT OR SYMPTOMS (CONTINUED)

10 days have passed since the date of your first positive test, assuming you have not developed symptoms since the positive test.

*<Continued on the following page>*

- ♦ If symptoms develop:
    - Stay in isolation until at least 1 day (24 hours) have passed since recovery (resolution of fever without the use of medication and improvement in other symptoms such as coughing, shortness of breath);
- 
- AND
- You have been in isolation for at least 10 days since the date of your last positive test
  - ♦ You will need to provide proof that you have been released to return to work by your healthcare provider, with or without restrictions.

### Scenario 5

You have no known contact with someone with COVID-19, but you are experiencing symptoms.

- ♦ Follow instructions in Scenario 1

Note: These guidelines are based on the Los Angeles County Department of Public Health's Advisory.

## EMPLOYEE COVID-19 LEAVE

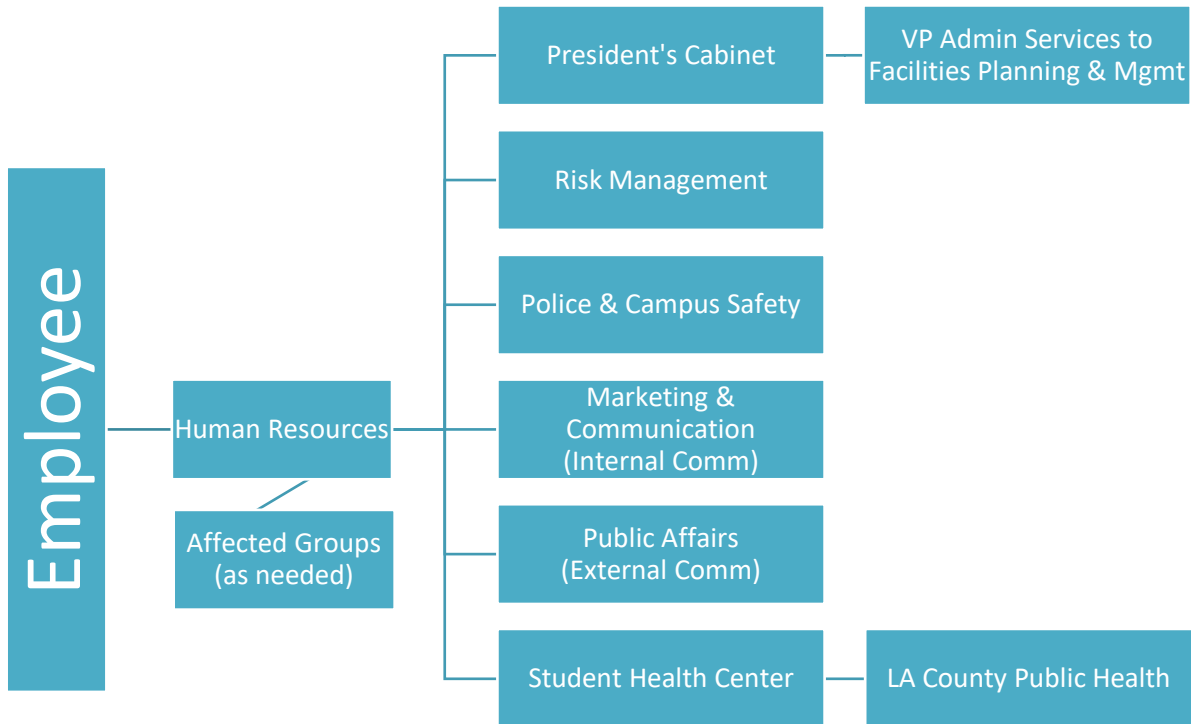
### Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave Expansion Act ("EFMLA") Guidelines

In addition to Board Policies, Administrative Procedures, and provisions in Collective Bargaining Agreements, there are new laws requiring Community College Districts to provide Emergency Paid Sick Leave to all employees regardless of status and classification.

