SAFE RETURN TO CAMPUS GUIDE

2021 FALL SEMESTER

NOCE
NORTH ORANGE
CONTINUING EDUCATION

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Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd, Suite 200
Burlingame, CA 94010
Website: www.acswasc.org

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities based on ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section at the back of the NOCE class schedule.

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Welcome North Orange Continuing Education employees! This guide is to help you plan for a safe return to campus in the 2021 Fall Semester. Although we will continue providing campus updates as health and state protocols change, this guide will help to answer your questions, can be used as a reference, and provide the best information to keep you safe and ready to serve our students. We will be updating this guide as the state and local COVID-19 prevention guidelines change.

Current Centers for Disease Control (CDC) guidelines in Orange County can be accessed here, including information on vaccines, masking, engaging with others, and education.

MASK REQUIREMENTS

Working Indoors - Masks Required
Due to the increased number of COVID-19 cases and fast-spreading Delta variant, on July 28, 2021 the CDC provided updated guidance on face coverings/masks that recommends all individuals – vaccinated or unvaccinated – wear masks while in indoor public settings if they live in an "area with substantial or high transmission"https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html. Orange County is currently identified as an area with high transmission rates. Based on these changes, a memo was sent out by North Orange County Community College District (NOCCCD) Chancellor Dr. Cheryl Marshall on July 29, 2021. The memo states that all NOCCCD employees and students, regardless of vaccination status, are required to wear masks while on campus beginning Monday, August 2, 2021.

Removal of mask is only allowed with the following exceptions, when:

- Working in your own workspace and not within six feet of others.
- Instructors who are vaccinated may remove their masks while teaching if they remain six feet away from students.
- An employee has been approved for accommodations through Human Resources.
- A student has been approved for accommodations through Disability Support Services (DSS).
    - Students with verified disabilities requiring accommodations should contact the DSS office at 714.484.7057 to arrange appropriate support services. Students are encouraged to schedule a meeting with a DSS counselor prior to the start of the semester to ensure that services and accommodations can be provided prior to the first day of class.
    - Please visit https://noce.edu/programs/disability-support-services/services for more information.

Please note:

- Employees who fail to follow the above procedures may be subject to disciplinary action. Please contact Human Resources for more information.
- Students who fail to comply with the masking requirement may be in violation of the NOCCCD Student Code of Conduct (BP 5500).
- Community members who come on campus are required to wear face masks at all times.

Click here for the mask guidelines for California.

Working Outdoors - Masks Required
When on campus, and out of an abundance of caution, masks should be worn outdoors when you are within six feet of others.

Procedures in the Classroom and Student Service Areas
Faculty members are asked to add the safety guidelines listed below to their syllabi and to review the guidelines on the first day of any class being held in an on-campus format.

VACCINATION POLICY

On August 24, 2021, the North Orange County Community College District's Board of Trustees approved a vaccination requirement for all employees and for students enrolled in face-to-face classes on and off campus. The deadline to be fully vaccinated is November 1, 2021. For more information on the implementation of the vaccine mandate, including how to submit proof of vaccination and apply for an exemption, visit https://noce.edu/coronavirus/vaccine-info/.

All employees and students enrolled in face-to-face classes are required to submit to the District a vaccine record demonstrating "full vaccination" status for COVID-19. "Full vaccination" status is defined as two weeks after receiving the full course of vaccines (i.e., the second vaccine dose for the Moderna or Pfizer vaccines, or one dose for the Johnson & Johnson vaccine). To meet this deadline, the final dose must be received no later than October 17, 2021.

Regular testing, at no cost, will be required for unvaccinated individuals and those seeking exemption due to a medical condition or a religious belief. Beginning January 1, 2022, only those with approved exemption will have the option for regular testing.

NOCE STUDENTS: COVID-19 SAFETY PROCEDURES

To help prevent the spread of COVID-19 and maintain safe facilities and operations for students and employees, please adhere to the following procedures and safety protocol.

Requirements:

- When indoors, masks are required at all times.
- When outdoors on campus, and out of an abundance of caution, masks should be worn when students are within six feet of others.
- Temperature checks and wellness questionnaires are no longer required. All campus visitors must self-assess for COVID-19 symptoms and refrain from coming to campus if symptomatic. All employees and vendors are required to sign in and out when coming on campus. Sign in is available on the second floor at the Anaheim Campus and via google docs at the Cypress and Wilshire Centers.
- To minimize unnecessary gatherings, students should stay on the floor and in the building where their class or student service is scheduled with minimal contact for the entire duration of the session.

Sanitation:

- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer. Sanitizer will be available at the building entrances and in classrooms.

- NOCCCD is maintaining a frequent cleaning schedule of high-touch areas, such as doorknobs and restrooms.
- Please come prepared with a water bottle. Water fountains will be covered to prevent usage.

COVID-19 Positive Case and Close Contact Reporting:

Close contact is defined as being within six feet of a COVID-19 positive or suspected COVID-19 positive case for at least 15 minutes.

Do not come to class if:

- You are COVID-19 positive or had close contact with a COVID-19 positive case.
    - You are sick and are showing symptoms including: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, and/or muscle or body aches.
- If you are sick, call StarHelp at: 714.808.4679.
- Complete Student COVID-19 Questionnaire. A manager from your NOCE program will contact you to ask you to complete a confidential questionnaire to trace potential on-campus close contacts and to determine if self-quarantine is required.
    - If self-quarantine is required, a manager from your program will notify your instructor so that an alternative plan to complete your studies may be developed.
    - If self-quarantine is required (you are symptomatic or unvaccinated), you may return to campus if the following conditions are met:
        - Fever (100.4 or higher) free for 24 hours **and**
        - Symptoms improved **and**
        - At least 10 days have passed since the onset **or**
        - At least 10 days have passed after positive contact without symptoms

If a student fails to adhere to the requirements during class, instructors are advised to follow these steps:

Direct the student, clearly and professionally, to comply based on the safety protocols.

- Ask them to please wear a mask.
- Provide them with a mask, if needed (disposable masks will be provided in each classroom).

<u>If the student complies</u>
Thank them for adhering to NOCE protocols.

