

Palomar College COVID-19 Recovery Plan

GUIDELINES AND REQUIREMENTS FOR SAFE CAMPUS
LEARNING AND OPERATIONS

April 18, 2023

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OVERVIEW

The coronavirus disease 2019 (COVID-19) pandemic dramatically shifted Palomar College operations and instruction. Throughout the pandemic, the College remained steadfast in protecting the health and safety of employees, students and community members.

The College relies on guidance from the state of California Department of Public Health, San Diego County Public Health Services, and associated [safety requirements](#) for employers in California known as the COVID-19 Prevention Non-Emergency Regulations.

The COVID-19 Prevention non-emergency regulations (California Code of Regulations Title 8 sections 3205 through 3205.3) are in effect until February 3, 2025.

The Palomar College COVID-19 Safety Plan (Safety Plan) is designed to maintain the health and safety of students and employees through the end of the State of Emergency on February 28, 2023, and the term in which the Non- Emergency Regulations are in place. The Safety Plan includes recommendations for the current and upcoming semesters. It is important to note the following:

- As federal, state, and regional guidance is updated, the Safety Plan may be changed to align with public health policies.
- The State of California Assembly Bill 685 ([AB 685 - COVID -19](#)) amended the California Occupational Safety and Health Act (Labor Code §§ 6300, et seq.) and associated regulations (8 C.C.R. § 3205), to require employers to develop and implement a COVID-19 Prevention Program (CPP) by January 1, 2021. The CPP is specific to preventing the spread of COVID-19 among employees and required notifications to employees. The most recent guidance from Cal/OSHA is contained in the updated CPP which is included below in this Safety Plan. The safety and protection of students is not included in the CPP.
- The San Diego County Public Health Office and the Centers for Disease Control and Prevention (CDC) track COVID-19 case rates to determine community levels. Information on community levels can be found at this metrics [website](#).

There are assumptions associated with the COVID-19 pandemic as it enters an endemic phase that are taken into consideration within the Safety Plan. Assumptions include:

- The community level of San Diego County as declared by the CDC.
- COVID-19 vaccine boosters can further enhance or restore protection that might have decreased over time after your primary series vaccination.

- Unless vaccinated, employees and students in high-risk categories will continue to be especially vulnerable.
- Proper hygiene, and facial coverings, will continue to be important strategies to reducing the impact of COVID-19.
- The continued widespread use of flu vaccinations may prevent some hospitalizations, and this will reduce stress on the hospital systems.

Early in 2021, due to the improved conditions in the region and to align with the public health guidance, the College initiated a phased strategy to fully resume on-campus instruction and operations. Displayed below, the College continues to operate in Phase 3B. Health metrics published by the CDC and the County of San Diego Public Health Services will continue to be monitored and may impact the College’s operational plan.

<p>PHASE 1 Restricted Campus Access April - June 15</p> <p>Planning Phase Assess each area's safety, facility, technology, and operational needs and complete the Department Return to Campus Safety Plan in accordance with your division's specified timelines.</p>	<p>PHASE 2 Beyond the Blueprint June 16 - December 17</p> <p>Phase 2A: June 16 – August 15 Acclimation period intended to ensure we are staffed appropriately to optimize the student experience.</p> <p>PHASE 2B August 16 - Dec. 17 Full implementation of Fall term on- site and remote operations. Planning for Phase 3 - Open Campus</p>	<p>PHASE 3 Open Campus - Intersession/Spring '22, Fall '22 – Spring '23</p> <p>PHASE 3A Jan. 3 - Jan. 28 Intersession Implementation of Spring '22 plans for return to full on-site learning and operations</p> <p>PHASE 3B: Spring '22, Fall '22 – Spring '23 Full onsite learning and operations</p>
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Currently, the College does not have any restrictions on the use of facilities and continues to employ a health pre-screening questionnaire for all students, employees and visitors. The Executive Cabinet and COVID Administrator will continue to utilize the [CDC's COVID-19 Community Level](#) tool and [CDPH Guidance](#) as necessary to protect the health and safety of employees and students. Further, the economic impacts of the COVID-19 pandemic will have significant and lasting impacts

on higher education.

- The College will closely follow the impact of the pandemic on state tax revenues and implement fiscal strategies accordingly.
- Community college education and job training programs will continue to remain integral to an economic recovery.
- Students, faculty and staff with COVID-19, may miss classes or work for up to 10 days.
- Food, nutrition and other basic needs services may be needed more by students.
- The College will need to continue to support students who are facing financial hardship and in need of textbooks and technology to pursue their education.

As the Safety Plan is implemented, the College will continually assess and mitigate any equity and access issues that might arise in the process of doing so.

COVID-19 PREVENTION PROGRAM (CPP)

The CPP is specific to employees only, per the California Occupational Safety and Health Act (Labor Code §§6300, et seq.) and associated regulations (8 C.C.R. § 3205). Further below, are details of a student specific plan.

Purpose:

The purpose of the Palomar Community College District's (hereinafter referred to as the "District")'s COVID-19 Prevention Program ("CPP") is to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Lab. Code, §§ 6300, et seq.) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes the District from complying with federal, state, or local laws or public health order or guidance, or District policy or procedure that recommends or requires measures that are more prescriptive or restrictive than those that are provided herein.

Scope

Unless one of the exceptions provided below applies, this CPP shall apply to all District employees (hereinafter referred to as "employees"), including those who are "fully vaccinated."

The following employees are exempt from coverage under the CPP: (1) Employees who are teleworking from home or an approved location that is not under the control of the District; (2) Employees who are working in or at a work location and do not have contact with any other individuals; and (3) Employees that because of their tasks, activities or work location have occupational exposure as defined by the Aerosol Transmissible Diseases ("ATD") regulation (i.e., 8 C.C.R. § 5199), and are therefore covered by that regulation.

For employees, failure to follow any requirements contained in this plan may result in progressive discipline as outlined in the employee's respective collective bargaining agreement or employee handbook.

Definitions:

"Close contact" means the following, unless otherwise defined by regulation or order of the California Department of Public Health (CDPH), in which case the CDPH definition shall apply:

(A) In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.

(B) In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined

by this section, regardless of the use of face coverings.

(C) Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

Exception: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144 whenever they would otherwise have had a close contact under subsections 3205(b)(1)(A) or (b)(1)(B).

“COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

“COVID-19 case” means a person who: (A) Has a positive COVID-19 test; or (B) Has a positive COVID-19 diagnosis from a licensed health care provider; or (C) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or (D) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

“COVID-19 hazard” means 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, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.

“COVID-19 symptoms” means 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” means a test for SARS-CoV-2 that is:

(1) 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 (2) Administered in accordance with the authorized instructions. (3) To meet the return-to-work criteria set forth in subsection 3205(c)(5), a COVID-19 test may be both self-administered and self-read only if another means of results can be provided (e.g., a time-stamped photograph of the results).

“Exposed group” means all employees at a work location, working area, or a common area at work, within employer-provided transportation covered by section

3205.3, or residing within housing covered by section 3205.2, 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.
- c) 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” means 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” means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:

(A) For symptomatic confirmed cases, 2 days before the confirmed case had any symptoms (symptom onset date is Day 0) through Days 5-10 after symptoms first appeared AND 24 hours have passed with no fever, without the use of fever-reducing medications, and

symptoms have improved.

(B) For asymptomatic confirmed cases, 2 days before the positive specimen collection date (collection date is Day 0) through Day 5 after positive specimen collection date for their first positive COVID-19 test.

“Respirator” means 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.

“Worksite,” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the District that a COVID-19 case did not enter.

“Workplace Coordinator means the individual assigned by the District who will be responsible for COVID-19 issues on the District’s behalf.

Program

A. SYSTEM FOR COMMUNICATING WITH EMPLOYEES

1. Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at District Worksites and Facilities

The District requires that employees immediately report to their manager or supervisor, or COVID-19 Response Action Team (CRAT) any of the following:

The employee’s presentation of COVID-19 symptoms; and (2) the employee’s possible COVID19 close contact exposures. For ease of reporting to CRAT, the District provides a website-based for employees to utilize in reporting any of the above scenarios.

Additionally, potential COVID-19 hazards at District worksites or facilities, and potential violations of safety policies and/or procedures, can be reported to a manager or supervisor, or by calling a confidential phone number at 760-891- 7415, or extension 7415.

The District has not and will not discriminate or retaliate against any employee who makes such a report.

2. Accommodations Process for District Employees with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness

The District provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention (“CDC”) or the employees’ health care providers as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

For all employees who request such an accommodation, including fully vaccinated employees, the District will require that the employee provide information from the employee’s health care provider explaining why the employee requests an accommodation.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness. The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

- a) Cancer
- b) Chronic kidney disease
- c) COPD (chronic obstructive pulmonary disease)
- d) Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- e) Immunocompromised state (weakened immune system) from solid organ transplant
- f) Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
- g) Severe Obesity (BMI ≥ 40 kg/m²)
- h) Pregnancy
- i) Sickle cell disease
- j) Smoking
- k) Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

- a) Asthma (moderate-to-severe)
- b) Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- c) Cystic fibrosis
- d) Hypertension or high blood pressure
- e) Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- f) Neurologic conditions, such as dementia

- g) Liver disease
- h) Overweight (BMI > 25 kg/m², but < 30 kg/m²)
- i) Pulmonary fibrosis (having damaged or scarred lung tissues)
- j) Thalassemia (a type of blood disorder)
- k) Type 1 diabetes mellitus

The District periodically reviews the [CDC website](#) (last updated on February 10, 2023), in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19.

Employees are encouraged to review the list of medical conditions and other conditions provided above in order to determine whether they have such a condition.

To request accommodation under District policy, employees may make a request to their supervisor and/or the Department of Human Resources by contacting benefits@palomar.edu or calling 760-744-1150 ext. 2609.

3. COVID-19 Testing

Where the District requires testing, the District has adopted policies and procedures that ensure the confidentiality of employees' medical information and comply with the Confidentiality of Medical Information Act ("CMIA"). Specifically, the District will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, unless expressly authorized by the employee to disclose such information or as otherwise permitted or required under the law.

4. COVID-19 Hazards

The District will notify employees, volunteers and independent contractors of any potential COVID-19 exposure at a District worksite or facility where a COVID-19 case and employees were present on the same day. The District will notify employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

The District will also notify employees of cleaning and disinfecting measures the District is undertaking in order to ensure the health and safety of the District worksite or facility where the potential exposure occurred.

B. Identification and Evaluation of Covid-19 Hazards at District Worksites and Facilities

1. Screening District Employees for COVID-19 Symptoms

The District possesses authority to screen employees or require that employee self-screen for COVID-19 symptoms.

