

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

# COVID-19 Guide for Employees and Students

*As of August 4, 2021*



CONTRA  
COSTA  
COLLEGE




LOS MEDANOS  
COLLEGE



# GETTING VACCINATED

All people ages 12 and older are [eligible to get vaccinated through Contra Costa Health Services \(CCHS\)](#), even if they do not live or work in Contra Costa County.



Vaccines are one of the most important tools to end the COVID-19 pandemic. A safe, effective, free COVID-19 vaccine is available to everyone ages 12 and older in California. The vaccine, paired with other daily health habits like wearing a face covering, is our best protection against COVID-19



## Getting your vaccine is easy!

- ✓ **NO** appointment needed
- ✓ **NO** cost to you
- ✓ **12+** clinics around the county
- ✓ Choose between **one-dose** or **two-dose** at most clinics
- ✓ Available for **all people** age 12 and older

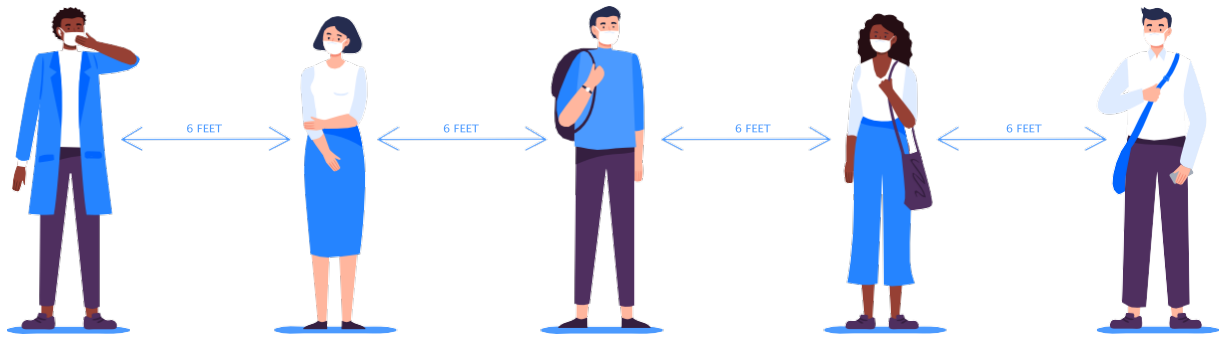
**More Info:**

-  [bit.ly/cc-vax](https://bit.ly/cc-vax)
-  833-829-2626

[cchealth.org](https://cchealth.org)

**RESPONSE**  
Coronavirus (COVID-19)  
CONTRA COSTA  
HEALTH SERVICES





---

## SOCIAL DISTANCING

Face coverings are to be properly worn over the nose and mouth when indoors, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Where possible, ensure at least six feet of physical distancing in our facilities by:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements –where possible.
- Reducing the number of persons in an area at one time, including visitors.
- Providing visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Arranging for staggered arrival, departure, work, and break times.
- Adjusting work processes or procedures, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

The primary objective of the social distancing protocols is to ensure proper physical distancing in instructional, student services and office spaces. Physical distancing is identified by health authorities as the most effective single method of avoiding the spread and contraction of COVID-19.

# FACE COVERINGS



The District provides clean, undamaged face coverings and ensures they are properly worn over the nose and mouth when indoors, and where required by orders from the California Department of Public Health (CDPH) or local health department.

When on campus and at the District Office, everyone is expected to follow County and State public health guidelines for physical distancing, face covering, and hygiene, plus additional measures as noted in this document.

## Distribution:

Everyone is expected to provide their own appropriate face covering, however, should employees not have their own face covering, disposable face coverings are available from each College Business Office and District Office Risk Management

If a student does not have their own face covering, they are available in the College Book Store. A limited number of disposable face coverings may be available from Student Services or your Dean's office.

Faculty and students will wear face coverings in the classroom. If a faculty member is not able to wear a face covering, a face shield will be provided upon request.