<u>If the student refuses to comply</u>
Ask the student again to either comply or to leave the classroom immediately.

- Share with the student that non-compliance of COVID-19 safety protocols is a violation of board policy, NOCCCD Student Code of Conduct (BP 5500), section 1.1: Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, District personnel, or violating the rights of other students.
- Directing a student to leave is considered removal from class for one to two class sessions under the AP 5500, Standards of Student Conduct and Discipline.

- Immediately notify the administrator on duty of your program who will notify the Office of the Vice President of Student Services so that the student will be notified if any further disciplinary action is necessary.
- For emergencies with a noncompliant student, call Campus Safety.
- In case of a serious disruption to the learning environment or due to imminent threat or harm to anyone in class, dismiss the class and notify your immediate management supervisor and Campus Safety immediately.

FACILITY SETUP AND EXPECTATIONS

Facilities have been organized in a thoughtful and phased approach as we reopened the Anaheim Campus and then the Cypress and Wilshire Centers. We collected input from managers, faculty, and staff, taking into consideration each building's capacity, space for proximity, and on-campus staffing availability. Areas were assessed based on the projected activities and services to be offered provided to determine the best safety measures in each space.

Other safety considerations include:

- Staggered arrival, departure, and class scheduling.
- Signage directing staff and students where to enter, exit, and path of travel.
- In-person meetings should be held in large meeting rooms where people can sit three to six feet apart.
- Indoor gatherings will be allowed with approval from your immediate management supervisor (IMS), limited capacity, with adherence to mask policies.
- Outdoor gatherings will be allowed with approval from your IMS with appropriate adherence to all protocols.
- Students will wait outside the classroom until the faculty member opens the respective classroom door.
- Students waiting to be served at the Admissions and Records (A&R) offices will practice social distancing of three to six feet apart.
- Wherever indicated, students and employees will use designated entry and exit pathways.
- As desired, students and employees will use disinfecting spray/wipes to sanitize their workspace or study area.
- Sharing equipment will be limited. We ask employees to sanitize hands before and after using equipment.
- Deep cleaning of the learning and workspaces in use will occur daily by custodial professionals.

<u>Procedure to Access NOCE Campuses</u>
Per state law, NOCCCD is required to report any COVID-19 cases to local health officials until January 2023 for contact tracing purposes and containment of outbreaks. This requires a daily check-in procedure to access District facilities. Please adhere to the procedure for your respective campus.

Please adhere to these safety protocols:

- All employees are responsible for using safe work practices following all policies and procedures and assisting in maintaining a safe work environment.
- Frequent handwashing is encouraged, including required handwashing or hand sanitizing before and after using shared equipment.

- Personal Protective Equipment (PPE) will be available in program offices, throughout the public spaces across campus, and by request to your IMS. To replenish PPE supplies, contact your IMS.
- Sanitizing spray and wipes are provided for employee and student use to maintain safe workspaces throughout the day.
- Face coverings are required when indoors.

CLASSROOMS: WHAT TO EXPECT

- While physical distancing is no longer required, masks are required for students at all times.
- Faculty have an option of removing their masks if they maintain a distance of six feet from students. Each classroom designated for on-campus, in–person instruction will be equipped with disinfecting wipes, hand sanitizer, and disposable masks.
- Faculty are encouraged to develop contingency plans for student absences due to illness, symptoms, or quarantine, faculty absence, and the potential for moving the entire course online or to a different location due to an outbreak.
- Syllabi for on-campus courses should include a link to the NOCE procedures for students reporting exposure or positive case located within this guide and on our website at noce.edu/coronavirus.

STUDENT SERVICE AREAS: WHAT TO EXPECT

- Admissions and Records Offices reopened on August 9, 2021 to begin serving students in-person. Floor markers and other signage were installed to designate the flow of traffic, entry, and exit points. Although students may come to campus without an appointment and building doors will be open, appointments for all in-person services will be encouraged.
- In some cases, staff will be assigned to monitor entry and exit points, remind students to wear a mask, and monitor service lines. The need for this monitoring will be determined as the semester continues and we can better assess the number of students accessing our in-person services.
- StarHelp virtual customer service will continue for all students and staff to access.
- Office spaces, including counseling offices, that require interaction with students will be provided with plexiglass shields and masks will be required in all offices where two or more people are gathered.
- Anaheim Campus Bookstore: The Anaheim Campus Bookstore will not have regular, in-person operating hours. Virtual bookstore services will remain in place operated by Fullerton College. NOCE program managers may arrange for on-campus book sales by appointment for their classes. Please contact the Vice President of Student Services to make arrangements. Departments are responsible to contact the textbook buyer to stock required textbooks.

Workstations

- Staggered shifts for all staff and faculty will be established to reduce the number of employees in an area at any given time.
- In office areas with multiple workstations, employees have been given a staggered work schedule to allow for the option of removing their masks.

Building Safety Protocols

Campus facilities have been evaluated and the following has been implemented:

- Informational signs on masking requirements and safety measures
- Designated entry and exit points

- Designated large-capacity classrooms for on-campus, in–person instruction
- Plexiglass shields installed in public-facing areas
- Portable plexiglass shields available upon request
- Hand sanitizing stations at main building entry points
- Disinfecting wipes, hand sanitizing pumps, and disposable masks in the classrooms designated for on-campus, in-person instruction and work areas where employees are assigned to work on campus. To restock PPE items, contact your IMS.

REPORTING COVID-19: Positive Cases/Possible Exposure Due to Close Contact

Purpose

- To establish a consistent process for reporting COVID-19 positive cases or possible exposure due to close contact with COVID-19 positive cases that have a physical connection to NOCE.
- To communicate a protocol of notifying employees affected by close contact with a positive COVID-19 case.

Close Contact

- Close contact is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes in a 24-hour period within the high-risk exposure period.
- The high-risk exposure period is from two days before developing symptoms until all the following is true: 10 days since the onset of symptoms; fever-free for 24 hours and without using fever-reducing medication; symptoms have improved.