The District provides that employees are required to self-screen for COVID-19 symptoms prior to reporting to any District worksite or facility through the use of a daily health pre-screening questionnaire available on the Cleared4 platform. All employees have a personal link to the platform and are required to complete the screening through June 30, 2023.

2. Responding to District Employees with COVID-19 Symptoms

Should an employee present COVID-19 symptoms during the daily health self- screen, they shall remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria in order to return to work (as discussed in Section J. of this CPP).

The District will advise employees of any leaves to which they may be entitled during this self-quarantine period, including, but not limited to COVID-19 Supplemental Paid Sick Leave (“SPSL”).

Further, the District has adopted policies and procedures that will ensure the confidentiality of employees and comply with the CMIA, and the District will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

3. District’s Response to COVID-19 Cases

In the event that an employee tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider, the District will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work (as discussed in Section J. of this CPP).

The District will advise employees of any leaves to which they may be entitled during this self-isolation period, including, but not limited to SPSL.

The District complies fully and faithfully with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and entities as required based

on the individual circumstances: (1) The local health department; (2) Cal/OSHA; (3) Employees who were present at a District worksite or facility when a COVID-19 case was present; (4) Employee organizations that represent employees at the District worksite or facility; (5) Employers of any subcontracted employees who were present at the District worksite or facility; and (6) The District's workers' compensation plan administrator.

The District has established a COVID-19 Response Action Team (CRAT) to monitor and manage possible COVID-19 exposures and cases. Wherever possible, the CRAT interviews those involved in a possible COVID-19 case(s) in order to ascertain the risk, determine possible close contacts during the high-risk period, and to provide direction and follow-up to potential COVID-19 cases, and notification to Human Resources of any confirmed positive cases or exposures. Additionally, the District follows the CPP protocols for notification and reporting of exposures (Section J. of this CPP).

The District has adopted policies and procedures that will ensure the confidentiality of employees and comply with the CMIA. Specifically, the District will not disclose to other employees, except for those who need to know, the fact that the employee(s) tested positive for or were diagnosed with COVID-19.

Further, the District will keep confidential all personal identifying information of COVID-19 cases or persons, unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

4. Workplace-Specific Identification of COVID-19 Hazards

The District will periodically conduct workplace-specific assessments of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, the District identified places (work locations, work areas, and common areas) and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

The District will provide notice of any such potential workplace exposure to all persons at District worksites and facilities, including employees, employees of other entities, members of the public, customers or clients, and independent contractors. The District considered how employees and other persons enter, leave, and travel through District worksites and facilities, in addition to addressing employees' stationary workspaces or workstations.

Further, the District will treat all persons, regardless of the presentation of COVID-19 symptoms or COVID-19 status, as potentially infectious.

5. Maximization of Outdoor Air and Air Filtration

For indoor District worksites and facilities, the District evaluates how to maximize the ventilation of outdoor air; provide the highest level of filtration efficiency compatible with the worksites and facilities' existing ventilation systems; and whether the use of portable or mounted High Efficiency Particulate Air ("HEPA") filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

6. District Compliance with Applicable State and Local Health Orders

The District monitors applicable public health orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention.

The District fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, the District will evaluate existing COVID-19 prevention controls at the workplace and assess alternative or additional, controls.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE) (as discussed subsections D, and F-H of this CPP).

8. Periodic Inspections

The District conducts periodic inspections of District worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District's COVID-19 policies and procedures, including, but not limited to this CPP.

C. Investigating and Responding to COVID-19 Cases in District Worksites and Facilities

1. Procedure to Investigate COVID-19 Cases

The District developed a procedure for investigating COVID-19 cases in the workplace, which provides for the following: (1) requesting information from employees regarding COVID-19 cases; (2) contact tracing of employees who may have had a close contact COVID-19 exposure; (3) requesting COVID-19 test results from employees who may have had a close contact COVID-19 exposure; (4) requesting information from employees regarding the presentation of COVID-19 symptoms; and (5) identifying and recording all COVID-19 cases.

2. Response to COVID-19 Cases

As provided above at Section B.3., in the event that an employee tests positive for COVID-19 or is diagnosed with COVID-19 by a health care provider, the District will instruct the employee to remain at or return to their home or place of residence and not report to a District worksite or facility until such time as the employees satisfy the minimum criteria to return to work (as discussed in Section J. of this CPP).

a. *Contact Tracing*

If possible, the District will interview the COVID-19 case(s) in order to ascertain the following information: (1) the date on which the employee(s) tested positive, if asymptomatic, or the date on which the employee(s) first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 case(s) recent work history, including the day and time they were last present at an District worksite or facility; and (3) the nature and circumstances of the COVID-19 case(s)' contact with other employees during the infectious period, including whether any such contact qualifies as a close contact COVID-19 exposure.

If the District determines that there was or were any close contact COVID-19 exposures, the District will instruct those employees to be tested for COVID-19, and that the District will provide for such testing during paid time, as discussed in subsection c. below.

b. *Reporting the Potential Exposure to Other Employees*

The District fully and faithfully complies with all

reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the individuals and entities described below.

Within one (1) business day of the time the District knew or should have known of a COVID-19 case, the District will give written notice of a potential workplace exposure to the following individuals: (1) All employees at the worksite or facility during the COVID-19 case's infectious period, and the authorized representative(s) of those employees; (2) Independent contractors at the worksite or facility during the COVID-19 case's infectious period; and (3) Other employers at the worksite or facility during the COVID-19 case's infectious period. The District will provide notice by either personal service, email, or text message.

The District's notice(s) will not reveal any personal identifying information of the COVID-19 case.

c. *Offer of Free COVID-19 Testing Following a Close Contact COVID-19 Exposure*

The District makes COVID-19 antigen testing available at no cost to all employees who had a close contact COVID-19 exposure at a District worksite or facility. The District will offer employees COVID-19 testing during paid time, whether during the employee's regular work schedule or otherwise, and will provide compensation for the time that the employee spends waiting for and being tested.

The District will not provide free COVID-19 testing to the following class of employee: asymptomatic employees who recently recovered from COVID-19 (returned cases).

d. *Leave and Compensation Benefits for Close Contact Exposures*

The District provides employees that had a close contact COVID-19 exposure with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local law, the District's own leave policies, and leave guaranteed by contract. These benefits include, but are not limited to, Supplemental Paid Sick Leave.

The District will continue and maintain these

employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The District may require that these employees use District-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

e. *Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure*

The District will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what may be done to reduce exposure to such COVID-19 hazards, if any.

3. Confidential Medical Information

The District will protect the confidentiality of the COVID-19 cases, and will not disclose to other employees personal identifying information of employees who tested positive for or were diagnosed with COVID-19.

The District will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

D. Correction of COVID-19 Hazards at District Worksites and Facilities

The District will timely implement effective strategies to correct unsafe or unhealthy conditions or work practices.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

E. Training and Instruction of District employees

1. COVID-19 Symptoms

The District provides employees training and instruction on COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (a.) fever of 100.4 degrees Fahrenheit or higher or chills; (b.) cough;

(c.) shortness of breath or difficulty breathing; (d.) fatigue; (e.) muscle or body aches; (f.) headache; (g.) new loss of taste or smell; (h.) sore throat; (i.) congestion or runny nose; (j.) nausea or vomiting; or (k.) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

The District monitors and adheres to guidance issued by the CDC concerning COVID-19 symptoms, including guidance provided at the [CDC website](#). The District will advise employees in the event that the CDC revises the symptoms that its associates with COVID-19.

In addition to providing training and instruction on COVID-19 symptoms, the District provides information and instruction on the importance of employees not coming to a District worksite if they have any COVID-19 symptoms. As discussed below, the District provides information on paid leaves to which employees may be entitled if they are experiencing a COVID-19 symptom and would like to be tested for COVID-19.

2. COVID-19 Vaccinations

The District provides employees information and instruction on the fact that COVID-19 vaccines are effective at both preventing the transmission of the virus that causes COVID-19 and preventing serious illness or death, and how employees may receive paid leave for reasons related to COVID-19 vaccinations.

As discussed below, the District provides information on paid leaves to which employees may be entitled in order for them to be vaccinated and in the event that they experience any illness or adverse effects as a result of such vaccination.

3. District's COVID-19 Policies and Procedures

The District provides regular updates to employees on the District's policies and procedures adopted in order to prevent COVID-19 hazards at District worksites and facilities, how such policies and procedures are intended to protect the health and safety of employees and District worksites and facilities, and how employees may participate in the identification and evaluation of COVID-19 hazards in order to make such worksites and facilities healthier and safer for themselves and others.

4. COVID-19 Related Benefits

The District advises and provides updates to employees on the leaves to which employees may be entitled under applicable federal, state, or local laws as well as the District's own leave policies. Paid leave benefits include, but are not limited to, Supplemental Paid Sick Leave.

For example, when employees require leave in order to receive a COVID-19 test or to be vaccinated or are directed not to report to work by the District for reasons related to the presentation of COVID-19 symptoms, a COVID-19 case, close contact COVID-19 exposure, the District will advise the employees of the leaves to which the employees may be entitled for that specific reason.

5. Spread and Transmission of the Virus that Causes COVID-19

The District advises and provides updates to employees about the known spread and transmission of COVID-19. The District specifically advises employees of the following: (1) that COVID-19 is an infectious respiratory disease; (2) that the virus that causes COVID-19 can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; (3) that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective; (4) that 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; and (5) that an infectious person may present no COVID-19 symptoms or be pre-symptomatic.

6. Hand Hygiene, and Face Coverings and Respirators

The District advises employees of the importance of physical distancing, face coverings, and hand hygiene, including hand washing, and instructs employees that the combination of physical distancing, face coverings, increased ventilation indoors, and respiratory protection make such preventative measures most effective.

With respect to hand hygiene, the District provides employees information regarding the importance of frequent hand washing, that hand washing is most effective when soap and water are used and the employees washes for at least 20 seconds. The District instructs employees to use hand sanitizer when employees do not have immediate access to a hand washing facility (*i.e.*, a sink) and that hand sanitizer will not be effective if the employee's hands are

soiled.

With respect to face coverings and respirators, the District provides employees information on the benefits of face coverings, both to themselves and to others. The District also provides employees instructions on the proper use of face coverings and the differences between face coverings and respirators. Face coverings are not respiratory protective equipment for the wearer against COVID-19, an airborne disease – they primarily protect people around the user.

Respirators, such as N95 masks, protect the user from airborne disease.

Upon request, the District will provide respirators to employees. At such time as the District provides respirators to employees for their use, it will provide such employees training on the proper use of such respirators, including, but not limited to, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions. The District will provide training on the conditions under which face coverings must be worn at the workplace. All employees have a right to request a respirator for voluntary use at no cost to the employees and without fear of retaliation. Employees who choose to wear a District issued respirator must sign a [Respiratory Protection Program Voluntary Respirator Use Agreement](#). District employee may request a face covering from the district at no cost to the employee, and can wear them at work, regardless of vaccination status, without fear of retaliation.

