



INJURY & ILLNESS PREVENTION PROGRAM

SANTA MONICA

COMMUNITY COLLEGE DISTRICT

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INTRODUCTION

The Injury Illness Prevention Program (IIPP) is required by California Senate and implemented under the California Code of Regulations, Title 8, Chapter 4, Section 3203. Title 8 (T8), of the California Code of Regulations (CCR), requires every employer to have an effective Injury and Illness Prevention Program in writing that must be in accord with T8 CCR Section 3203 of the General Industry Safety Orders. The Program covers District employees in all job classifications, including student employees, academic and administrative staff. It also covers all other workers who the employer controls or directs and directly supervises on the job to the extent these workers are exposed to worksite and job assignment specific hazards. Volunteer workers and outside contractors are thus covered under the IIPP.

POLICY

The District will develop and implement an Injury & Illness Prevention Program to meet its obligations of maintaining a safe and healthful work place. The Santa Monica Community College District Board of Trustees, the District and its management, pledge to support this program and to ensure that it remains a viable method of protecting all employees, students, and all other site occupants, according to the California Occupational Safety and Health Act of 1973.

DEFINITIONS

DISTRICT

Santa Monica Community College District is the legal educational agency.

WORKPLACE

The workplace consists of the area of operations to which an employee is assigned (i.e., Santa Monica College, Center for Media & Design (CDM), Airport Arts Campus, Santa Monica Bundy Campus, Emeritus College, or Performing Arts Campus).

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrators for the Santa Monica Community College District, is the Superintendent/President and Vice Presidents. The Superintendent/President and Vice Presidents have the authority and responsibility for ensuring that District policies and practices are implemented, employees are provided a safe and healthful workplace and that operations are in compliance with the Injury & Illness Prevention Program and applicable with federal, state, and local regulations and standards.

IIPP COORDINATOR

Safety & Risk Management is responsible for the IIPP and implementation of program requirements for each site. Responsibilities include:

- *Annual Review:* Ensure that the Santa Monica Community College IIPP is reviewed annually.
- *Oversight:* Oversee the development of written Cal OSHA required environmental health and safety documents, training programs, and employee training matrices and schedules.
- *Liaison:* Advise management, through the Campus Safety Committee, on safety policy and procedure development needs, concerns, and progress.
- *Consultation:* Provide guidance on new or proposed regulatory requirements.
- *Resource Allocation:* Assist in the identification of financial and physical resources necessary for the correction of substantiated safety deficiencies.

DEPARTMENT HEADS, CHAIRS, AND MANAGERS

- *Ensure Compliance:* Ensure that the IIPP is being followed within their Departments.
- *Resource Allocation:* Substantiate the need for, and request through the appropriate management command chain, resources necessary for the correction of safety hazards.
- *Ensure Effectiveness:* Evaluate, with the assistance of staff input, the effectiveness of safety programs implemented, and provide recommendations for improvement to the Campus Safety and Environmental Health Committee.
- *Disciplinary Actions:* Assist supervisors in taking appropriate actions against employees, who knowingly and/or consistently violate safety rules and guidelines.
- *Training:* Ensure that their employees are appropriately trained for the responsibilities assigned.

SUPERVISORS & LEAD PERSONNEL

- *Ensure Compliance:* Ensure that the IIPP and other safety programs are followed within their work groups.
- *Safety Concerns:* Assist employees in identifying and correcting safety concerns.

- *Corrective Actions:* Identify and take appropriate action to correct safety and environmental health deficiencies.
- *Notification:* Notify their Manager/Chair when the correction of deficiencies requires the allocation of financial and physical resources beyond the Supervisor's or Lead Person's authority.
- *Disciplinary Action:* Recommend corrective or disciplinary action to the manager when employees knowingly and/or consistently violate safe work practices.
- *Enforcement:* Enforce the use of all required personal protective equipment (PPE), safety programs or procedures necessary for the safe completion of an employee's job responsibilities.
- *Training:* Ensure that employees are appropriately trained for the responsibilities assigned.

EMPLOYEES

- *Compliance:* Employees must comply with the provisions of the IIPP and health and safety regulations.
- *Corrective Action:* Take appropriate action to protect themselves and coworkers from recognized hazards. Immediately take appropriate action to abate and correct unsafe or potentially hazardous conditions or report them to a supervisor, manager, or someone who can abate the unsafe condition.
- *Training:* Employees are expected to actively participate in safety and health training and other related activities. Complete all assigned safety training requirements. Refrain from entering into work tasks that require specialized training, until such training has been completed.