Confidential Questionnaire and Contact Tracing

Any employee who was possibly exposed to COVID-19 due to close contact, tests positive, or becomes symptomatic, must take the following steps:

1. Notify Immediate Management Supervisor (IMS) and COVID-19 Prevention Coordinator Kenneth Kiesselbach at kkiesselbach@noce.edu.
2. COVID-19 Prevention Coordinator completes the NOCCCD Employee COVID-19 Questionnaire located in MyGateway and Orange County Healthcare Agency (OCHCA) Exposure Investigation Worksheet.
    - The NOCCCD Employee COVID-19 Questionnaire serves two purposes: it determines if the reporting employee meets the exposure criteria due to close contact as defined by the CDC and it helps trace additional on-campus close contacts. The OCHCA Exposure Investigation Worksheet is a requirement for all Education Sectors/Colleges.
3. COVID-19 Prevention Coordinator follows up with close contacts identified through the interview process and submits the NOCCCD COVID-19 Questionnaire and OCHCA Covid 19 Close Contact Line List for Education Sector/College for each one of the close contacts.
4. COVID-19 Prevention Coordinator notifies all employees with close contact by sending the *AB 685 Workplace Exposure Notice to Employees.*
5. President sends the *AB 685 Workplace Exposure Notice to Employee Organization* of the exposed employee or employer of any contractors who may have been exposed.

Next Steps

If the employee is positive or had close contact, but does not meet the CDC guidelines for self-quarantine, the employee may return to work on campus or remotely. Note: fully vaccinated asymptomatic employees are no longer required to self-quarantine after close contact.

If self-quarantine is required, i.e., symptomatic or unvaccinated, the following criteria must be met before returning to work:

- Fever free (100.4 or higher) for 24 hours **and**
- Symptoms improved **and**
- Ten days have passed since the onset **or**
- Ten days have passed after positive contact without symptoms

Campus Notification
A general notification will be sent to NOCE employees by Campus Communications in the case of an outbreak or major outbreak.

- An outbreak is defined as three employees visiting the workplace during their high-risk exposure period within 14 days. An outbreak ends when no new COVID-19 cases are detected within 14 days.
- A major outbreak is defined as 20 or more employees within an exposed group during their high-risk period within 30 days. A major outbreak ends when fewer than 3 positive cases are detected within 14 days.

COVID-19 NOCE Campus Safety Procedures for Students

To help prevent the spread of COVID-19 and maintain safe facilities and operations for students and employees, students must adhere to the following procedures and safety protocol.

Requirements

- When indoors, masks are always required.
- When outdoors, masks are not required for fully vaccinated individuals and for unvaccinated individuals who are able to maintain six feet distancing.
- Temperature checks and wellness questionnaires are no longer required. All campus visitors must self-assess for COVID-19 symptoms and refrain from coming to campus if symptomatic.
- To minimize unnecessary gatherings, students should stay on the floor and the building where their class or student service is scheduled with minimal contact for the entire duration of the session.

Students with verified disabilities requiring accommodations should contact the Disability Support Services (DSS) office at 714.484.7057 to arrange appropriate support services. Students are encouraged to schedule a meeting with a DSS counselor prior to the start of the trimester to ensure that services and accommodations can be provided prior to the first day of class. Please visit https://noce.edu/programs/disability-support-services/services for more information.

Sanitation
Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer. Sanitizer will be available at the building entrance and in the classroom. The District is maintaining a frequent cleaning schedule of high-touch areas, such as doorknobs and restrooms. Water fountains will be covered to prevent usage. Please come prepared with a water bottle.

Positive Case and Close Contact Reporting
CDC defines close contact as, “being within six feet of a positive or suspected case for at least 15 minutes.”

If a student is COVID-19 positive or had close contact with a positive case, the following steps must be followed:

- Student calls StarHelp at 714.808.4679.
- StarHelp team member notifies program director and COVID-19 Prevention Coordinator Kenneth Kiesselbach at kkiesselbach@noce.edu.
- COVID-19 Prevention Coordinator completes the NOCCCD Student COVID-19 Questionnaire located in MyGateway and Orange County Healthcare Agency Exposure Investigation Worksheet **for positive cases only**. The questionnaire serves three purposes: to determine if the reporting student meets the exposure criteria due to close contact as defined by the CDC, to help trace additional on-campus close contacts, and to determine if self-quarantine is required. The OCHCA Exposure Investigation Worksheet is a requirement for all education institutions.
- COVID-19 Prevention Coordinator follows up with close contacts identified through the interview process and submits the OCHCA Covid 19 Close Contact Line List for Education Sector/College for each one of the close contacts. **NOCCCD Student COVID-19 Questionnaire is not required for close contacts.**
- COVID-19 Prevention Coordinator notifies those students who have been identified as close contacts by emailing the *NOCE Notification to Students on COVID-19 Exposure.*
- If self-quarantine is required (symptomatic and/or unvaccinated), a program director or designee will notify the reporting students' instructor(s) so that an alternative plan for study completion may be developed. In case of self-quarantine, a student may return to campus if the following conditions are met:
  - Fever (100.4) free for 24 hours **and**
  - Symptoms improved **and**
  - At least 10 days have passed since the onset **or**
  - At least 10 days have passed after positive contact without symptoms

What to do if there is a student confirmed or suspected case of COVID-19 on campus.

	Student with the following:	Action	Communication
1.	COVID-19 Symptoms	**SEND HOME - Campus and class remain open.** Recommend student to get tested. • If positive result: see #3. • If negative result: student may return to class after 24 hours have passed without fever and symptoms have started improving.	
2.	Close contact with a confirmed COVID-19 case.	**SEND HOME - Campus and class remain open.** • Notify Program Director or Designee and COVID-19 Prevention Coordinator. • COVID-19 Prevention Coordinator to call student and assist with completion of the confidential Student COVID-19 Questionnaire. • If self-isolation is required: see # 3. • If self-isolation is not required: student may return to class.	