For additional information regarding COVID-19 leave, please refer to the following link or contact Human Resources at hraccommodations@mtsac.edu: [COVID-19 Leave Form](#).

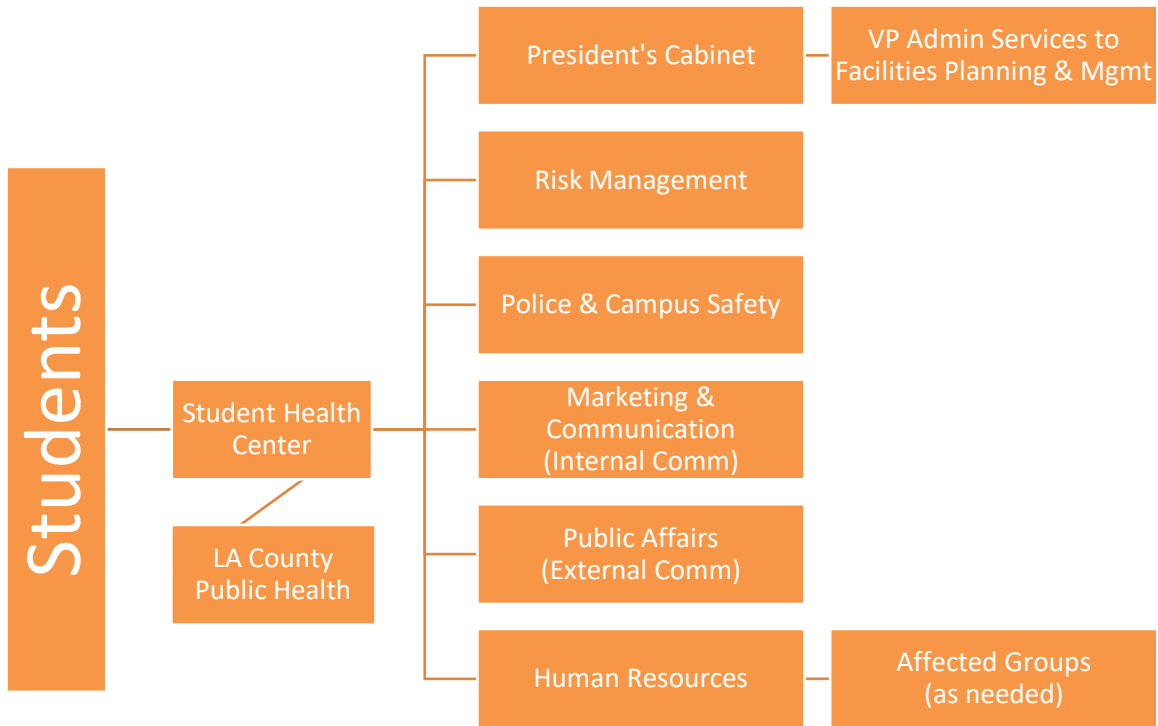
# EMPLOYEE AND STUDENT - CONTACT FLOW CHARTS

EMPLOYEE CONTACT FLOW CHART 1: Employees report to Human Resources, which then shares out to President's Cabinet and members of the Public Health Team.



# EMPLOYEE AND STUDENT - CONTACT FLOW CHARTS

STUDENT CONTACT FLOW CHART 2: Students report to Student Health Center, which then shares out to President's Cabinet and members of the Public Health Team.



## DISTRICT REPORTING PROCEDURES

In the event of a report of a Coronavirus case, Quarantine or Self-Quarantine, the District will follow the steps below.