The following are exceptions to the use of face coverings in our workplace:

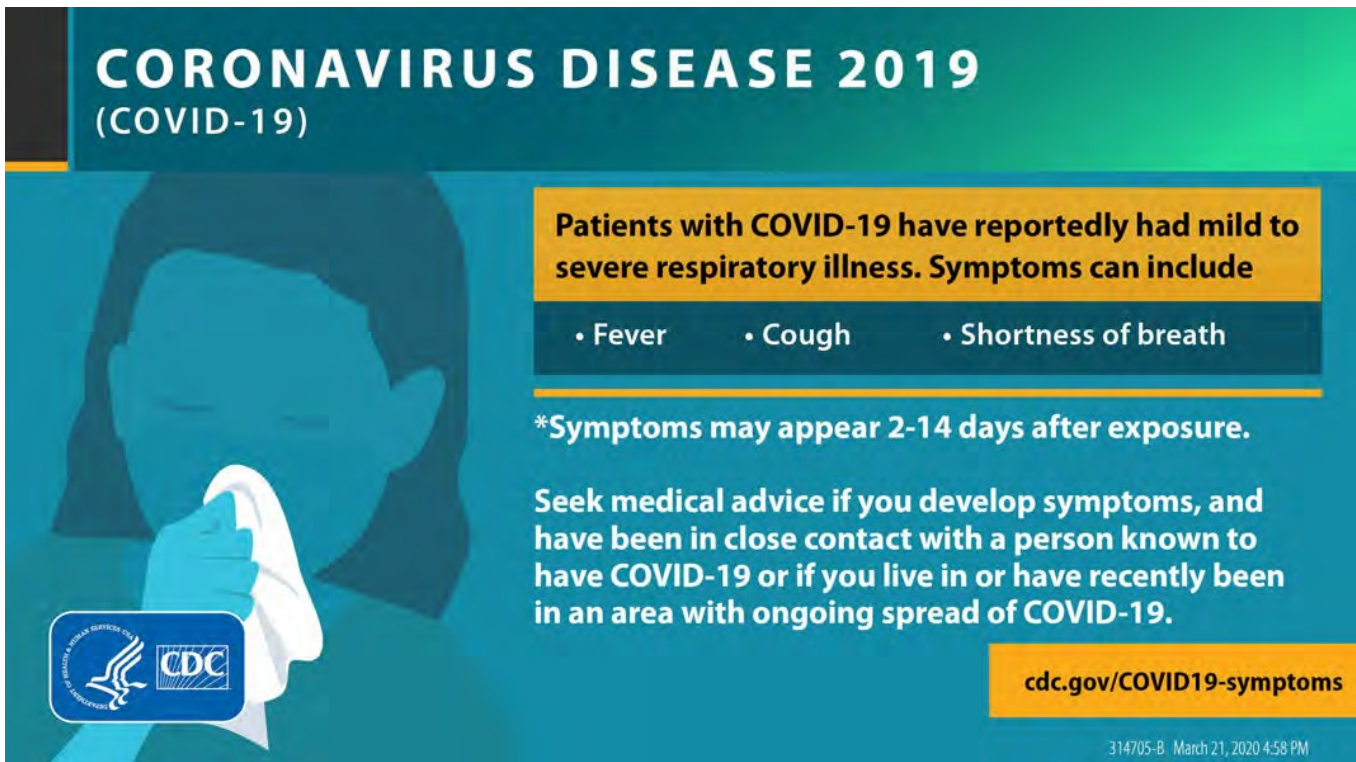
- When a person is alone in a room.
- While eating and drinking.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart

# SELF-SCREENING

All employees, students, and visitors are expected to complete self-screening procedures for recognized COVID-19 symptoms before coming onto campus. Because most of our office and instructional spaces meet the low/medium levels from the OSHA workplace assessment pyramid, all employees, students and visitors

are asked not to enter District sites if experiencing COVID-19 symptoms or if recently exposed to an infected person.

Temperature checks and testing may be performed in high density environments, such as dental hygiene and athletics.



**CORONAVIRUS DISEASE 2019**  
(COVID-19)

Patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms can include

- Fever
- Cough
- Shortness of breath

\*Symptoms may appear 2-14 days after exposure.

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

[cdc.gov/COVID19-symptoms](https://cdc.gov/COVID19-symptoms)

314705-B March 21, 2020 4:58 PM

The infographic features a teal background with a white silhouette of a person coughing into their elbow. A CDC logo is visible in the bottom left corner of the graphic area.

# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



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

316475-A 07/21/2020

# PROTOCOL FOR SUSPECTED CASE OF COVID-19 ON CAMPUS

Our campus community is being cautious and taking measures to reduce risk; however, the contagious nature of the COVID-19 virus and the essential functions we provide to our students mean our community will potentially have positive cases among our students, staff, and faculty. It is critical that everyone knows how to respond.