F. Face Coverings

1. General Face Covering Requirements

The district provides face coverings to all employees and strongly recommends that employees wear these face coverings when indoors or in vehicles with others. Face coverings are required in student health services settings. The District adheres to the most restrictive or prescriptive public health order provided by the CDC, CDPH or the local health department applicable to the District and will provide face coverings and ensure they are worn by employees when required by federal, state, or local health orders.

The District requires that employees' face coverings be clean and undamaged. The District allows employees to use face shields to supplement, not supplant, face coverings. However, face shields are not a replacement or acceptable alternative for a face covering.

2. Limited Exceptions

These exceptions are applicable only when the CDC, CDPH, or local health agency mandates the use of facial coverings. Otherwise, facial coverings are not required, but highly recommended, to be worn by district employees effective May 31, 2022.

The District provides for the following exceptions to the face coverings requirement:

- a. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- b. Employees wearing respirators required by the District and being used in compliance with the regulatory requirement for the use of the such respirators.
- c. 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, where the District has determined it can reasonably accommodate an exemption without undue hardship or a direct threat to the health and safety of the workplace.
- d. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

3. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement

When facial coverings are mandated the District requires that its employees who are exempted from wearing face coverings through an available reasonable accommodation wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

4. Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative

The District requires that any employees not wearing a face covering due to either exception number C or D, identified in Subsection 2 above, and not wearing a face shield with a drape or other effective alternative as described in Subsection 3 above, shall remain at least six (6) feet apart from all other persons unless the unmasked employees are tested at least weekly for COVID-19 during paid time and at

no cost to the employees, or are fully vaccinated.

In situations where a face covering is otherwise required, face coverings must be worn, and the exceptions to face coverings contained in this section no longer apply.

However, the District does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

5. Prohibition on Preventing Employees from Wearing Face Covering

The District does not prevent any employee from wearing a face covering unless wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

6. Communication to Non-Employees Regarding Face Covering Requirement

The District posts signage to inform non-employees of the District's requirements concerning the use of face coverings at District worksites and facilities.

G. Other Engineering Controls, Administrative Controls, and Personal Protective Equipment (PPE)

1. Maximization of Outdoor Air

As provided above at Section B.5., for indoor District worksites and facilities, the District evaluated how to maximize the quantity of outdoor air. ASHRAE HVAC recommendations for safely reopening buildings are being adhered to within the mechanical limits of existing HVAC equipment.

Further, for District worksites and facilities with mechanical or natural ventilation, or both, the District maximizes the quantity of outside air provided to the extent feasible, except when the Environmental Protection Agency ("EPA") Air Quality Index ("AQI") is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

2. Evaluation of Handwashing Facilities

In order to protect employees, the District evaluates its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.

The District encourages employees to wash their hands with soap and water for at least 20 seconds each time.

The District does not provide hand sanitizers with methyl alcohol.

3. Personal Protective Equipment (PPE)

a. Evaluation of the Need for PPE

The District evaluates the need for PPE in order to prevent employees from being exposed to COVID-19 hazards.

b. Provision of PPE When Necessary

The District provides PPE, including, but not limited to, eye protection, face coverings, respirators, gloves, goggles, and face shields, to and for employees who require such equipment in order to perform their job duties in a healthy and safe manner, including where employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

As noted above in Section E(6), upon request, the District shall provide respirators for voluntary use to all employees upon request. Whenever the District makes respirators available for voluntary use, the District will ensure that employees receive a respirator of the correct size and will provide such employees training on the proper use of such respirators, including, but not limited, the method by which employees may check the seal of such respirator in conformance with the manufacturer's instructions, as discussed in Section E.6 above.

4. Testing of Symptomatic Employees Who Are Not Fully Vaccinated

The District makes COVID-19 testing available at no cost to all employees with COVID-19 symptoms. This testing will be made available during the employees' paid time and testing locations shall be posted on the District's COVID-19 Employee Information website:
<https://www.palomar.edu/hr/covid19/> .

H. Reporting, Recordkeeping, and Access

1. Reporting COVID-19 Cases to the Local Health Department

The District reports COVID-19 cases and COVID-19 outbreaks at District worksites and facilities to the local health department as required. Further, the District

provides any related information requested by the local health department.

2. Maintenance of Records Related to the Adoption of the CPP

The District maintains records of the steps it has taken to implement these provisions described in this CPP.

3. Availability of the CPP for Inspection

The District makes this written CPP available to employees and employee organizations at District worksites or facilities. Further, the District makes this written CPP available to Cal/OSHA representatives immediately upon request.

4. Records Related to COVID-19 Cases

The District keeps a record of and tracks all COVID-19 cases through the Worker's Compensation Administrator (Keenan and Associates) with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

The District keeps employees' medical information confidential.

I. Exclusion of COVID-19 Cases and Employees Who Had a Close Contact COVID-19 Exposure

1. Exclusion of COVID-19 Cases from District Worksites and Facilities

The District ensures that COVID-19 cases are excluded from District worksites and facilities until the employee satisfies the minimum return to work criteria provided for in Section J.

2. Exclusion of Employees with Close Contact COVID-19 Exposures from District Worksites and Facilities

The District ensures that employees who had a close contact COVID-19 exposure are excluded from District worksites and facilities until the employee satisfies the minimum return to work criteria, as provided in Section J, except in the following circumstances.

The District may allow the following employees who had a close contact to continue to report to District worksites and facilities without exclusion from the workplace: (1) who have not developed COVID-19 symptoms since such exposure; and (2) COVID-19 cases who returned to work pursuant to the return to work criteria, as provided in Section J, 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 COVID-19 symptoms, for 90 days after the first positive COVID-19 test.

3. Benefits for Employees Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

a. Employees Who Are Able to Telework During Isolation or Quarantine Period.

The District allows employees who are able to telework to do so during the isolation or quarantine period. The District will provide these employees their normal compensation for the work that they perform during the isolation or quarantine period.

The District continues and maintains such an employee's 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 location.

b. Employees Who Are Unable to Telework During Isolation or Quarantine Period.

The following employees are not entitled to the benefits described below:

(1) Employees for whom the District can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) Employees who received disability payments or were covered by workers' compensation and received temporary disability. Such employees may still use paid sick leave for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

For other employees, the District requires that employees who are unable to telework, but are otherwise able and available to work, the District may use paid sick leave available to the employee, including but not limited to Supplemental Paid Sick Leave ("SPSL"), for the purpose of continuing and maintaining the employee's earnings during the isolation or quarantine period. If the employee has exhausted their SPSL entitlement, the District may use the employee's paid sick leave in order to continue and maintain the employee's earnings during the isolation or quarantine period.

Employees retain their entitlement to elect not to use other earned or accrued paid leave during this time.

For all employees who are subject to an isolation or

quarantine because of a COVID-19 case or a close contact COVID-19 exposure, the District will maintain the employees' seniority and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

4. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections

The obligations set forth in this section do not limit any other applicable law, District policy, or collective bargaining agreement that provides District employees with greater protections or benefits.

5. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, the District provides the excluded employees the information on paid leave benefits to which the employees may be entitled under applicable federal, state, or local laws.

This includes, but is not limited to, COVID-19 Supplemental Paid Sick Leave ("SPSL") (under Labor Code section 248.2), any paid leave benefits available under workers' compensation law, Labor Code sections 3212.86 through 3212.88, the District's own leave policies, and leave guaranteed by contract.

J. Return to Work Criteria

1. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases

The District requires that a COVID-19 case with one or more COVID-19 symptoms remain at their home or place of residence and not report to any District worksite or facility until a minimum of 5 days have passed and they satisfy each of the following conditions: (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 medications; (2) if the individual is well with no symptoms, or symptoms are mild or improving. If the employee returns to work after day 5 they must wear a facial covering until a full 10 days have passed.

2. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases

The District requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any District worksite or facility until 5 days have passed. The employee must wear a facial covering

until a full 10 days have passed.

3. COVID-19 Testing Not Required in Order to Return to Work

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, once an employee has satisfied the criteria to return to work, as provided in this Section, the District will not require that the employee submit to a COVID-19 test or produce a negative COVID-19 test result, in order to return to District worksites or facilities.

4. Minimum Criteria to Return to Work for Close Contacts

a. Asymptomatic Employees

Individuals who had a close contact COVID-19 exposure, but never developed COVID-19 symptoms do not need to quarantine unless they develop symptoms. Per CDPH guidance, they should test for COVID-19 3-5 days after the exposure and to wear facial coverings around others for 10 days.

b. Symptomatic Employees

Except as provided below, an employee who had a close contact COVID-19 exposure and developed one or more COVID-19 symptom may not return to District worksites or facilities until they satisfy each of the following conditions:

- (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 medications;
- (2) COVID-19 symptoms have improved; and
- (3) 5 days have passed after symptom onset.

c. Employees Requiring Additional Recovery Time

The Human Resource Services Department will engage with employees who need additional time beyond the time listed above, to provide employees with the processes and leaves related to qualifying medical conditions including additional symptoms or quarantine that may be needed to recover from symptoms of COVID-19.

5. Minimum Criteria to Return to Work for Employees Directed to Self-Quarantine or Isolate by a State or Local Health Official

If employees are subject to an isolation or quarantine order issued by a state or local health official, the District requires that the employees not report to any District

worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the relevant order did not specify a definite isolation or quarantine period, then the District will require that employees isolate or quarantine according to the applicable periods and criteria provided for in this Section or as otherwise instructed by the District.

6. Allowance by Cal/OSHA for an Employee to Return to Work

If no violations of state or local health officer orders related to the employee's isolation, quarantine, or exclusion would result, the District may request that Cal/OSHA waive the quarantine or isolation requirement for essential employees and allow such employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.

Where the absence of an essential employee from the District's worksite would cause a staffing shortage that would have an adverse effect on a community's health and safety and pose an undue risk to the community's health and safety as a result, Cal/OSHA may grant such waiver.

In order to request a waiver under such circumstances, the District will submit the written request to rs@dir.ca.gov. In the event of an emergency, the District may request a provisional waiver by contacting the local Cal/OSHA office while the District prepares the written waiver request.

The written waiver request must provide for the following information:

- a. Employer name and business or service;
- b. Employer point-of-contact name, address, email and phone number;
- c. Statement that there are no local or state health officer orders for isolation or quarantine of the excluded employees;
- d. Statement describing the way(s) in which excluding the exposed or COVID-19 positive employees from the workplace impacts the employer's operation in a way that creates an undue risk to the community's health and safety;
- e. Number of employees required to be quarantined under the Cal/OSHA regulation, and whether each was exposed to COVID-19 or tested positive for COVID-19; and
- f. The employer's control measures to prevent

transmission of COVID-19 in the workplace if the employee(s) return or continue to work in the workplace, including the prevention of further exposures. These measures may include, but are not limited to, preventative steps such as isolating the returned employee(s) at the workplace and requiring that other employees use respirators in the workplace.