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### NON-INDUSTRIAL CASE (EXPOSURE OUTSIDE OF WORK)

1. If an exposed employee reports to work site:
  - a. Ask employee to move to an isolated area if they are having symptoms or if they state they have been exposed to the virus or have traveled to areas where the exposure is high.
  - b. Request the following information from employee, if possible:
    - i. Employee Name, Employee Contact Information (phone number, email), Employee ID Number, Department, Immediate Manager's Name, Campus Location, and Building and Room Number. Also ask the employee for the last day they were at work (work-from-home or on campus), how they were exposed, and if they are showing any symptoms.
2. If an exposed employee calls manager or Human Resources:
  - a. Request the following information, if possible:
    - i. Employee Name, Employee Contact Information (phone number, email), Employee ID Number, Department, Immediate Manager's Name, Campus Location, and Building and Room Number. Also ask the employee for the last day they were at work (work-from-home or on campus), how they were exposed, and if they are showing any symptoms.
3. Human Resources will work with Student Health Center staff to report all staff non-industrial incidents to Department of Public Health.
4. Human Resources will report all staff non-industrial incidents to President's Cabinet, Risk Management, Police & Campus Safety, Public Affairs, and Marketing & Communication.
5. If an employee tests positive for coronavirus and has been on campus, per DFEH, Human Resources must notify any employees that may have come into contact with the employee of the possibility of exposure.
6. The Vice President, Administrative Services and Chief of Police Campus Safety will direct the Maintenance & Operations (M&O) department of any room/rooms that the exposed person visited so they can be disinfected.
7. Human Resources will work with the employee and employee's immediate manager for applicable leave of absences.
8. Managers must practice confidentiality guided by HIPPA regulations for themselves and staff to keep these potential cases confidential.
9. Any calls from the Media should be directed to Jill Dolan, Public Information Officer, at [jdolan@mtsac.edu](mailto:jdolan@mtsac.edu).

## DISTRICT REPORTING PROCEDURES (CONTINUED)

### INDUSTRIAL CASE (EXPOSURE AT WORK)

1. If an exposed employee reports to work site or develops symptoms while at work:
  - a. Ask employee to move to an isolated area if they are having symptoms or if they state they have been exposed to the virus or have traveled to areas where the exposure is high.
  - b. Any employees that are exposed while working will immediately notify their immediate manager, Human Resources, and Risk Management to report their exposure.
2. Human Resources will work with Student Health Center staff to report all staff non-industrial incidents to Department of Public Health.
3. Human Resources will share information with President's Cabinet, Risk Management, Police & Campus Safety, Public Affairs, and Marketing & Communication
4. Risk Management will work with Student Health Center to report any staff industrial incidents to the Department of Public Health and to Cal OSHA (via form 300) if the case is found to be industrial.
5. If an employee tests positive for coronavirus and has been on campus, per DFEH, Human Resources must notify any employees that may have come into contact with the employee of the possibility of exposure.
6. Risk Management and Student Health Center will also notify the Vice President, Administrative Services and Chief of Police and Campus Safety so they can direct the Maintenance & Operations (M&O) department of any room/rooms that the exposed person visited so they can be disinfected.
7. Vice President, Administrative Services will notify President's Cabinet of potential cases/exposure.
8. Risk Management will provide employee with information regarding an industrial illness/injury and Human Resources will work with employee and employee's immediate manager regarding applicable leave of absences.
9. Managers must practice confidentiality guided by HIPAA regulations and Confidentiality of Medical Information Act (CMIA) for themselves and staff to keep these potential or positive cases confidential.
10. Any calls from the media should be directed to Jill Dolan at [jdolan@mtsac.edu](mailto:jdolan@mtsac.edu).

**Note:** Per CalOSHA, the employer is required to [investigate](#) whether a COVID-19 case is work-related by performing the following steps:

- 1) Ask the employee how they believe they contracted the illness.
- 2) Discuss with the employee, while respecting privacy concerns, the activities both inside and outside of work that may have led to the illness.
- 3) Review the employee's work environment for potential COVID-19 exposure.
- 4) Should this step be needed, Risk Management, Human Resources and the Student Health Center will work as a team.