CONTRACTORS AND VENDORS

Contractors and vendors must have their own IIPP and their program must be compliant with the District's IIPP. Contractors and vendors must meet all regulatory requirements and actively participate in site health and safety activities as required in contracts and/or purchase orders.

OTHERS UNDER THE PURVIEW OF THE IIPP

All others (e.g., associated student officers, student aides) under the purview of this IIPP must comply with the provisions of the program and health and safety regulations, promptly report unsafe activities and conditions to management, and actively participate in safety and health training and other related activities.

VISITORS AND GUESTS

Visitors and guests must comply with site health and safety requirements and participate in IIPP activities if required.

PLAN REVIEW

The Injury & Illness Prevention Program Administrator will be responsible for ensuring the IIPP is reviewed at least once during the first year after implementation and then at least annually thereafter.

The review will be to ensure that the written plan is appropriate for the District at the time of the review and for any anticipated future changes. The IIPP Administrator or designee will be required to provide written notice to the Vice President or designee that the review was conducted and communicate any changes, modifications, and/or improvements to the IIPP were conducted.

OCCUPATIONAL SAFETY & HEALTH WORK PRACTICES-COMPLIANCE

The President, through the IIPP Coordinator, will implement a system or systems to ensure that all employees comply with workplace safety and health practices.

The system or combination of systems will include any one or combination of the following:

1. Training and retraining programs - Training and retraining needs have been identified and published in the annual schedule of safety and health training.
2. IIPP procedure and updates pertaining to safety will be published annually.
3. Administrators and classified leadership will monitor ongoing performance and participation as required in the IIPP through the performance appraisal process as identified in the administrative procedures and collective bargaining agreements.
4. *Employee Evaluations:* Supervisors are required to accurately reflect the employee's safety performance on an annual basis, during the annual written evaluation process. Employees who receive unsatisfactory safety performance reviews should be placed on a plan of improvement.
5. *Recognition Procedure: **Letter of Commendation*** – Employees who enhance the Santa Monica College Safety Program through the development of safety devices, practices, or work-area and equipment specific safety procedures should be formally commended. The process by which *Letters of Commendation* are awarded, prepared, and presented is left to the discretion of the individual Program Heads.
6. *Disciplinary Action Procedure:* The supervisor assists in documenting and recommending, through appropriate lines of management, disciplinary action when an employee knowingly or consistently violates safety rules. Employees found violating workplace safety practices or found jeopardizing the safety of any other employee, student, or visitor shall be subject to disciplinary action in accordance with the existing District policies, administrative procedures,

and collective bargaining agreements. Disciplinary action shall be taken for violations of management directives, rules, regulations, work practices, or policies. Any action taken will not violate employee rights under Cal/OSHA regulations and will be enforced in a non-discriminatory fashion. Disciplinary action, up to and including termination, can be pursued depending on the type and/or frequency of the violations.

COMMUNICATION

Communication to employees, between employees and the District on matters relating to occupational safety and health is an important aspect of ensuring the success of the District's Injury & Illness Prevention Program. Therefore, through the IIPP Coordinator the District will implement a system or combination of systems intended to accomplish the following:

1. Provide a means for the District to communicate to employees, in a readily understandable form, on matters relating to occupational safety and health; and
2. Encourage employees to inform the District of workplace hazards without fear of reprisal.

The communication portion of this IIPP will consist of any one or combination of the following:

1. **TRAINING AND RETRAINING PROGRAMS.** Safety training and retraining classes are a forum for the discussion of specific and general safety, health and compliance best practices.
2. **MEETINGS.** Department managers will conduct safety meetings or staff meetings, which may include the discussion of safety issues or specific safety topics. These meetings are intended as a brief session to discuss one or more safety items and encourage open discussions between employees and management.
3. **ANONYMOUS NOTIFICATIONS.** Notifications can be submitted using inter-department mail sent to management, open forums, training classes, to supervisors, through union representatives, or through the human resources department. Department Managers will submit all anonymous notifications to the Safety & Risk Management Department.
4. **MISCELLANEOUS.** When appropriate, the District may use written communications such as inter-District memos, electronic media, envelope stuffers, newsletters, and workplace postings to supplement the previously described systems and further communicate to employees on matters relating to workplace safety and health.

EVALUATION, INVESTIGATION & CORRECTION OF WORKPLACE HAZARDS

A major component in the effectiveness of the Injury & Illness Prevention Program depends on the ability to properly identify, evaluate, and correct workplace hazards. The main system for identifying and evaluating workplace hazards will be ongoing evaluations, inspections, and meetings. The purpose of these inspections and meetings will be to identify and correct unsafe conditions and work practices.