In addition to submitting a request for a Cal/OSHA waiver, the District will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the District worksite or facility and, if isolation is not feasible, the use of respirators in the workplace.

COLLEGE-WIDE HEALTH AND SAFETY PLAN

The following portion of the Palomar College Recovery Plan is in alignment with the most recent federal, state, and regional public health guidance. As per AB 685 which requires the above CPP, it is specific only to employees. Due to this, the information herein may be duplicative but remains equally as important in protecting the health and safety of Palomar College students and employees.

Required Use of Face Coverings

Effective May 31, 2022, while no longer required, the District highly recommends the use of facial coverings while indoors. Individuals who have a confirmed exposure to COVID-19 are required to wear a facial covering for at least 10 days after exposure, as per the [California Public Health Department COVID-19 guidance](#). The District will continue to enforce the [Centers for Disease Control and Prevention \(CDC\)](#) guidance and [Cal/OSHA](#) .

As per the COVID-19 Prevention Plan (CPP), employees have a right to request a respirator for voluntary use at no cost to the employees and without fear of retaliation. Employees who choose to wear a District issued respirator must sign a [Respiratory Protection Program Voluntary Respirator Use Agreement](#).

Promotion of Healthy Hygiene Practices

The District's [campus health and safety guidelines](#) and the CPP encompass the primary initiatives required to maintain the health and safety of the main campus and Education Centers. In result, the District recommends that students:

- Frequently wash their hands for 20 seconds with soap, rubbing thoroughly after application. Using “antimicrobial” soap is not necessary or recommended.
- Cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands until completely dry.
- Not use any hand sanitizer that may contain methanol per [FDA advisory](#). Methanol is dangerous to both children and adults.

The District ensures adequate supplies to support [healthy hygiene](#), including sanitation stations, soap, hand sanitizer containing at least 60 percent ethyl alcohol, paper towels, tissues, disinfectant wipes, and no-touch/foot pedal trash cans. Hand sanitizer can be found in high traffic areas at the main campus and at all Education Centers.

Signs are in highly visible locations (e.g., campus entrances, building entrances, restrooms, high traffic areas) that provide information on the daily health screening questionnaire and the use of facial coverings. These signs will be amended prior to July 1, 2023, to reflect updated daily health screening requirements.

Implementation of Physical Distancing at the Main Campus and Education Centers

Unless public health guidance indicates otherwise, the District will initiate 100% class occupancy beginning Spring 2023.

- Instructional departments are encouraged to redesign activities for smaller groups and rearranging spaces to maintain separation when feasible.

Physical Barriers and Guides

- The Facilities Department is prepared to install impermeable physical barriers, such as sneeze guards, and partitions upon request.

Communal Spaces

- Members of the general public are required to use the District's daily health pre-screen questionnaire, available [here](#). If a member of the public does not receive clearance, based on the result of the questionnaire, they are required to immediately contact the individual they are meeting or working with on campus. The meeting or activity should be canceled until the member of the general public is well enough to visit campus.
- All shared spaces, such as the Student Union, Wellness Center, Club Hub, and libraries, are open.

Gyms, Pools, and Fitness Facilities

- Gyms, pools, and the Wellness Center are open.

Food Service

- The food court and grab & go food services operated by Aramark at the main campus are open [as per their posted schedule](#). Vending machines located in the Natural Sciences building and D building pavilion, and at the Escondido, Rancho Bernardo, and Fallbrook Education Center, are open as well.
- The College's Anita & Stan Maag Food and Nutrition Center is open to students and employees. The hours of operation and detailed information is available on this [webpage](#). Students are encouraged to file an application to participate in Cal Fresh. The Student Life & Leadership Department refers anyone who is food insecure to the San Diego Food Bank. In addition, the grab-n-go stations located throughout the main campus and education centers are available.

Bookstore

- The bookstore is open. The hours of operation, online ordering and curbside pickup are available on this [webpage](#).

Library

- The libraries at the San Marcos Campus and the education centers are open.

Early Childhood Education Lab School (ECELS)

- ECELS operates with a specific safety plan aligned with California State COVID-19 Guidelines for daycare centers. The Plan is available in Appendix A.

Ventilation

Studies have shown the transmission of COVID-19 is less likely when outside, or when fresh outdoor air is introduced through opening doors and windows. Improved building mechanical ventilation is provided by filtration to MERV-13, or the highest level mechanically feasible.

The facilities department partnered with an independent engineering firm, P2S, to conduct an analysis of HVAC systems in all campus and Education Center buildings, following [ASHRAE recommendations](#). All required modifications and upgrades were completed prior to the start of the Fall 2022 semester.

Windows and doors are opened when appropriate, optimally with two or more openings on opposite sides of the room to induce good natural ventilation. Newer buildings are equipped with high quality air circulation that is utilized when the areas are occupied. In these buildings, windows and doors do not need to be opened because it will hinder the ability of the ventilation system to circulate air. Instructions are communicated to employees occupying these areas.

- For newer mechanically ventilated buildings on campus, outdoor air ventilation is increased by disabling demand-controlled ventilation and opening outdoor air dampers to or the greatest amount feasible as indoor and outdoor conditions permit.
- Mechanical ventilation systems in buildings must be operated continuously when persons are in the building.

Disinfection of Water Systems

Plumbing system flushing has regularly been conducted by the facilities department to minimize the risk of [Legionnaires' disease](#), and other diseases associated with water. Individuals who may have any concerns should utilize water bottle filling stations located on the main campus and education centers.

Train and Educate Students and Employees

Official statements from the President, updated guidelines, and important updates are available on the [Office of the President website](#) and the [Palomar College COVID-19 website](#) respectively and posted to the COVID-19 communication libraries for students and employees. In addition, during the spring and fall semesters, the President's Office issues a weekly email containing important updates on the pandemic and required safety protocols for individuals on campus.

The education of students on COVID-19 symptoms; policies and procedures to protect students and prevent COVID-19 hazards on campus; the spread and transmission of the virus that causes COVID-19; methods and importance of face coverings, and hand hygiene, are conducted through social media posts, and an on-campus signage campaign. In addition, the College utilizes common communication channels such as announcements on Canvas, text messaging, and email to inform students. [A Quick Guide to Student Resources](#) has been established to assist students with needs on and off campus. The guide includes recommendations related to resolving food and housing insecurity, as well as, health services, and technology and financial assistance.

As per the COVID-19 Prevention Program (CPP) of Palomar College, all employees will be provided with training and education materials specific to, COVID-19 symptoms; policies and procedures to protect employees and prevent COVID-19 hazards at worksites and facilities; the spread and transmission of the virus that causes COVID-19; methods and importance of face coverings, and hand hygiene; and leave benefits available.

As outlined in the District's COVID-19 Prevention Program (CPP), the District will provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Lab. Code, §§ 6300, et seq.) and associated regulations (8 C.C.R. § 3205). The CPP outlines the requirements under the plan and the processes by which the District will adhere to the guidelines. It addresses many areas to ensure a safe working environment, such as a system for communicating and responding to employees regarding COVID-19 exposure or symptoms, symptom screening, employee accommodations, identification of COVID-19 hazards, cleaning procedures, COVID-19 case management, vaccination guidance, employee training, and employee related leaves and benefits.

Specific resources include:

- Recommended viewing of [COVID-19: Return to Campus Safety Video Training](#) through the Palomar College 3PD Portal, for all employees who are approved to work on campus. The training includes general instructions for disposable respirators, proper handwashing, physical distancing, proper use of and removal of PPE, and managing anxiety and stress related to COVID-19.
- [Personal Protective Equipment Guide](#) and links to the [CDPH Guidance for the Use of Face Coverings](#). This information includes the circumstances when face coverings must be worn, allowable exemptions, and practices related adopted policies.
- Faculty resources are available for online teaching located on the [Teach Anywhere website](#) and through training found on the 3PD portal - [COVID Teach Anywhere Training using Zoom and Canvas](#)
- Palomar Online Education and Training (POET) is available to all faculty and staff through the 3PD portal. This training is required of all instructors teaching online.

The District ensures all independent contractors, temporary or contract workers, and volunteers are properly informed about campus COVID-19 safety protocols. These individuals are required to adhere to the District's facial covering requirement and use the health pre-screen questionnaire on the [Cleared4 platform](#). If an individual does not receive clearance, based on the result of the questionnaire, they are required to immediately contact the individual they are meeting or working with on campus. The meeting or activity should be canceled until the individual is well enough to visit campus. Use of Cleared4 will be discontinued on June 30, 2023.

Daily COVID-19 Health Pre-Screening Questionnaire

The District offers a health self-screening tool through the Cleared4 platform. Through June 30, 2023, all employees and students have received a personal link to the Cleared4 platform and are required to respond to questions on the daily health pre-screening questionnaire before coming to the main campus and education centers. Employees and students who are not cleared to enter the main campus or education centers based on their answers to the questions, should complete the COVID-19 questionnaire located [here](#), and contact their supervisor or instructor, respectively.

Students and employees who are not feeling well should stay home and contact their supervisor or professor respectively.

Employees and students can consult a [Guide to the Cleared4 platform](#) to gain assistance or contact or VPStudentServices@palomar.edu respectively or VPStudentServices@palomar.edu respectively.

Through June 20, 2023, visitors, vendors and contractors are also required to complete the daily health pre-screening questionnaire before entering the main campus and education centers in Escondido, Fallbrook, and Rancho Bernardo. Access to the questionnaire designed specifically for all visitors, vendors and contractors can be found [here](#). More information is available on the on [visitor access webpage](#).

Reporting of COVID-19 Symptoms and Positive Test Results

For ease of reporting, the College instituted a website-based COVID-19 reporting form for students and employees to utilize in reporting an illness and/or results of a positive COVID-19 test result. The [COVID-19 Questionnaire](#) form is located on the [COVID-19 website](#) and is designed for an individual to self-report their illness or COVID-19 positive status, and any employee or student can report on behalf of an individual.

Once the form is received by the College, an intake interview is performed by a member of the health services team. This information is contained in a COVID-19 Response Action Team (CRAT) dashboard and Human Resource Services is contacted to report all employees who have tested positive for COVID-19. For onsite employees, the District is required to report all COVID-19 positive employees. The report is referred to as the “Keenan Report” and includes data related to potential exposures on campus.

A case manager is assigned to each case involving a student and remains in contact with the individual until they return to class. The Case Manager provides the ill student with specific and relevant resources available to them. Employees are contacted to understand the potential exposure in the workplace and are referred to the benefits office of Human Resource Services as necessary.