	Student with the following:	Action	Communication
3.	Confirmed COVID-19 case infection on campus, i.e., positive test or medical diagnosis.	Exclude from campus for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. Individual may return to campus if the following conditions are met: • Fever (100.4) free for 24 hours and • Symptoms improved and • At least 10 days have passed since the onset or • At least 10 days have passed after positive contact without symptoms COVID-19 Prevention Coordinator to complete the confidential Student COVID-19 Questionnaire to trace contacts and required OCHCA paperwork for positive cases and close contacts. • Recommend testing asymptomatic contacts 5–7 days from last exposure and immediate testing of symptomatic contacts. • Disinfect primary spaces where the case spent significant time. **Campus and class remain open.**	Individual notification by COVID-19 Prevention Coordinator to the contacts meeting the close-contact criteria: six feet for 15 minutes during a high-risk exposure period. Union notified by President's Office.
4.	Outbreak: three positive cases visiting learning or service space during their high-risk exposure period within 14 days.	1. Exclude positive cases from campus for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. 2. COVID-19 Prevention Coordinator to complete the confidential Student COVID-19 Questionnaire and OCHCA paperwork to trace contacts. 3. Recommend testing asymptomatic contacts 5–7 days from last exposure and immediate testing of symptomatic contacts. **Class or service area closes until no new cases are detected within 14 days.**	Individual notification by COVID-19 Prevention Coordinator to all students enrolled in the class or participating the service activity. Campus notification by Campus Communications. Union notified by President's Office.
5.	Major Outbreak: 20 or more cases within exposed group during their high-risk period within 30 days.	1. Exclude positive cases from campus for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. 2. COVID-19 Prevention Coordinator to complete the confidential Student COVID-19 Questionnaire and OCHCA paperwork to trace contacts. 3. Recommend testing asymptomatic contacts 5–7 days from last exposure and immediate testing of symptomatic contacts. **Building closes until no new cases are detected within 14 days.**	Individual notification by COVID-19 Prevention Coordinator to all students enrolled in the class or participating the service activity. Campus notification by Campus Communications. Union notification by President's Office.

Resources Available

The resources and attachments on the following pages are also available to all staff by going to noce.edu, on the NOCE Information Depot SharePoint site, or by contacting the President's Office.

Questions

For any additional questions or guidance regarding COVID-19 safety protocol, please contact your IMS and click here for the mask guidelines for California.

NOCE Template Notification to Students on COVID-19 Exposure

TO: **[Exposed Person]**
FROM: **[Director/Manager Name, Department]**
SUBJECT: COVID-19 EXPOSURE NOTIFICATION - URGENT

On **[date]**, you and an individual with COVID-19 where both present at an NOCE facility. This notice is to inform you that you may have been exposed to the COVID-19 virus as a result of your presence at **[location]** on that date.
Direction not to Return to Class under Certain Circumstances
As part of the NOCE's obligation to maintain a healthy and safe learning environment, you are directed to remain at your home or place of residence and not report to class in person if any of the following applies to you:

1. You have tested positive for COVID-19
2. You currently have one or more symptoms associated with COVID-19 as identified by the Centers for Decease Control and Prevention (CDC) See full list of symptoms here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Please follow the next steps:

1. You must complete Student COVID-19 Questionnaire. A representative from your program of study will contact you to guide you through the questionnaire.
2. You are encouraged to get tested for COVID-19 as soon as possible should you become symptomatic.
3. You must receive a permission to return to campus from covidresults@noce.edu prior to returning to class.
4. If self-quarantine is required, i.e., symptomatic or unvaccinated, the following criteria must be met before returning to class:
    a. Fever (100.4) free for 24 hours and
    b. Symptoms improved and
    c. Ten days have passed since the onset or
    d. Ten days have passed after positive contact without symptoms

If you have any questions, please reach out to me at **[insert department director/manager contact information].**

Questions and Answers - 2021 Fall Semester

Welcome Back, NOCE

2021 Fall Semester Q&A

Q: Will I need to sign in and out daily?

A: Daily sign-in is still required for contact tracing and insurance purposes. At the Anaheim Campus, daily sign-in sheets are located at the second-floor entrance for employees. An electronic google form will be provided to staff working at the Cypress or Wilshire Centers.

Q: Will there be access to PPE?

A: Hand sanitizer dispensers and disinfectant wipes have been placed in workstations, classrooms, and labs (designed for in-person instruction). Disposable masks are available in the classrooms and at A&R counters for students, the Anaheim Campus Security Office, and at the administrative offices at the Cypress and Wilshire Centers.

Q: Will parking permits be required?

A: Employee and student parking permits will not be required until January 2022. Please contact your administrative offices to obtain an employee parking permit request form.

Q: Will there be social distancing barriers in public-facing areas?

A: Yes, plexiglass partitions have been installed in public-facing areas and will remain. Portable plexiglass partitions are available upon request.

Q: How can I get tech equipment for my home and office workspace?

A: To get equipment, submit a helpdesk ticket online at: helpdesk.noce.edu.

Q: Will in-person meetings be required?

A: School-wide and department meetings will be held online. If there is no alternative to holding an in-person meeting, staff are welcomed to wear face coverings and social distancing needs to be maintained to the best extent possible.

Please adhere to these easy tips when on campus:

- Wear a mask when you are indoors and outdoors when you cannot be six feet away from others.
- Wash your hands and sanitize surfaces.
- Refrain from shaking hands or hugging others.
- Don't travel or go to campus if you are sick.
- Continue to be patient with each other as we all adjust to returning to campus.

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NOCE Cleaning Tips

Welcome Back, NOCE

2021
Fall Semester

Use on keyboards, mouse, desk, and door handles.

Do not use on touchscreens and plexiglass.

Use on keyboards, mouse, desk, and door handles.

Do not use on touchscreens and plexiglass.

Use on touchscreens.

Do not use on plexiglass.

PLEASE NOTE:
Custodial staff will clean all plexiglass panels with soap and water.

THANK YOU!
for helping to keep NOCE safe and clean!

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PPE Request Form - Page 1

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Personal Protective Equipment (PPE) Request Form

Purpose: Track inventory and distribution of personal protective equipment.