Workplace inspections will be scheduled and can be conducted on an as needed basis using the following criteria:

- An initial inspection when the program is first established;
- An inspection of affected areas whenever new substances, processes, procedures, or equipment are introduced to the workplace and which represents a new occupational safety and/or health hazard;
- An inspection of affected areas whenever the management is made aware of a new or previously unrecognized hazard; and

When occupational illnesses and injuries occur, the IIPP Coordinator or designee will conduct the investigation.

1. **ONGOING INSPECTIONS.** The annual workplace inspection is an important part of the overall inspection program. Department Managers are responsible for ensuring safety inspections are conducted per schedule. These inspections will be conducted with the following considerations:
 - a. The Program Coordinator in conjunction with the Department Manager will designate personnel in conducting inspections.
 - b. Self-inspections of are to be conducted on a periodic basis.
 - c. Inspections may be accomplished using check-off forms or other means of documentation.
 - d. All deficiencies and corrective actions taken shall be appropriately documented. Upon completion of the inspection, the inspecting employee shall provide the completed inspection checklist or other form of documentation, with findings and corrective actions needed or taken, to the department manager or chair. The department manager or chair shall ensure that any uncorrected safety deficiencies are appropriately addressed.
2. **ANNUAL INSPECTIONS.** The District will use outside safety consultants to supplement the in-house inspection program. Inspections by outside safety consultants will be conducted per schedule. The party conducting the professional inspections must have professional

qualifications and safety expertise (e.g., Certified Safety Professional (CSP), a professional member of the American Society of Safety Engineers (ASSE) or a registered Professional Engineer (PE) in safety with demonstrated experience at educational institutions and must carry liability insurance. Copies of consultant's inspection reports will be maintained at least 5 years at the District's Business Office.

3. **SAFETY ACTIVITIES.** Job Safety Analysis (JSA), employee safety training, or issue specific assessments (e.g., department ergonomic studies) may be used in lieu of or to supplement the scheduled workplace inspections.
4. **ACCIDENT INVESTIGATIONS.** Accident investigations will be conducted to identify and correct unsafe conditions and practices. These investigations will be conducted for all work-related injuries and illnesses resulting in employees being unable to work.
5. **CORRECTIONS OF UNSAFE OR UNHEALTHFUL CONDITIONS.** Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. All employees are expected to take appropriate action to correct hazardous situations that may lead to injury or illness (i.e., correct safety problems under their control, keep work areas free of hazards, notify EH&S or other appropriate supervisors of recognized safety hazards and concerns not under their control).
6. Safety deficiencies that do not pose a threat of injury, illness or death shall be addressed in a timely manner. Hazards shall be corrected according to the following criteria:
 - a. When observed or discovered.
 - b. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, all exposed employees, except those properly trained or qualified to correct the existing condition, will be evacuated from the area impacted.
 - c. Following an accident investigation or hazard assessment (e.g., JSA) when unsafe acts or conditions are identified.
 - d. When evidence of repeated unhealthful situation is documented and reported in specific areas.

All such actions taken to correct hazards and corresponding dates of completion shall be documented on the appropriate forms. The responsible Administrators, Deans, Directors and Managers shall be notified of unsafe conditions and corrective action recommended. The supervisor shall ensure that known safety deficiencies are appropriately addressed. Supervisors may seek the assistance from EH&S to identify appropriate methods that may be used for addressing deficiencies.

EMPLOYEE TRAINING

The IIPP Coordinator will implement and maintain an Occupational Safety and Health Training Program for their respective employees. The training program is intended to train and instruct employees in general safety and health work practices, and to provide instruction with regard to hazards specific or unique to each employee's job.

The IIPP Coordinator shall ensure that all supervisors are knowledgeable of the safety and health hazards to which employees under their immediate direction and control may be exposed.

Employee training may include the following elements:

1. All employees will receive training and instruction when the Injury & Illness Prevention Program is first established and when modifications and revisions are completed.
2. New employees shall complete appropriate IIPP training prior to engaging in any potentially hazardous work assignments. General IIPP training shall be completed within two weeks of hire.
3. All affected or potentially affected employees will receive appropriate safety training prior to assignments, when potentially exposed to new hazards, when assigned new work tasks, or when new chemicals/materials, equipment, or processes are introduced into the workplace.
4. Employees will receive refresher training when new or previously unrecognized hazards are identified, when the District feels it is appropriate, or as mandated by regulatory requirements.
5. At a minimum, supervisors should ensure that employees complete initial and refresher training.
6. Employees attending or receiving training mandated by this Program will sign attendance sheets and actively participate in training.
7. Specific employee training will be determined or identified by the Site Coordinator and Department Managers in consultation with safety consultants. This training will be designed to address department and task specific compliance and accident prevention needs. Employees shall not engage in work related duties exposing them to hazardous conditions (hazardous materials included) for which they have not been appropriately trained.