If a student or employee exposes or potentially exposes others to COVID-19, the intake team conducts the necessary interviews and alerts CRAT of the situation. CRAT reports to the Policy Team, who directs the activation of the appropriate protocols to alert impacted students or employees, require disinfecting and sanitization remedies, closure or the temporary closure of a course or program being held onsite.

For individuals exposed to COVID-19, the CDPH has issued [guidelines](#) that apply to all individuals regardless of vaccination status. CRAT will adhere to these [guidelines](#) when providing guidance to students and employees.

When someone is sick

Faculty, staff, and students should not come on campus if they feel sick, and should notify their appropriate faculty member or supervisor if they become sick with COVID-19 symptoms, or test positive for COVID-19.

The CRAT health intake team informs sick individuals of self-isolation criteria and if they need emergency assistance, they are to call 911. In addition, employees and students who are sick or have been exposed receive guidance.

Sick faculty, staff, or students should not return to campus for any reason, including in-person

classes, or end isolation until they have completed the required guidance from CRAT.

The District has developed policies that encourage and remind sick employees and students to stay at home without fear of reprisal and ensure these policies are communicated accordingly. An [Employee Information](#) webpage was created, which includes a Palomar College resource sheet references links to the [Center for Disease Control](#) and [San Diego County](#), as well as answers to frequently asked questions.

Health and Safety Guidelines if Someone Becomes Sick

The College uses these [CDPH protocols](#) for students and employees who have either tested positive for COVID-19 or come into close contact with someone who is COVID-19 positive. Close contact is defined as being within 6 feet of someone who is positive for COVID-19 for 15 minutes over a 24-hour period of time.

The COVID-19 Response and Action Team (CRAT) operates within these protocols for assessing risk [mitigation and prevention](#) strategies and case management of said individuals.

Individuals on campus who become sick with COVID-19 symptoms should immediately be removed from other faculty, staff, and students. Those who are sick should:

- wear a mask or face covering,
- go home, or go to a local health care facility, depending on how severe their symptoms are
- follow [CDC Guidance for caring for oneself and others](#) who are sick
- follow the above isolation guidance

Campus Police should be immediately contacted, if the individual's symptoms are severe.

Student Health Services are available via telehealth and in-person. The Student Health Centers Standing Order and Standardized Procedure for Containing COVID-19 during onsite delivery of services contains standard and recommended safety protocols to protect the health and safety of both students and employees. This document is available in Appendix B.

Notify Health Officials and Close Contacts

- When the College becomes aware of positive cases it will notify the County Public Health Department when required.
- The College will notify appropriate members of the campus community of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws, including FERPA and the ADA.
- The College will inform those who have had close contact with a person diagnosed with COVID-19 to self-monitor for symptoms, and follow [CDC guidance](#) if symptoms develop.
- The College will document/track incidents of possible exposure and notify local health officials, appropriate staff, and families as required immediately of a confirmed case of COVID-19 while maintaining confidentiality, as

required under FERPA and state law related to privacy of educational records.

- The College will advise sick staff and students not to return until they have met CDPH criteria to discontinue [home isolation](#), including 24 hours with no fever, symptom improvement, and 10 days since symptoms first appeared or a negative test after 5 days.
- The College will ensure non-discrimination against students and staff who were or are diagnosed with COVID-19.

Maintain Healthy Operations

Protections for Persons at Higher Risk for Severe Illness from COVID-19

- The College offers options for faculty and staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk.
- Employees are given the opportunity to work remotely through telework, remote course delivery, or modified job responsibilities.

Regulatory Awareness

- The College maintains awareness of current state or local regulatory agency policies related to group gatherings to determine if events can be held.
- Current updates and policies are discussed as necessary in email communication from the Office of the President.

Activities

- The following guidance is applicable to sporting events and participation in sports activities in ways that reduce the risk of transmission of COVID-19 to players, families, coaches, and communities. The College is utilizing guidance from the National Collegiate Athletic Association to inform decisions related to student athletic competitions. Appendix E contains guidance for the Palomar College Athletics Department and student athletes.
- For all other gatherings, such as public performances, current published state and local health officer orders are followed. Effective August 16, 2021, the College will permit public performances on the main campus and at the education centers.

Designated COVID-19 Point of Contact

- The Health Services Department is responsible for responding to COVID-19 concerns. The office is trained to coordinate the investigation, documentation and tracking of possible COVID-19 exposures with the COVID-19 Response and Action Team.

Participation in Community Response Efforts

- The District regularly participates in local public health meetings, regional institutions of higher education collaboration, and other community response efforts.

Communication Systems

- A [COVID-19 web page](#) has been established on the college's main website.
- A Communications Library for student and employee communication is maintained on the College [COVID-19 web page](#).
- The College Superintendent/President sends out COVID-19 update emails to all employees, as necessary.
- Through June 30, 2023, students, faculty, and staff are required to conduct a self-health pre-screening prior to coming to campus through the Cleared4 platform.
 - Those who have symptoms of COVID-19 are asked not to come to campus, and to complete a [COVID-19 questionnaire](#).
 - Students, faculty, and staff receive prompt notifications of exposures and closures while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Employees and students can complete the Palomar College [COVID-19 Questionnaire](#) to report an illness, suspected illness, or exposure. Additional guidance can be found [here](#).
 - Faculty, staff, students, and the public are notified of Palomar College closures and any restrictions in place to limit COVID-19 exposure.

Back-up Staffing Plan

- Managers and Directors are responsible for developing a plan on how to each department must consider how to backfill staffing needs if employees are unable to perform their duties due to COVID-19 related issues. Cross-training may need to occur. Contingency plans should be communicated to the respective Vice President.

Student Clubs

- All student clubs and organizations including the Associated Student Government and Inter-Club Council at Palomar College, will follow current guidelines to ensure the health and safety of students, faculty and staff.

Support Coping and Resilience

- Employees and students are encouraged to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.

- Eating healthy foods, exercising, getting sleep, and finding time to unwind are among positive approaches to promote a healthy mind and body during this unprecedented time.
- Employees and students are encouraged to talk with people they trust about their concerns and how they are feeling.
- Students can be directed to [CampusWell](#), an online health and wellness magazine sponsored by Palomar College Student Health Centers.
- Palomar College staff, faculty, and students can also access the following free online health and wellness resources.
 - [Wellness Central](#)
 - [Anthem EAP](#), access/Employer code=SISC
 - [VOYA Guidance Resources EAP](#), WebID=My5848i
- The District provides specific wellness opportunities. The following are recent examples:

We recently hosted and recorded several wellness workshops, including:

[Increasing Mental Toughness](#) by Lisa Urness (access passcode: X#U@7JeA)

[Personal Guide to Managing Stress and Change](#) by Karen Katz (access passcode: D0.g=QG2).

[The New Normal Life After COVID-19](#) by Terry Walker (access passcode: +C5W!jh=)
- On campus resources to help students manage stress are promoted through email and social media. On-campus signage is used to increase awareness as workshops become available. The College works to ensure that students have up-to-date contact information for Behavioral Health Counseling Services.
 - In the event of a crisis, students, staff, and faculty are encouraged to call the San Diego Access & Crisis Line 888-724-7240 or contact the Crisis Text Line by texting “courage” to 741741.
 - A National distress hotline is also available at 1-800-985-5990, or text TalkWithUs to 66746.

Immunizations

The District Governing Board amended and approved Board Policy (BP) 5210 Communicable Disease – Students and BP 7330 Communicable Disease. The District may require students and employees, respectively, to be fully vaccinated, including any boosters, in the event of an epidemic or pandemic, when one vaccine receives full FDA approval, the District will then accept any other vaccine that has FDA Emergency Authorization Use (EAU).

In accordance with BP/AP 7330 and BP/AP 5210: Communicable Disease and the District's Vaccination and Immunization Plan, the following District site locations are covered under the plan. Therefore, when required, all students and employees must be fully vaccinated or have a valid medical or religious exemption on file with Student Services or Human Resources, and follow the District's safety procedures in order to be physically present at any of the sites listed:

- San Marcos Main Campus
- Escondido Education Center
- Fallbrook Education Center
- Rancho Bernardo Education Center

The District provides information on COVID-19 vaccinations [here](#) on the COVID-19 website.

Appendix A
Palomar College ECE Lab School Return to Services Plan
Updated ECELS COVID Service Plan July 1, 2022
San Marcos and Escondido Sites

Required Program Information/ Documents to Review:

Palomar College ECE Lab School will follow the strategies and recommendations for childcare centers during the COVID-19 outbreak that come from the [State of California Guidance for Child Care Centers](#), the [Department of Social Service Community Care Licensing](#), the [California Department of Education](#), and the [CDC's Guidance for Childcare](#).

Additionally, the ECELS will continue to follow Palomar College's COVID-19 policies and procedures. As strategies and recommendations evolve and change, the ECELS will continue to follow the most current guidance. As throughout the entire pandemic, the health and safety of the children, families, students, and staff continue to be our top priority.

1. [COVID -19 Health Screening Questions- Child](#)
2. [COVID symptoms Decision Tree](#)
3. Staff will follow all current and, as updated, Palomar College Daily Screening policies.

Check in-Process:

Self-screening-We have received approval from our Community Care Licensing Analyst to allow families to self-screen for COVID symptoms as part of the check-in process in the morning.

Analysts provide guidance and inspect childcare sites to ensure health and safety standards are being maintained. The ProCare app that we are using to sign in will ask a screening question (see below) when checking your child in. It is expected that you will have already taken your own temperature and your child's temperature before answering the question. If you do not have access to a thermometer at home, you may use one of our thermometers. If you or your child exhibit any COVID-related symptoms, you will need to contact an administrator for the next steps (Palomar's current COVID-19 Questionnaire will be completed as we have been doing since July of 2020). To ensure the safety of all involved, please stay at home until you and/or your child are approved to return.

Sign-In Question:

Adults and children are required to self-screen before coming on-site, including taking temperatures. Are there any COVID symptoms, exposure to COVID, or medications that would prevent your child from attending according to the ECELS protocols or prevent you from entering our site?

- No. If you answered no, your child is cleared to attend school.
- Yes. If you answered yes, your child will not attend school without approval from an ECELS administrator.

Washing hands- After signing in and completing the self-screening process, **parents will need to help their child(ren) wash their hands before entering their classroom.** To social-distance, the following options are available to families:

1. Use the sink in the lobby
2. Use the restroom sink in the lobby
3. Use one of the adult restrooms along the corridor near the classrooms
4. At Escondido, outside sinks will be used for hand washing upon arrival.

Saying good-bye- After helping your child wash their hands, take your child to their classroom or playground where the teachers will receive them.