Instructions

1. Enter the requested information below using this fillable form – ***Do not sign the form until it is emailed back to you.***
2. Save the completed form using the filename format: **PPE Request - Department Date**
3. Email the completed form to Kenneth Kiesselbach at kkiesselbach@noce.edu.
4. Kenny will gather the requested items and coordinate with the requestor for delivery.

Enter the number of items you are requesting:		**Items delivered (Completed by COVID-19 Prevention Coordinator)**
• Disposable surgical masks (box of 50)		☐
• Cloth masks		☐
• Clear masks (for in person teaching)		☐
• Face shields		☐
• Hand sanitizer		☐
• Sanitizing cleaner spray/wipes		☐
• Disposable gloves (box of 100)		
Small		☐
Medium		☐
Large		☐
X-Large		☐

Requestor's Name _____ (Items will be delivered to this person.)

Requested Date _____

Department _____

Room # _____

Manager's Name _____

PPE Request Form - Page 2

When requesting and receiving supplies you are acknowledging that the PPE you have received will be used for its intended purposes. Therefore, you hereby acknowledge that you are receiving PPE provided to the District by the state and responsible for ensuring that the PPE is not misappropriated, including as noted below:

- State-supplied PPE is to be used exclusively for the prevention of the spread or treatment of COVID-19.
- You may not sell state-supplied PPE.
- You may not re-distribute state-supplied PPE in exchange for any other item or service of value or for use other than the intended purposes.
- Do not commit waste, fraud, or abuse in the course of using or distributing PPE. Only use state-supplied PPE in accordance with industry standards or uses authorized by the state.
- You may not seek reimbursement for PPE supplied by the state through any reimbursement program (e.g., FEMA public assistance program), or through any form of private insurance, or through District processes.
- If the PPE you are provided is no longer required (in part or whole) for the prevention and spread of COVID-19, notify your COVID-19 Prevention Coordinator contact (Kenneth Kiesselbach kkiesselbach@noce.edu), as we may have to potentially remit any unused PPE back to the state.

By signing below, you agree that you read and understand the notice above and that supplies were received.

Requestor's signature _____ Date _____

Manager's signature _____ Date _____

To be completed if supplies delivered to someone other than requestor or manager.

_____	_____	_____
Signature	Print Name	Date

COVID-19 Positive Cases/ Possible Exposure Due to Close Contact

Student Reporting

Any student that is exposed to COVID-19 due to close contact, tests positive, or becomes symptomatic, do not come to campus Next, take the following steps.

1. Call StarHelp to inform the positive status at: 714.808.4679

2. For contact tracing purposes, complete the confidential COVID-19 questionnaire with an NOCE manager by phone or e-mail.

NEXT STEPS:

If self-quarantine is required, a manager will notify your instructor so that an alternative plan to complete your studies may be developed.

If self-quarantine is required, i.e., symptomatic or unvaccinated, the following criteria must be met before returning to on-campus, face-to-face class(es):

- Fever (100.4) free for 24 hours and
- Symptoms improved and
- Ten days have passed since the onset or
- Ten days have passed after positive contact without symptoms

NOCE manager will then notify the people who have been exposed.

3 Campus Notification

Campus Communications notifies students and employees in case of outbreak or major outbreak.

Outbreak = Three people from the same area within 14 days.

Outbreaks end when no new cases are detected within 14 days.

Major Outbreak = 20+ people from the same area within 30 days.

Ends when fewer than 3 positive cases are detected within 14 days.

For more information, visit: noce.edu/coronavirus

NOCE NORTH ORANGE CONTINUING EDUCATION

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4615 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.

AB 685 Notice to Employee Org Rep - Page 1 of 4

AB 685 Workplace Exposure Notice to Employee Organization(s)/Representatives

To: _____
From: North Orange County Community College District/_____
Date: _____
Re: CONFIDENTIAL: NOTICE OF REPRESENTED EMPLOYEE'S POTENTIAL WORKPLACE EXPOSURE TO VIRUS THAT CAUSES COVID-19 - LABOR CODE SECTION 6409.6

CONFIDENTIAL COMMUNICATION REGARDING REPRESENTED EMPLOYEE MEDICAL INFORMATION

Under Labor Code section 6409.6, the District has an obligation to notify you that employees represented by United Faculty may have been exposed to the virus that causes COVID-19. On _____, employees represented by United Faculty and an individual with COVID-19 were present at _____. This notice serves to inform you that employees represented by your association may have been exposed to the virus that causes COVID-19 as a result of their presence at _____ on that date.

At this time, the District is working to determine the nature and circumstances of the COVID-19 positive individual's activities at the campus, and whether the individual had any "close contact" interactions[1] with individuals at the campus. If it is determined that represented employees may have had "close contact" exposure, represented employees will be provided with additional instructions to supplement the instructions provided herein.

List of Currently Known COVID-19 Positive Employee(s)/Individual(s)

When a Worker's Compensation claim is filed for COVID-19, the District provides all information per Cal OSHA 300 pursuant to Labor Code section 6409.6 (c):

As a result of the potential exposure(s) described above, notice to each represented employee is also provided to each of the represented employees who were at the same location(s) listed below.

[1] "Close contact" exposure means: (1) contact within 6 feet; (2) for a cumulative total of 15 or more minutes over a 24-hour period; (3) with someone who has a laboratory confirmed case and is in the "infectious period" of the having disease. The "infectious period" begins the two (2) days before either: (1) the individual first presented symptoms associated with COVID-19, for symptomatic individuals; or (2) the test that resulted in the positive diagnosis, for asymptomatic individuals. The "infectious period" concludes when the CDC guidance provides for the discontinuation of the isolation period (See CDC guidance on discontinuing home isolation for persons with COVID-19 not in healthcare settings here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

AB 685 Notice to Employee Org Rep - Page 2 of 4

LOCATION(S)	DATE(S)/TIME(S)

The District became aware of the COVID-19 positive individual's status within one business day of your receipt of this Notice. At this time, the District is determining whether the COVID-19 positive individual(s) had "close contact," as defined by the Centers for Disease Control and Prevention ("CDC") with represented employees or any other employee.