EMPLOYEE ACCESS TO IIPP

All employees have the right and opportunity to receive and review their employer's IIPP. Santa Monica Community College District will provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or designated representative.

- One printed copy of the plan must be free of charge, although the employer may charge a reasonable administrative fee for additional copies within (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided
- 2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program.

The Santa Monica Community College District will communicate the right and the procedures to access the Program to all employees.

Employees of Santa Monica Community College District can receive and review our IIPP by making a written request themselves or designating an authorized representative that they give written authorization to make the request on their behalf. The written authorization request must include:

- The name and signature of the employee who is authorizing a designated representative to access the Program on their behalf
- The name of the designated representative authorized to receive the Program for the employee
- The date of the request
- The date when the written authorization will expire (if less than (1) year).

RECORD KEEPING

Records of hazard assessments, safety and hazard inspections, safety meetings, accident investigations and safety, and health training for each employee will be maintained for at least 5 years.

The hazard assessments, health and safety inspections, and accident investigation records will identify the person conducting the inspection/activity, any unsafe conditions or practices identified, and the corrective action(s) taken to eliminate or control the hazard.

Health and safety training records shall include the name of the employees trained, date and type of training provided, and the provider of the training.

The Workers Compensation (WC) District representative must be notified immediately whenever an employee has a serious injury such as an amputation, head trauma or concussion, fatality or beyond a 24-hour stay at a hospital and/or medical center. ***The WC District representative must notify Cal/OSHA via telephone within 8 hours of the serious incident.*** If the incident occurs after hours or on the weekend, the supervisor must contact the WC District representative's office telephone and leave a voicemail report of the incident. Immediately the next working day, the WC District representative must notify Cal/OSHA by telephone:

Cal/OSHA Los Angeles District Office: (213) 576-7451

Required Cal/OSHA Notification Information for a Serious Injury:

Time and date of accident

Employer's name, address and telephone number.

Name and job title of the person reporting the accident.

Address of site of accident or event.

Name of person to contact at site of accident

Name and address of injured employee(s)

Nature of the injury

Location where injured employee(s) was moved to

List and identify other law enforcement agencies present at the site of accident

Description of the accident and whether the accident scene or instrumentality has been altered

APPENDIX I

IDENTIFICATION OF PROGRAM ADMINISTRATOR/COORDINATOR

• Chris Bonvenuto, Vice President, Business/Administration	IIPP Program Administrator, District
• Daniel Phillips, Director Safety & Risk Management	IIPP Program Coordinator, District

APPENDIX II

MANAGEMENT RESPONSIBILITIES

- **Senate Bill 198**

In 1989, the rules for doing business in California took a drastic turn. Senate Bill 198 (SB 198), concerned with occupational health and safety, was approved.

This bill requires employers to identify and correct hazards existing in the workplace to protect their employees.

According to the Legislative Counsel's Digest of the bill, it states that "This Bill [SB 198] would require every employer to establish, implement, and maintain an effective written injury prevention program including specified elements, and to provide specified training of employees in general safe and healthy work practices."

- **Assembly Bill 2249**

Assembly Bill No. 2249 (AB 2249) established that dangerous business practices can be considered a crime and the responsible parties can be held criminally accountable.

The Legislative Digest states "This bill [AB 2249] would provide that a corporation or person who is a manager with respect to a product, facility, equipment, process, place of employment, or business practice, is guilty of a misdemeanor or felony, if the corporation or manager has actual knowledge of a serious concealed immanent that is subject to regulatory authority of an appropriate agency and is associated with that product or a component of that product or business practice and knowingly fails to inform the Division of Occupational Safety and Health and warn affected employees, as specified."