## Initial Response:

- Any individual who believes they are experiencing symptoms of COVID-19 infection, and are expected to report to, or have reported to a College or District facility within the prior 48 hours, should report their situation to a supervisor, manager or faculty member immediately:
  - Contact should be made by phone, email, or other non- face-to-face communication, where possible, to avoid additional potential exposure.
- Individuals who have symptoms when they arrive on campus or become sick during the day should immediately isolate themselves from other employees, students, and visitors and leave campus as soon as possible to seek their personal health care provider. If not already doing so, wear a face covering and avoid touching common surfaces.

## Reporting Protocol:

- The supervisor, manager or faculty member should immediately contact their College Chief Business Officer. If unavailable, they will then call VP of Student Services, VP of Instruction, or District Chief of Police.
- It is critical that one of the individuals listed above personally acknowledge receiving the call. A voice mail is not relied on to establish contact.
- The reporting supervisor, manager or faculty member must also send an email notification to the appropriate COVID Response Group.
- **COVID Response Group Email is established for each District site:**
  - [CCCCCOVID@contracosta.edu](mailto:CCCCCOVID@contracosta.edu)
  - [DVCCCOVID@dvc.edu](mailto:DVCCCOVID@dvc.edu)
  - [LMCCCOVID@losmedanos.edu](mailto:LMCCCOVID@losmedanos.edu)
  - [DOCOVID@4cd.edu](mailto:DOCOVID@4cd.edu)
- **The above email address for each campus will go to the following people:**
  - Chief Business Officer
  - VP of Student Services
  - VP of Instruction
  - Director of Risk Management
  - Associate Vice Chancellor of Human Resources
  - Chief of Police Services

The reporting supervisor, manager or faculty member should use the email template on the following page to make this report:



EMAIL REPORTING TEMPLATE (please customize):

TO: [Relevant COVID Response Group Email]  
FROM: [Department]  
SUBJECT: COVID-19 EXPOSURE REPORT

URGENT:

A [campus/location] [student/employee] that was [attending a class /working] with the [Department Name] department communicated that they might have been exposed to COVID-19.

This individual communicated that they believed they were exposed because [enter rationale if provided].

The individual was on campus on [enter Date, time, and duration] during the past 48 hours.

The rooms or spaces that the symptomatic individual entered include the following:  
[please list the rooms and buildings]

To my knowledge the following individuals may have had close contact with the individual.  
[Please list the individuals]

[If referring to a student] As a student, they were attending the following course sections.  
[Please list each course section]

---

NOTES:

“Close contact,” in accordance with CDC guidance, only includes individuals who were within six feet of an infected person for at least 15 cumulative minutes, with or without a face covering.

The reporting supervisor, manager or faculty member is not to share the information with anyone other than individuals identified in the COVID Response Group Email.

Notification to others that were potentially exposed will be done by District Risk Management, Campus Administration, District HR, or Contra Costa Health Services during contact tracing in event of confirmed case.



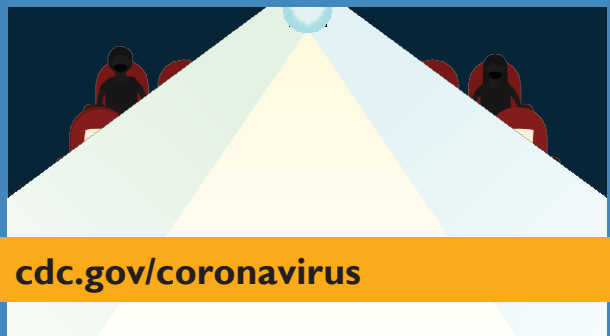
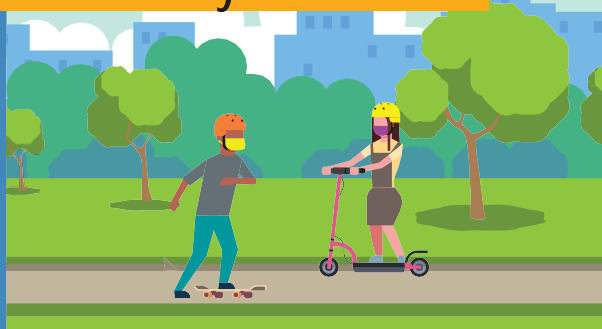
# Do it for Yourself and Your Friends

If you have or think you have COVID-19

Stay home, get rest, and hydrate



And later you can...



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