Please note or adults previously diagnosed with symptomatic laboratory-confirmed COVID-19 who remain asymptomatic after recovery, retesting or quarantine is not recommended if another exposure occurs or might have occurred within 90 days after the date of symptom onset from the initial SARS-CoV-2 infection. https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html

In addition, fully vaccinated individuals do not need to quarantine and test after a known exposure as long as the final vaccination has occurred at least fourteen (14) days prior to the exposure: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html#anchor_1615143423092 and not showing any symptoms.

Plan for Cleaning and Disinfecting the Workplace

As the campus continues to investigate the specific locations where the COVID-19 positive individual was present, the campus will begin to implement the cleaning and disinfection plan adopted pursuant to guidance from the CDC.

As part of this plan, the campus will undertake the following measures in order to ensure that the workplace is healthy and safe for employees:

- Closing off all areas used by the COVID-19 positive individual;
- Waiting 24 hours before cleaning or disinfecting affected areas to protect those performing cleaning and disinfecting;
- Opening outside doors and windows if feasible to increase air circulation in the areas used by the COVID-19 positive individual;
- Cleaning and disinfecting all areas used by the qualifying individual, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines, with disinfectants approved by the CDC and the Environmental Protection Agency ("EPA"); and
- Vacuuming the affected areas used by the qualifying individual, if needed, with a high- efficiency particulate air ("HEPA") filter, if available, and taking additional

AB 685 Notice to Employee Org Rep - Page 3 of 4

precautions to reduce the risks of transmitting the virus that causes COVID-19 into the air near vacuumed surfaces.

The District will also continue to enforce its COVID-19 Protocols: https://www.nocccd.edu/files/2020- 21-nocccd-covid-manual-final_60354.pdf to satisfy its duty to provide a healthy and safe work environment for employees.

Employees May Be Eligible for Leave or Related Benefits

Under Labor Code Section 6409.6, the District is obligated to inform you that represented employees may be eligible for statutory or agency-provided leave or benefits under federal and state law should they present symptoms associated with COVID-19 or contract COVID-19.

- COVID-19 Supplemental Paid Leave (SPSL – SB95)
- Unpaid leave under the Family Medical Leave Act ("FMLA") and/or California Family Rights Act ("CFRA")
- Regular paid sick leave under Labor Code sections 245 to 246; and/or
- Temporary disability under Workers' Compensation law.
- Any additional leaves or rights not mandated by law, but provided under contract or by policy or pursuant to a bargaining agreement with represented employees.

Eligibility for the aforementioned leaves and/or benefits is governed by applicable statutes for such leaves and/or benefits as well as the policies regarding such leaves and/or benefits. If you would like information on potentially applicable leaves or benefits, please contact the Office of Human Resources at (714) 808-4800 or benefits@nocccd.edu

If employees represented by your Association are not qualified to receive compensation under any of the leaves or benefits mentioned above, but wish to be paid during any time that they may be required to be away from the workplace, they may need to use paid sick leave or another paid leave that they have earned or accrued and for which they possess a sufficient balance.

Supplemental Paid Sick Leave (SPSL - SB95)

Under SB 95, employees may use SPSL if they are (i) unable to work or (ii) unable to telework, and meet one of the requirements listed below.

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19, as defined by an order or guidelines of the State Department of Public Health, the federal CDC, or a local health officer who has jurisdiction over the workplace.

- The employee is advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19.
- The employee is attending an appointment to receive a vaccine for protection against contracting COVID-19.

AB 685 Notice to Employee Org Rep - Page 4 of 4

- The employee is experiencing symptoms related to a COVID-19 vaccine that prevent them from working or teleworking.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is caring for a family member who is subject to a federal, state, or local quarantine or isolation order related to COVID-19, or who has been advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19.
- The employee is caring for a child whose school or place of care is closed or otherwise unavailable for COVID-related reasons.

Workers' Compensation Benefits

If an employee represented by your association believes that she/he has contracted a COVID-19-related illness as a result of employment, the employee may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, the employee may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, the employee must notify her/his manager and contact Risk Management at (714) 412-9760 or riskmanagement@nocccd.edu. The employee must notify Risk Management that he/she believe that the COVID-19-related illness is work-related and file a DWC-1 Claim Form pursuant to Labor Code Section 5401.

Discrimination and Retaliation Protections While on Leave

Federal and/or state law prohibits discrimination or retaliation against employees who qualify for any of the aforementioned leaves and/or benefits.

Furthermore, the District will not retaliate against any employee for disclosing the results of a positive COVID-19 test or diagnosis or any order to the employee to quarantine or isolate for reasons related to COVID-19.

Please be advised that the District has policies protecting employees from discrimination, harassment and retaliation, as mandated under federal and state laws. Please see Board Policy 3410 and Administrative Regulation 3410 at:

https://www.nocccd.edu/files/3410bpfinalrevisedbot-2019-03-26_33839.pdf
https://www.nocccd.edu/files/3410apfinalrevisedbot-2019-03-12_45494.pdf

These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19. If you believe you have been subject to retaliation for utilizing benefits please contact the Office of Diversity and Compliance at (714) 808-4820 or aocampo@nocccd.edu

AB 685 Notice to Employees - Page 1 of 4

AB 685 Workplace Exposure Notice to Employees

To: _____
From: North Orange County Community College District/_____
Date: _____
Re: NOTICE OF POTENTIAL WORKPLACE EXPOSURE TO VIRUS THAT CAUSES COVID-19 - LABOR CODE SECTION 6409.6

Under Labor Code section 6409.6, the North Orange County Community College District (District) has an obligation to notify you that, on_____, you and an individual with COVID-19 were both present at a District facility. This notice serves to inform you that you may have been exposed to the virus that causes COVID-19 as a result of your presence at_____on that date.

At this time, the District is working to determine the nature and circumstances of the COVID-19 positive individual's activities at the_____, and whether the individual had any "close contact" interactions[1] with individuals at the_____. If it is determined that you may have had "close contact" exposure, the District will provide you additional instructions to supplement the instructions provided herein.