APPENDIX III

ACCIDENT INVESTIGATION FORMS



SANTA MONICA COMMUNITY COLLEGE DISTRICT

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

NAME OF INJURED: _____

JOB TITLE: _____ SEX: _____ DATE OF BIRTH: _____

DATE OF INCIDENT: _____ HOUR: _____ PHOTOS Y/N

DATE REPORTED: _____ HOUR: _____

ACCIDENT LOCATION: _____

WITNESSES: NAMES; ADDRESSES; PHONE NUMBERS

1. _____

2. _____

TIME NOTIFIED: _____ TIME ON SCENE: _____ TIME OFF SCENE: _____

FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT: _____

Completely describe location of incident including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident:

Describe injuries/illnesses which you observed or which were described to you: _____

Describe demeanor of person involved and include statements made as "Excited Utterances":

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred: _____

Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence: _____

Steps taken to prevent similar incident: _____

Did employee seek medical care? (Check one) Yes _____ No _____

If yes, name of medical facility/doctor: _____ Date/Time: _____

Investigator's Signature

Date/Time form completed

Print Investigator's name

APPENDIX IV

SAFETY ACTION FORM

SAFETY ACTION FORM

Santa Monica Community College District

Staff Use Only

Description of unsafe condition:

Location: **(Be specific: room #, N/S/E/W, etc.)**

Date reported: _____

Map included: Yes _____ No _____

Weather: Wet _____ Dry _____

Date inspected: _____

Pictures Taken: Yes _____ No _____

Area in compliance with codes: Yes _____ No _____

Work Order Issued: Yes _____ No _____ Work Order #: _____

Scheduled Completion Date: _____

Work Completed: _____

Repaired by: _____

Signature

Date: _____

White copy: Risk Management

Yellow copy: Health Office

Pink copy with map: Maintenance

APPENDIX V

COVID-19 PREVENTION PLAN

SANTA MONICA COMMUNITY COLLEGE DISTRICT COVID-19 PREVENTION PLAN

Purpose

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19.

It is the policy of the Santa Monica Community College District to ensure a safe and healthy environment for faculty, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community, Santa Monica Community College District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Introduction

What is COVID-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak first identified in Wuhan, China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How Does It Spread?

The best way to prevent illness is to avoid being exposed to this virus.

- 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.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands.
- Prepare or eat food and drinks with unwashed hands.
- Touch a contaminated surface or objects.
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.

Hand Hygiene

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water.
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product.
- Apply product to the palm of one hand, and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required). This should take around 20 seconds.

Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow – not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol alcohol.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people outside their household or those who are sick within their household.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time.
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the Cleaning and Disinfecting the Building and Facility Guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video, or Internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas.
- Before starting the work shift.
- After the work shift.
- Coming and going from vehicles.
- Entering, working, and exiting physical buildings or other structures.
- During breaks and lunch periods.

Cloth Face Coverings

Unless otherwise directed by your supervisor, all employees should cover their mouth and nose with a cloth face cover when around others and follow any state, county, or local mandates/ guidelines.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover.
 - Cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a face mask meant for a healthcare worker.

Continue to keep at least 6 feet between yourself and others. The cloth face cover is not considered personal protective equipment. It is not a substitute for social distancing but when used in conjunction, it may help prevent infected persons without symptoms from unknowingly spreading the disease.

If an Employee is Sick

Employees will be asked to monitor their health each day and are asked to notify their supervisor and Human Resources before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or they have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, Santa Monica Community College District will:

- Immediately send employees with COVID-19 symptoms (i.e. acute respiratory illness symptoms) home or to medical care as soon as possible.
- Actively encourage sick employees to stay home and self-isolate according to CDC guidelines
- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have been exposed to COVID-19 or think they may have been exposed should notify their supervisor and Human Resources (covid19hr@smc.edu) and follow CDC-recommended precautions on quarantining. An SMC healthcare provider will reach out to the employee to determine if a negative COVID-19 test is required prior to returning to work.
- Ensure employees who are out sick with any COVID-19 (i.e. fever, respiratory symptoms) symptoms do not return to work until both of the following occur:
 - At least 3 full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
 - At least 10 full days pass since symptoms first appeared.

- Employees with COVID-19 symptoms must be cleared by Human Resources and an SMC healthcare provider prior to returning to work. SMC Healthcare providers require a negative COVID-19 test and a doctor's note to return to work.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The District will conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If the District identifies COVID-19 as a workplace hazard, it will select and provide exposed employees with properly fitting PPE that will effectively protect employees. The District will stress hand hygiene before and after handling all PPE.

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

Cleaning and Disinfecting

Santa Monica Community College District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom surfaces, vehicles (carts), and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the District's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instructions for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and Disinfecting Building or Facility if Someone is Sick:

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect.
 - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

Employee Training

Santa Monica Community College District will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread.

- Signs and symptoms of COVID-19.
- When to seek medical attention if not feeling well.
- Prevention of the spread of COVID-19 if you are sick.
- Physical and social distancing guidelines.
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose, and mouth.
- Coughing and sneezing etiquette.
- Safely using cleansers and disinfectants.

Compliance

This addendum will be reviewed regularly and according to federal, state, and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.