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#### IMPORTANT MT. SAC CONTACTS

HR Analyst - Leaves and EEO  
Nerissa Uiagalelei  
[hraccommodations@mtsac.edu](mailto:hraccommodations@mtsac.edu)

Director, Student Health  
Services  
Marti Whitford  
[mwhitford@mtsac.edu](mailto:mwhitford@mtsac.edu)

Director, Safety and Risk  
Management  
Duetta Langevin  
[dlangevin@mtsac.edu](mailto:dlangevin@mtsac.edu)

## DISTRICT REPORTING PROCEDURES (CONTINUED)

Risk Management Specialist  
[asolorzano14@mtsac.edu](mailto:asolorzano14@mtsac.edu)

Public Information Officer  
Jill Dolan  
[jdolan@mtsac.edu](mailto:jdolan@mtsac.edu)

Police & Campus Safety  
Mike Williams  
[Mike.williams@mtsac.edu](mailto:Mike.williams@mtsac.edu)

Marketing & Communication  
(Emergency Alerts)

Uyen Mai  
[umai@mtsac.edu](mailto:umai@mtsac.edu)



## LOS ANGELES COUNTY TESTING INFORMATION AND SITES

For information regarding testing and testing sites for Los Angeles County, please refer to the following links:

[LA COUNTY TESTING](#)

[LA COUNTY TESTING SITES LIST](#)

## FREQUENTLY ASKED QUESTIONS

### What are the symptoms of COVID-19?

People with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure** to the virus. People with the following symptoms may have COVID-19:

- Shortness of breath or difficulty breathing
- Fever
- Chills
- Cough
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

For more information, click [here](#).

### How is COVID-19 spread?

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.
- From touching surfaces or objects. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.

For more information, [review the Centers for Disease Control and Prevention website](#).

## FREQUENTLY ASKED QUESTIONS (CONTINUED)

### **How long do I need to wash my hands?**

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, before you eat, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Additionally, avoid touching your eyes, nose, and mouth with unwashed hands.

For more information, [visit the CDC Prevention webpage](#).

### **What do I do if I am feeling sick and think that I may have COVID-19 or I have been exposed to COVID-19?**

Communicate with Human Resources and follow the guidelines from your healthcare provider. Guidelines related to exposure can also be found on the [CDC website](#).

Employees must also follow the Procedures listed in this Guide.

## SUPPLEMENTAL INFORMATION

### FACE MASKS DO'S AND DON'T'S

# Face Covering Do's and Don'ts:

## DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

## DON'T:

- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

### IMPORTANT NOTE ABOUT FACE COVERINGS AND WARMER TEMPERATURES:

As temperatures begin to rise, take care to consume more water so that you do not get dehydrated and overheat. Face coverings should fit snug on your face, but not so tight that they interfere with your breathing.

CDC Tips on face coverings can be found [on the CDC website](https://www.cdc.gov/coronavirus).



## STEPS FOR HANDWASHING

Stop the spread of germs and keep yourself and others from getting sick.



1. Wet your hands with warm water.



2. Lather up with soap. Soap gets rid of the oil that helps germs stick to your hands.



3. Rub and scrub your hands together for at least 20 seconds. Strongly rub and scrub your wrists, palms, between fingers, under your nails, and the backs of your hands. The soap and scrubbing action will loosen the germs off your hands.



4. Rinse your hands thoroughly with warm, running water.



5. Dry your hands completely with a clean towel or paper towel. Use the towel to turn off the faucet when you're finished drying your hands. Throw the paper towel away.

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If soap and water aren't available, use an alcohol-based hand sanitizer. Alcohol-based hand sanitizers can usually be found as a gel or wipes. Make sure the product is at least 60 percent alcohol.

To use an alcohol-based hand sanitizer:

- Rub the gel or wipe all over both hands.
- Rub hands together for 30 seconds until they feel dry.

Riverside University Health System – Public Health

<https://www.rivcoph.org/coronavirus>

Adapted from LA County Public Health