If you believe you contracted a COVID-19-related illness as a result of your employment, utilize free testing resources for a COVID -19 test. Please use this link to find no cost COVID – 19 testing https://occovid19.ochealthinfo.com/covid-19-testing

Direction Not to Return to Work Under Certain Circumstances

As part of the District's obligation to maintain a healthy and safe working environment under Cal-OSHA, the District is directing you to remain at your home or place of residence and not report in person to worksite if any of the following apply to you:

(1) You have tested positive for COVID-19;

(2) You are currently presenting one or more symptoms associated with COVID-19 as identified by the Centers for Disease Control and Prevention ("CDC") (See full list of symptoms that the CDC associates with COVID-19 here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html); or

(3) You are aware that you have had "close contact" exposure to someone with a laboratory confirmed case of COVID-19.

[1] "Close contact" exposure means: (1) contact within 6 feet; (2) for a cumulative total of 15 or more minutes over a 24-hour period; (3) with someone who has a laboratory confirmed case and is in the "infectious period" of the having disease. The "infectious period" begins the two (2) days before either: (1) the individual first presented symptoms associated with COVID-19, for symptomatic individuals; or (2) the test that resulted in the positive diagnosis, for asymptomatic individuals. The "infectious period" concludes when the CDC guidance provides for the discontinuation of the isolation period (See CDC guidance on discontinuing home isolation for persons with COVID-19 not in healthcare settings here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

AB 685 Notice to Employees - Page 2 of 4

If any of the above currently apply to you, please remain at your home or place of residence and do not report in person to work. Furthermore, please provide immediate notice to the District if you are unable to work because of one of the above listed circumstances. District policy permits telework, you must discuss the possibility of doing so with your supervisor or manager. Please contact your supervisor immediately for remote work assignment as appropriate.

If you are unable to report to work for one of the reasons identified above, you may be eligible and qualified to receive statutory or agency-provided leave and benefits during your time away from work. Your ability to telework may eliminate the need for such leaves and benefits. Upon request, the Office of Human Resources will provide you specific information on the leaves that are or may be available to you. You may contact benefits@nocccd.edu for more information. This notice provides information about some of the leaves that may be available depending on your particular circumstance.

Please note or adults previously diagnosed with symptomatic laboratory-confirmed COVID-19 who remain asymptomatic after recovery, retesting or quarantine is not recommended if another exposure occurs or might have occurred within 90 days after the date of symptom onset from the initial SARS-CoV-2 infection. https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html

In addition, fully vaccinated individuals do not need to quarantine and test after a known exposure as long as the final vaccination has occurred at least fourteen (14) days prior to the exposure: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html#anchor_1615143423092 and not showing any symptoms.

You May Be Eligible for Leave or Related Benefits

Under Labor Code Section 6409.6, the District is obligated to inform you that you may be eligible for statutory or agency-provided leave or benefits under federal and state law should you present symptoms associated with COVID-19 or contract COVID-19. This may include:

- COVID-19 Supplemental Paid Leave (SPSL – SB95)
- Unpaid leave under the Family Medical Leave Act ("FMLA") and/or California Family Rights Act ("CFRA")
- Regular paid sick leave under Labor Code sections 245 to 246; and/or
- Temporary disability under Workers' Compensation law.
- Any additional leaves or rights not mandated by law, but provided under contract or by policy or pursuant to a bargaining agreement with represented employees.

Eligibility for the aforementioned leaves and/or benefits is governed by applicable statutes for such leaves and/or benefits as well as the District's policies regarding such leaves and/or benefits. If you would like information on potentially applicable leaves or benefits, please contact the Office of Human Resources Benefits Department at (714) 808-4800 or benefits@nocccd.edu

AB 685 Notice to Employees - Page 3 of 4

If you are not qualified to receive compensation under any of the leaves or benefits mentioned above, but wish to be paid during any time that you may be required to be away from the workplace, you may need to use paid sick leave or another paid leave that you have earned or accrued and for which you possess a sufficient balance.

Supplemental Paid Sick Leave (SPSL - SB95)

Under SB 95, employees may use SPSL if they are (i) unable to work or (ii) unable to telework, and meet one of the requirements listed below.

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19, as defined by an order or guidelines of the State Department of Public Health, the federal CDC, or a local health officer who has jurisdiction over the workplace.
- The employee is advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19.
- The employee is attending an appointment to receive a vaccine for protection against contracting COVID-19.
- The employee is experiencing symptoms related to a COVID-19 vaccine that prevent them from working or teleworking.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is caring for a family member who is subject to a federal, state, or local quarantine or isolation order related to COVID-19, or who has been advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19.
- The employee is caring for a child whose school or place of care is closed or otherwise unavailable for COVID-related reasons.

The District's Plan for Cleaning and Disinfecting the Workplace

As the District continues to investigate the specific locations where the COVID-19 positive individual was present, the District will begin to implement the cleaning and disinfection plan adopted pursuant to guidance from the CDC.

As part of this plan, the District will undertake the following measures in order to ensure that the workplace is healthy and safe for District employees:

- Closing off all areas used by the COVID-19 positive individual;
- Waiting 24 hours before cleaning or disinfecting affected areas to protect those performing cleaning and disinfecting where appropriate.
- Opening outside doors and windows if feasible to increase air circulation in the areas used by the COVID-19 positive individual;
- Cleaning and disinfecting all areas used by the COVID-19 positive individual, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines, with disinfectants approved by the CDC and the Environmental Protection Agency ("EPA"); and

AB 685 Notice to Employees - Page 4 of 4

- Vacuuming the affected areas used by the COVID-19 positive individual, if needed, with a high-efficiency particulate air ("HEPA") filter, if available, and taking additional precautions while vacuuming to reduce the risks of transmitting the virus that causes COVID-19 into the air near vacuumed surfaces.

The District will also continue to enforce its COVID-19 protocols https://www.nocccd.edu/files/2020-21-nocccd-covid-manual-final_60354.pdf to satisfy its duty to provide a healthy and safe work environment for employees.

Workers' Compensation Benefits

If it is determined you contracted a COVID-19-related illness as a result of your employment, you may be entitled to workers' compensation benefits. If the COVID-19-related illness arose out of and in the course of employment, you may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits.