1. If your child's class is inside, please stop at the doorway (please do not enter the area) and greet the teacher and say goodbye to your child.
2. If your child's group is outside and your child has already washed, enter the classroom and greet the teacher and say goodbye to your child.
3. Say a quick goodbye (a couple of minutes maximum) so that the next family can do the process. Teachers must have visual supervision of children at all times, so **please be sure that the teacher has acknowledged your child's arrival before leaving.**

Check-out process: Masks required when entering our site

1. **Sign out using your mobile app.** (See instructions if needed)
2. **Pick-up your child:** Enter through the lobby and go to your child's classroom or playground. Stay at the door and let the teacher know you are ready to pick up your child. The teacher will send your child to you.
3. **Wash hands:** Same options as above for washing hands before leaving the site; parents will facilitate helping their child.

**COVID-19 (CORONA VIRUS) UNDERSTANDING OF RISK FOR PALOMAR COLLEGE
EARLY CHILDHOOD LAB SCHOOL- PARENT**

Children, parents, and staff participating in the Early Childhood Education Lab School (ECELS) are at risk of exposure to the virus that causes COVID-19. To continue to receive services from the ECELS, Palomar College requires you to read and sign the following statement of understanding.

- I understand that attending Palomar College ECELS places my child and me (while I am on-site) at-risk of exposure to the COVID-19 virus.
- I understand that by attending the Palomar College ECELS, my child may knowingly or unknowingly transmit COVID-19 virus to their family at home or to others with whom the child is in close contact.
- I understand that by my child attending the Palomar College ECELS and potentially transmitting the COVID-19 virus to others, my child may place other young children, elderly, or immune compromised family members and others at high risk for infection and illness.
- Palomar College is not liable for outcomes or expenses of ECELS children or family members infected with COVID-19 due to their attendance during this crisis.
- I will report any COVID-19 exposure my child has to Palomar College ECELS program staff immediately. I will keep my child at home until it is deemed safe to return by a medical provider.

Due to the COVID-19 virus risk, I understand that I have the option to keep my child at home until the stay-at-home orders are lifted for the County of San Diego. I will not lose my child's enrollment spot if I decide to keep my child at home at this time.

Print Name: _____ Signature _____

Name(s) of Child(ren): _____ Date: _____

Appendix B Health Services Return To Services Plan



Student Health Centers Standing Order And Standardized Procedure For Containing Novel Coronavirus (COVID-19)

POLICY:

- A. In management of clients exhibiting symptoms consistent with the 2019 Novel Coronavirus (COVID-19), the Centers for Disease Control and Prevention (CDC) and the Health and Human Services Agency of San Diego County recommend the following guidelines to promptly identify, isolate and investigate.
- B. Any client with suspected COVID-19 is to be evaluated and treated by the Physician/Nurse Practitioner, by telehealth appointment (MD/NP). In the absence of the MD/NP the following Standardized Procedure may be performed by a Registered Nurse (RN).
- C. Review and/or revision of the Standardized Procedure shall be performed periodically and/or as practice changes occur per the CDC and San Diego Public Health Services recommendations and standards (See Attached "Healthcare Personnel Preparedness Checklist", "County of San Diego Information about COVID-19", "CDC updated flowchart to identify and assess COVID-19")
- D. A written record shall be maintained for all personnel authorized to perform Standardized Procedures as identified by the Consulting Physician.
- E. The RN shall be authorized to implement the Standardized Procedure in this document without the direct or immediate observation or supervision of the Consulting Physician. Physician telephone consultation shall be available to the RN during clinic hours. When physician consultation occurs, notation shall be made in the electronic medical record.
- F. The RN, NP and MD shall all maintain a current California license.
- G. The client must be 18 years of age or if a minor, the Minor Consent Form shall be presented and completed, so as to not delay optimal care.
- H. The Director of the Student Health Centers (SHC) shall be responsible for developing and implementing this policy, and shall be responsible for the initial evaluation, and for continuing evaluation of the competence of the RN who performs this Standardized Procedure.
- I. If client DOES NOT exhibit signs of respiratory symptoms, cough, sore throat, nasal congestion, fatigue, difficulty breathing, fever or other symptoms of COVID-19 illness, then client will have an "Acute Walk-In" appointment made with NP/MD
- J. If client has signs of lower respiratory symptoms, cough, sore throat, difficulty breathing or fevers, the following protocol goes into effect:

STANDARDIZED PROCEDURE:

COVID-19 Phone Triage/ telehealth appointment by RN/NP/MD **HIGHLY RECOMMENDED** in order to minimize face-to-face contact via appointments.

1. For walk-in clients:
 - a. If a client enters SHC with visible signs of COVID-19, Front Desk Staff are to immediately have client put a mask on. Front Desk staff will verbally screen students for COVID-19 symptoms. Front desk staff are to have the students test themselves with an antigen COVID-19 test outside the waiting room.
 - b. Front Desk Staff are to ask client for the following information:
Telephone number
Student ID
Email
 - c. If the antigen test is positive, client will be referred directly to the online Palomar College COVID reporting form (COVID Response Action Team). The student will be informed that shortly after completing the form and submitting it, a Student Health Care medical provider will call them to provide guidance.
 - d. If the antigen test is negative, the client should be scheduled an appointment with MD/NP, either by telehealth or in-person. The RN/NP will make the decision whether seeing the student for an in-person visit is warranted, based on severity of symptoms.
 - e. The Front Desk Staff will immediately notify the RN/NP of the client's arrival and location.
2. In the event of a phone call from an **off-campus** client, Front Desk Staff are to ask screening questions. Client ID and telephone number should be confirmed at this time.
 - a. If Coronavirus criteria are met, client should be referred directly to the online Palomar College COVID reporting form (COVID Response Action Team). The student will be informed that shortly after completing the form and submitting it, a Palomar Student Health Center medical provider will call them to provide guidance.
 - b. If the Coronavirus criteria is not met, client should be scheduled an appointment with NP/MD, either by telehealth or in-person.
3. In the event of a phone call from an **on-campus** client, Front Desk Staff are to verbally screen client for COVID-19 symptoms.
 - a. If client answers "YES" to any screening questions, direct client to wait outside (North side of SHC) for further assessment by medical staff. The student should be reminded by the front desk staff of any relevant campus policies related to COVID (i.e. complete the pre-screening symptom questionnaire prior to coming to campus, do not come campus if symptomatic).
 - b. Front desk staff are to have the students test themselves with an antigen COVID-19 test outside the waiting room.
 - c. If the antigen test is positive, client will be referred directly to the online Palomar College COVID reporting form (COVID Response Action Team). The student will be

informed that shortly after completing the form and submitting it, a Student Health Center medical provider will call them to provide guidance.

- d. If the antigen test is negative, the client should be scheduled an appointment with MD/NP, either by telehealth or in-person. The RN/NP will make the decision whether seeing the student for an in-person visit is warranted, based on severity of symptoms.
4. Recommended to offer triaged client support with placing a chair in SHC Triage Area while client is waiting for RN/NP
5. Offer clients bottled water, Tylenol, Motrin (if non allergic) or cough drops and assure transport safety.
6. If any client develops any **emergency warning signs** for COVID-19 get **medical attention immediately**. Call campus police and activate 911. Emergency warning signs include:
 - a. Difficulty breathing or shortness of breath
 - b. Persistent pain or pressure in the chest
 - c. New confusion or inability to arouse
 - d. Bluish lips or face

Development and Approval of Nursing Protocols:

The Standardized Policy and Procedure for Containing 2019 Novel Coronavirus (COVID-19) has been developed and approved by the persons listed below and will be reviewed periodically and/or as practice changes occur.

Signature: _____ Date: _____
Patrick Savaiano, Psy.D., Acting Director of Health Services

Signature: _____ Date: _____
Sarah Adams, RN, FNP, Full-Time Nurse Practitioner

Signature: _____ Date: _____
Kouroush Khamooshian, MD, Consulting Physician/Medical Director

Personnel authorized to perform Standardized Procedure for Containing 2019 Novel Coronavirus (COVID-19):

Kouroush Khamooshian, MD Date: _____

Sarah Adams, RN, MSN, FNP-C Date: _____

Jackie Cotten, RN, MSN, FNP-C Date: _____

Hope Rull, RN, BSN Date: _____

Heather Dorny, RN Date: _____

Amy McGuire, RN Date: _____

Rev. 11/21/2022

[https://palomar0-my.sharepoint.com/personal/sadams_palomar_edu/Documents/Desktop/SHC Standing Order and Standardized Procedure for Containing COVID-19.docx](https://palomar0-my.sharepoint.com/personal/sadams_palomar_edu/Documents/Desktop/SHC%20Standing%20Order%20and%20Standardized%20Procedure%20for%20Containing%20COVID-19.docx) 4/20/23 4:19 PM

Appendix C Palomar Community College District

COVID-19 VACCINATION AND IMMUNIZATION PLAN (Suspended on May 31, 2022)

Purpose

The Palomar Community College District is committed to providing a safe and healthy campus. In furtherance of this commitment, this plan intends to mitigate the risks surrounding exposure to COVID-19 by requiring that all employees who are on District premises have received the full COVID-19 vaccine.

The novel coronavirus and the disease it causes, COVID-19, is a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, and in California. COVID-19 spreads mainly through close contact from person to person, including between people who are physically near each other. People who are infected but do not show symptoms can also spread the virus to others.¹ The Centers for Disease Control (CDC) notes that “**COVID-19 spreads very easily from person to person**” and that “[t]he virus that causes COVID-19 appears to spread more efficiently than influenza....”²

According to the CDC, vaccination is a safe and effective way to prevent people who are vaccinated from becoming seriously ill with COVID-19. The CDC recommends widespread vaccination and states:

COVID-19 vaccination will help keep you from getting COVID-19:

- All COVID-19 vaccines currently available in the United States have been shown to be highly effective at preventing COVID-19.
- All COVID-19 vaccines that are in development are being carefully evaluated in clinical trials and will be authorized or approved only if they make it substantially less likely you will get COVID-19.
- Based on what we know about vaccines for other diseases and early data from clinical trials, experts believe that getting a COVID-19 vaccine may also help keep you from getting seriously ill even if you do get COVID-19.
- Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.
- Experts continue to conduct more studies about the effect of COVID-19 vaccination on severity of illness from COVID-19, as well as its ability to keep people from spreading the virus that causes COVID-19.

COVID-19 vaccination is a safer way to help build protection:

¹ Centers for Disease Control, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html> [April 2, 2021].

² CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>, [April 2,

- COVID-19 can have serious, life-threatening complications, and there is no way to know how COVID-19 will affect you. And if you get sick, you could spread the disease to friends, family, and others around you.
- Clinical trials of all vaccines must first show they are safe and effective before any vaccine can be authorized or approved for use, including COVID-19 vaccines. The known and potential benefits of a COVID-19 vaccine must outweigh the known and potential risks of the vaccine for use under what is known as an Emergency Use Authorization (EUA).
- Getting COVID-19 may offer some natural protection, known as immunity. Current evidence suggests that reinfection with the virus that causes COVID-19 is uncommon in the 90 days after initial infection. However, experts do not know for sure how long this protection lasts, and the risk of severe illness and death from COVID-19 far outweighs any benefits of natural immunity. COVID-19 vaccination will help protect you by creating an antibody (immune system) response without having to experience sickness.
- Both natural immunity and immunity produced by a vaccine are important parts of COVID-19 disease that experts are trying to learn more about, and CDC will keep the public informed as new evidence becomes available.

COVID-19 vaccination will be an important tool to help stop the pandemic:

- Wearing masks and social distancing help reduce your chance of being exposed to the virus or spreading it to others, but these measures are not enough. Vaccines will work with your immune system so it will be ready to fight the virus if you are exposed.
- The combination of getting vaccinated and following CDC's recommendations to protect yourself and others will offer the best protection from COVID-19.
- Stopping a pandemic requires using all the tools we have available. As experts learn more about how COVID-19 vaccination may help reduce spread of the disease in communities, CDC will continue to update the recommendations to protect communities using the latest science.

(See more from the CDC on the benefits of vaccination at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html> [April 27, 2021].)

The California Department of Public Health (CDPH) also recommends that people get vaccinated to slow the spread of COVID-19. The CDPH has its own "Scientific Safety Review Workgroup," which has confirmed that "vaccines have met high standards for safety and efficacy."³

Based on the ease of transmission of the virus that causes COVID-19 and the safety and effectiveness of vaccination, this Plan operates to protect employees, students, and the community.

³ CDPH, https://www.cdph.ca.gov/Programs/CID/DCDC/CDPHa%20Document%20Library/COVID-19/COVID_VACCINE_FACT_SHEET-ENG-08.pdf, [April 2, 2021.]

Plan

I. Scope of Coverage

All employees will need to be fully vaccinated for COVID-19 to be physically present on District premise unless the employee meets one of the exemptions outlined below. “Fully vaccinated” means the employer has documentation showing that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. The District will also require booster shots if booster shots are recommended by the appropriate government agency such as the CDC or FDA.

Employees will have six (6) weeks from the Effective date of this Plan to become fully vaccinated as defined above. Vaccines must have the following approval to be accepted under this Plan:

- Full FDA approval; or
- FDA Emergency Authorization Use (EAU) approval; or
- Full World Health Organization (WHO) approval; or
- WHO Emergency Use (EU) approval

II. Effective Dates

This Plan shall be effective immediately upon full FDA approval of a COVID-19 vaccination and shall remain in effect until the District determines that the Plan is no longer necessary. This Plan may be amended or revoked at any time. Negotiable items, such as working conditions, will be negotiated per the collective bargaining agreements.

III. Proof of Vaccination

Once fully vaccinated with the COVID-19 vaccine, employees must provide to the District proof of vaccination and a signed Confidentiality of Medical Information Act release (Attachment 2) to be physically present on campus.

Employees who have been vaccinated are required to continue to abide by all District policies, procedures, and protocols regarding COVID-19 until the District directs otherwise. The District’s COVID-19 Prevention Plan is available on the District’s COVID-19 website.

iv. Health or Medical Records

The District will not request any health or medical information for the purpose of enforcement of this Plan other than proof of vaccination, medical exemption, or what is required under the ADA process. Unless consent is given, the District will not receive any medical information from employees or give any medical information to any vaccination provider. Any proof of vaccination an employee provides to the District will be stored in a manner consistent with applicable law and in accordance with the District's practice for storing medical information employees.

v. Exemptions from Vaccination Requirement

District employees may be exempt from the mandatory COVID-19 vaccine requirements in this Plan only under the following circumstances:

- A. If an applicant for District employment meets all other requirements for employment as applicable but needs additional time to obtain and provide their vaccination records, the person's assignment will be conditional for a maximum of 30 days upon signing and submitting a written statement attesting that they have been vaccinated as required.
- B. The employee submits a written statement from a healthcare provider exempting them due to the person's qualifying disability. This statement must be submitted on the healthcare provider's office letterhead with the healthcare provider's printed name, license number, signature, and date the statement is issued. Alternatively, employees may submit the Medical Exemption Form attached herein as Attachment 3. Employees should submit the statement to benefits@palomar.edu.
- C. The employee objects based on a sincerely held religious belief. If the employee objects on this basis, the employee must complete and submit the corresponding Religious Exemption Request Form for COVID-19 Vaccination in Attachment 1. Employees should submit the completed form to benefits@palomar.edu.

Approval of an exemption means the employee may work on campus without being fully vaccinated. All other COVID-19 safety protocols must be followed.

vi. Americans With Disabilities Accommodations Process

If the District determines that an employee has not received the COVID-19 vaccination due to a disability the District will send the employee the accommodations process form to determine whether a reasonable accommodation can be provided.

The disability accommodations process for employees will determine whether a reasonable accommodation exists to enable an employee to perform the “essential functions” of their job. Essential functions vary by job class and therefore the process shall be case by case and may result in different outcomes in different cases.

To initiate the disability accommodations process, employees submit the Request for Reasonable Accommodation form along with a written statement from a licensed healthcare provider outlining the person’s restrictions/functional limitations due to a disability. This statement must be submitted on the healthcare provider’s office letterhead with the healthcare provider’s printed name, license number, signature, and date the statement is issued. Employees should submit the healthcare provider’s statement to benefits@palomar.edu in Human Resources. Human Resources will engage in the interactive process to explore reasonable accommodations that will support the restrictions/functional limitations.

Accommodations may not be possible where it would result in an undue burden to the District or result in a fundamental alteration of the course, or where the employee presence would pose a direct threat.

AUTHORITY:

- Americans with Disabilities Act
- Title VII of the Civil Rights Act
- EEOC Technical Assistance, updated December 16, 2020
- DFEH Employment Information on COVID-19
- Palomar Community College District COVID-19 Prevention Plan

ATTACHMENT 1

RELIGIOUS EXEMPTION REQUEST FORM FOR COVID-19 VACCINATION

The Palomar Community College District affords equal employment opportunity for all qualified employees and applicants as to all terms of employment and prohibits discrimination against employees or applicants based on classifications protected by law, including, but not limited to, religion, creed, and religious belief, practice, or observance. Accordingly, the District provides reasonable accommodations for applicants and employees whose sincerely held religious belief, practice, or observance conflicts with an employment requirement, unless providing a reasonable accommodation would result in undue hardship on the conduct of the District's operations.

To promote a safe and healthful workplace for employees, and to promote the health and safety of employees working on the District's campus and facilities, and members of the community, the District requires that all employees receive a COVID-19 vaccination to be physically present on District premises. Employees may use this form to request a religious accommodation if they have a sincerely held religious belief, practice, or observance that conflicts with the District's requirement that all employees receive a COVID-19 vaccination.

Employee to complete the following information:

Section A: General Information

Employee's Name: _____

Employee's Job Title: _____

Employee's Supervisor: _____

Employee's Department: _____

Employee's Worksite: _____

Section B: General Position and Worksite Information

Please check all that currently apply to you:

- I perform work onsite at a District campus or facility.
- I interact with students, other employees, visitors, or members of the public while performing my job duties
- I perform work in shared or communal spaces or areas where students, other employees, visitors, or members of the public may also be present

Section C: Description of Religious Belief, Practice, or Observance

Please describe your sincerely held religious belief(s), practice(s), or observance(s) that conflicts with the requirement that you receive a COVID-19 vaccination:

My signature below indicates that the information I have provided in this form accurately reflects my sincerely held religious belief(s), practice(s), or observance(s) and its conflict with the District's requirement that all employees receive a COVID-19 vaccination. I also understand that the District may require me to provide additional supporting documentation.

Employee's Signature

Date

ATTACHMENT 2

**AUTHORIZATION FOR DISCLOSURE AND USE OF
MEDICAL INFORMATION**

**Confidentiality of Medical Information Act (CMIA), Civil Code §
56, et seq.**

Pursuant to California’s Confidentiality of Medical Information Act, I,
_____, authorize the Palomar College Community College
District to receive my medical information as described in this authorization.
I also authorize representatives from the District to use the medical
information for the purposes described in this authorization.

This authorization is limited to the following types of information:

Confirmation of COVID-19 (SARS-CoV-2) vaccination.

The recipients of this information may use the information for the following
purpose:

Compliance with the District’s COVID-19 Vaccination and Immunization Plan.

Expiration Date: The District is no longer authorized to disclose or use
medical information described in this authorization after June 30, 2022.

Right to Receive Copy of This Authorization: I understand that if I sign this
authorization, I have the right to receive a copy of this authorization. Upon
request, the District will provide me with a copy of this authorization.

**I authorize the disclosure and use of my medical information as
described above for the purposes listed above. I understand that this
authorization is voluntary and that I am signing this authorization
voluntarily.**

Employee Name

Signature

Date

ATTACHMENT 3



To request an exemption from required vaccinations, please complete Section 1 below and have your medical provider complete Section 2 before returning this form to the Palomar College Benefits Department.

SECTION 1

Request for medical exemption from Palomar College's mandatory vaccination policy:

Name (print):	Date:
EID:	Position:
Supervisor:	Work/Cell Phone:

- The information to substantiate my request for exemption from Palomar College's vaccination policy is true and accurate to the best of my knowledge.
- I understand that any falsified information can lead to disciplinary action, up to and including termination.
- I understand that Palomar College is not required to provide an exemption accommodation if doing so would pose a direct threat to myself, or others, in the workplace or would create an undue hardship for Palomar College.

Employee Signature: _____ Date: _____

Please note that Palomar College is not seeking information regarding a condition or diagnosis, if any. Please do not provide us with any diagnostic or other information about your patient's condition.

*The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. **To comply with this law, the Palomar College does not seek, and this request does not include any genetic information.** "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*

SECTION 2

Medical Provider Certification for vaccination exemption:

Palomar College requires vaccination against COVID-19 as a condition of employment. The individual named above is seeking an exemption to this policy due to medical contraindications. Please complete this form to assist Palomar College in the reasonable accommodation process.

The person named above should not receive the COVID-19 vaccine due to a qualifying medical condition.

This exemption should be:

Temporary, expiring on: ____/____/____, or when _____.

Permanent.

I certify the above information to be true and accurate, and request exemption from the COVID-19 vaccination for the above-named individual.

Medical Provider Name (print): _____

Medical Provider Signature: _____

Date: _____

Practice Name, Address, and Phone Number _____

APPENDIX D
Palomar Community College District Student COVID-19 Vaccination Plan
(Suspended on May 31, 2022)

Purpose

The Palomar Community College District is committed to providing a safe and healthy campus. In furtherance of this commitment, this plan intends to mitigate the risks surrounding exposure to COVID-19 by requiring that all students who are on District premises have received the full COVID-19 vaccine.

The novel coronavirus (COVID-19) and the diseases caused, are a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, and in California. COVID-19 spreads mainly through close contact from person to person, including between people who are physically near each other. People who are infected but do not show symptoms can also spread the virus to others.¹ The Centers for Disease Control (CDC) notes that **“COVID-19 spreads very easily from person to person”** and that “[t]he virus that causes COVID-19 appears to spread more efficiently than influenza....”²

According to the CDC, vaccination is a safe and effective way to prevent people who are vaccinated from becoming seriously ill with COVID-19. The CDC recommends widespread vaccination and states:

COVID-19 vaccination will help keep you from getting COVID-19:

- All COVID-19 vaccines currently available in the United States have been shown to be highly effective at preventing COVID-19.
- All COVID-19 vaccines that are in development are being carefully evaluated in clinical trials and will be authorized or approved only if they make it substantially less likely you will get COVID-19.
- Based on what we know about vaccines for other diseases and early data from clinical trials, experts believe that getting a COVID-19 vaccine may also help keep individuals from getting seriously ill even if they do get COVID-19.
- Through vaccination, individuals may also protect people around them, particularly people at increased risk for severe illness from COVID-19.
- Experts continue to conduct more studies about the effect of COVID-19 vaccination on severity of illness from COVID-19, as well as its ability to keep people from spreading the virus that causes COVID-19.

COVID-19 vaccination is a safer way to help build protection:

- COVID-19 can have serious, life-threatening complications, and there is no way to know the impact of COVID-19 on individuals. Those with COVID-19 are more likely to spread the disease to friends, family, and others.
- Clinical trials of all vaccines must first show they are safe and effective before any vaccine can be authorized or approved for use, including COVID-19 vaccines. The known and potential benefits of a COVID-19 vaccine must outweigh the known and potential risks of the vaccine for use under what is known as an Emergency Use Authorization (EUA).
- Getting COVID-19 may offer some natural protection, known as immunity. Current evidence suggests that reinfection with the virus that causes COVID-19 is uncommon in the 90 days after initial infection. However, experts do not know for sure how long this protection lasts, and the risk of severe illness and death from COVID-19 far outweighs any benefits of natural immunity. COVID-19 vaccination helps protect individuals by creating an antibody (immune system) response without having to experience sickness.
- Both natural immunity and immunity produced by a vaccine are important parts of COVID-19 disease that experts are trying to learn more about, and CDC will keep the public informed as new evidence becomes available.
- COVID-19 vaccination will be an important tool to help stop the pandemic.
- Wearing masks and social distancing helps reduce the chance of being exposed to the virus or spreading it to others, but these measures are not enough. Vaccines will work with the immune system so it will be ready to fight the virus if exposed.
- The combination of getting vaccinated and following the CDC's recommendations will offer the best protection from COVID-19.
- Stopping a pandemic requires using all the tools available. As experts learn more about how COVID-19 vaccination may help reduce the spread of the disease in communities, the CDC will continue to update the recommendations to protect communities using the latest science.

(See more from the CDC on the benefits of vaccination at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html> [April 27, 2021].)

The California Department of Public Health (CDPH) also recommends that people get vaccinated to slow the spread of COVID-19. The CDPH has its

¹ Centers for Disease Control, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html> [April 2, 2021].

² CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>, [April 2, 2021]

own “Scientific Safety Review Workgroup,” which has confirmed that “vaccines have met high standards for safety and efficacy.”³

Based on the ease of transmission of the virus that causes COVID-19 and the safety and effectiveness of vaccination, this Plan operates to protect employees, students, and the community.

Plan

I. Scope of Coverage

Once this Plan is implemented, the College will require all students who will be physically present on campus for an extended time (longer than 15 minutes indoors) to be fully vaccinated for COVID-19 unless the student meets one of the exemptions outlined below. Instead of being vaccinated, students may choose to take all of their courses and receive services from the College remotely, as virtual options will remain available to the extent practicable. “Fully vaccinated” means the College has documentation showing that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. The College will also require booster shots, if booster shots are recommended by the appropriate government agency such as the CDC or FDA.

Students will have six (6) weeks from the effective date of this Plan to become fully vaccinated as defined above. Vaccines must have the following approval to be accepted under this Plan:

- Full FDA approval; or
- FDA Emergency Authorization Use (EAU) approval; or
- Full World Health Organization (WHO) approval; or
- WHO Emergency Use (EU) approval

Under certain extenuating circumstances, unvaccinated students may be required to participate in routine Antigen testing in order to participate in face-to-face courses or access in-person services on District premises.

³CDPH,
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPha%20Document%20Library/COVID-19/COVID_VACCINE_FACT_SHEET-ENG-08.pdf, [April 2, 2021].

In accordance with BP/AP 7330 and BP/AP 5210: Communicable Disease and the District's Vaccination and Immunization Plan, the following District site locations are covered under the plan. Therefore, all students and employees must be fully vaccinated or have a valid medical or religious exemption on file with Student Services or Human Resources, and follow the District's safety procedures in order to be physically present at any of the sites listed:

San Marcos Main Campus
Escondido Education Center
Fallbrook Education Center
Rancho Bernardo Education Center

II. Effective Dates

This Plan shall be effective immediately upon full FDA approval of a COVID-19 vaccination and shall remain in effect until the College determines that the Plan is no longer necessary. This Plan may be amended or revoked at any time.

III. Proof of Vaccination

Once fully vaccinated with the COVID-19 vaccine, students must submit to the College proof of vaccination and an Authorization for Disclosure and use of Medical Information to be physically present on campus. Students should submit their proof of vaccination and Authorization for Disclosure and use of Medical Information via their My Palomar portal for review by the College. All students are required to continue to abide by all College policies, procedures, and protocols regarding COVID-19 until the College directs otherwise. The District's COVID-19 Recovery Plan is available [here](#).

IV. Health or Medical Records

The College will not request any health or medical information for the purpose of enforcement of this Plan other than proof of vaccination, medical exemption, or what is required under the accommodation process. Unless consent is given, the College will not receive any medical information from students or give any medical information to any vaccination provider. Any proof of vaccination a student provides to the College will be stored in a manner consistent with applicable law and in accordance with the College's practice for storing confidential information for students.

V. Exemptions from Vaccination Requirement

Students may be exempt from the mandatory COVID-19 vaccine requirements in this Plan only under the following circumstances

- A. Medical Exemption: The student submits a written statement from a licensed medical provider exempting the student due to their qualifying disability or serious medical condition. This statement must be submitted on the healthcare provider's office letterhead with the healthcare provider's printed name, license number, signature, and date the statement is issued, or the medical exemption form attached herein. Students should submit the statement via their My Palomar portal for review and approval by the College.
- B. Religious Exemption: The student objects based on a sincerely held religious belief. If the student objects on this basis, the student must complete and submit the corresponding Religious Exemption Request Form for COVID-19 Vaccination via their My Palomar portal for review and approval by the College.

Approval of an exemption means the student may access campus without being fully vaccinated. All other COVID-19 safety protocols must be followed. These include:

- stay home if you are ill; leave campus if you start to feel ill.
- self-screen for health symptoms using the Cleared4 platform.
- wear [a mask that covers your nose and mouth](#) to help protect yourself and others.
- Respect the requests of others to stay up to 6 feet away.
- Avoid crowds and poorly ventilated indoor spaces.
- [Wash your hands often](#) with soap and water. Use hand sanitizer if soap and water aren't available.
- report any illness to your instructor, and complete and submit the COVID-19 questionnaire available at <https://www.palomar.edu/covid19/covid-19-questionnaire/>

APPENDIX E

Specific Interim Guidance for Collegiate Athletics

CCCAA Recommendations for Infection Control in Athletics

Introduction

This document is based upon the latest updates from the [NCAA](#) infection control in sports document. This document recommends that CCCAA membership institutions consider shifting to standard precautions for purposes of infectious disease management. Shifting to standard precautions means that socializing strategies are no longer based on surveillance testing or other testing strategies. **Each institution should get approval from their county and/or local health agencies when updating their COVID procedures.** These recommendations could change as new guidelines comes out from the NCAA, CDC and the state of California.

Testing¹ ([CDC link for COVID-19 Community Level](#))

- Needed for individuals coming to campus or participating in athletics that have developed new COVID-19 symptoms.
- Low to Medium community level – Masking and surveillance testing are no longer recommended.
- High community level – Masking indoors in public settings. Surveillance testing is recommended. Consult with your local county health agency to determine surveillance testing protocols if you return to high community transmission levels.

Masking^{1,5}

Is still required for majority of health care facilities, like the athletic training facility.

Vaccination Recommendations^{1,2}

Stay up to date with your COVID-19 vaccines and follow the [CDC recommendations](#) on when you are considered up to date.

Quarantine and Isolation^{1,3,4} (Regardless of Vaccinations Status)

- Quarantine is no longer [recommended by CDPH](#) for most individuals that have been exposed. After exposure, persons should wear a well fitted mask for 10 day and get a COVID test 3-5 days after exposure.
- Positive individuals are required to Isolate for at least 5 days, get tested (antigen preferred) on day 5. Can end isolation on day 6 if negative test, no fever for 24 hrs. and other symptoms are gone or improving.

Education¹

- Consider including infection control strategies for all athletics personnel as part of yearly/eligibility meetings.
- Include symptoms for COVID, Flu, Cold.
 - Encourage individuals to stay home when they are feeling sick and to seek appropriate care.
 - Cover standard precautions that can help prevent disease transmission on your campuses.

Standard Precautions^{1,5}

- Performing hand hygiene.
- Using personal protective equipment whenever there is an expectation of possible exposure to infectious material.
- Following respiratory hygiene/cough etiquette principles.
- Ensuring appropriate patient placement.
- Properly handling, cleaning, and disinfecting patient care equipment and instruments/devices.

- Handling textiles and laundry carefully.
- Following safe injection practices.
- Ensuring health care worker safety including proper handling of needles and other sharps.
- Some type of testing opportunity needs to be available on campus for student athletes and staff that are experiencing new COVID-19 symptoms.

References

1. Infection Control in Sport. April 13, 2022. https://ncaaorg.s3.amazonaws.com/ssi/COVID/SSI_InfectionControlInSport.pdf
2. CDC Stay Up to Date With Your COVID-19 Vaccines, April 2, 2022. <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>
3. Guidance for Local Health Jurisdictions on Isolation and Quarantine for General Public. June 20, 2022. <https://covid19.ca.gov/quarantine-and-isolation/>
4. CDC Isolation and Quarantine. March 30, 2022. <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>
5. CDC Standard Precautions for All Patient Care. January 26, 2016. <https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

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