To file a workers' compensation claim, notify your manager and contact Risk Management at (714) 412-9760 or riskmanagement@nocccd.edu. You must notify Risk Management that you believe your COVID-19-related illness is work-related and file a DWC-1 Claim Form pursuant to Labor Code Section 5401.

If you believe you contracted a COVID-19-related illness as a result of your employment, utilize free testing resources for a COVID -19 test. Please use this link to find no cost COVID – 19 testing
https://occovid19.ochealthinfo.com/covid-19-testing

Discrimination and Retaliation Protections While on Leave

Federal and/or state law prohibits discrimination or retaliation against employees who qualify for any of the aforementioned leaves and/or benefits.

Furthermore, the District will not retaliate against any employee for disclosing the result of a positive COVID-19 test or diagnosis or any order to the employee to quarantine or isolate for reasons related to COVID-19.

Please be advised that the District has policies protecting employees from discrimination, harassment and retaliation, as mandated under federal and state laws. Please see Board Policy 3410 and Administrative Regulation 3410 at:

https://www.nocccd.edu/files/3410bpfinalrevisedbot-2019-03-26_33839.pdf
https://www.nocccd.edu/files/3410apfinalrevisedbot-2019-03-12_45494.pdf

These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19. If you believe you have been subject to retaliation for utilizing benefits please contact the Office of Diversity and Compliance at (714) 808-4820 or aocampo@nocccd.edu

AB 685 Notice to Employer of Subcontracted Employees - Page 1 of 3

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

AB 685 Workplace Exposure Notice to Employer of Subcontracted Employees

To: _____
From: North Orange County Community College District/_____
Date: _____
Re: NOTICE OF EMPLOYEE'S POTENTIAL WORKPLACE EXPOSURE TO VIRUS THAT CAUSES COVID-19 - LABOR CODE SECTION 6409.6

Under Labor Code section 6409.6, the North Orange County Community College District (District) has an obligation to notify you that employees of_____may have been exposed to the virus that causes COVID-19. On _____, _____ employees and an individual with COVID-19 were present at a District facility. This notice serves to inform you that your employees may have been exposed to the virus that causes COVID-19 as a result of their presence at _____ on that date.

At this time, the District is working to determine the nature and circumstances of the COVID-19 positive individual's activities at the_____, and whether the individual had any "close contact" interactions[1] with any individuals at the_____. If we determine that your employees may have had "close contact" exposure, the District will notify _____so that you may direct your employees to self-isolate or quarantine pursuant to applicable public health guidance from the CDC, CDPH, and/or local public health orders.

If you believe you contracted a COVID-19-related illness as a result of your employment, utilize free testing resources for a COVID -19 test. Please use this link to find no cost COVID – 19 testing https://occovid19.ochealthinfo.com/covid-19-testing

Direction Not to Return to Work Under Certain Circumstances

_____should identify employees who were or may have been present at the District on the following dates and at the following times (see next page) for purposes of evaluating whether any_____employees had "close contact" with a qualifying individual.

[1] "Close contact" exposure means: (1) contact within 6 feet; (2) for a cumulative total of 15 or more minutes over a 24-hour period; (3) with someone who has a laboratory confirmed case and is in the "infectious period" of the having disease. The "infectious period" begins the two (2) days before either: (1) the individual first presented symptoms associated with COVID-19, for symptomatic individuals; or (2) the test that resulted in the positive diagnosis, for asymptomatic individuals. The "infectious period" concludes when the Centers for Disease Control and Preventions ("CDC") guidance provides for the discontinuation of the isolation period (See CDC guidance on discontinuing home isolation for persons with COVID-19 not in healthcare settings here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

AB 685 Notice to Employer of Subcontracted Employees - Page 2 of 3

LOCATION(S)	DATE(S)/TIME(S)

As part of the District's obligation to maintain a healthy and safe working environment under Cal-OSHA, the District is directing_____employees not report to any District premises for work if any of the following is applicable:

(1) They have tested positive for COVID-19;

(2) They are currently presenting one or more symptoms associated with COVID-19 as identified by the Centers for Disease Control and Prevention ("CDC") (See full list of symptoms that the CDC associates with COVID-19 here: (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)); or

(3) They are aware that they have had "close contact" exposure to someone with a laboratory confirmed case of COVID-19. "Close contact" exposure is defined as: (a) contact within 6 feet; (b) for a cumulative total of 15 or more minutes over a 24-hour period; (c) with someone who has a laboratory confirmed case and is in the "infectious period" of the having disease. The "infectious period" begins the two days before either: (a) the individual first presented symptoms associated with COVID-19, for symptomatic individuals; or (b) the test that resulted in the positive diagnosis, for asymptomatic individuals. The "infectious period" concludes when the CDC guidance provides for the discontinuation of the isolation period (See CDC guidance on discontinuing home isolation for persons with COVID-19 not in healthcare settings here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

If any of the above currently apply to your employees, please direct them to remain at their home or place of residence and not report to work. Furthermore, please provide notice to the District as soon as possible if your employees are unable to report to work because of one of the above enumerated circumstances.

The District's Plan for Cleaning and Disinfecting the Workplace

As the District continues to investigate the specific locations where the COVID-19 positive individual was present, the District will begin to implement the cleaning and disinfection plan adopted pursuant to guidance from the Centers for Disease Control and Prevention ("CDC").

As part of this plan, the District will undertake the following measures in order to ensure that the workplace is healthy and safe for District employees:

AB 685 Notice to Employer of Subcontracted Employees - Page 3 of 3

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

- Closing off all areas used by the COVID-19 positive individual;
- Waiting 24 hours before cleaning or disinfecting affected areas to protect those performing cleaning and disinfecting;
- Opening outside doors and windows if feasible, to increase air circulation in the areas used by the COVID-19 positive individual;
- Cleaning and disinfecting all areas used by the qualifying individual, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines, with disinfectants approved by the CDC and the Environmental Protection Agency ("EPA");
- Vacuuming the affected areas used by the qualifying individual, if needed, with a high-efficiency particulate air ("HEPA") filter, if available, and taking additional precautions to reduce the risks of transmitting the virus that causes COVID-19 into the air near vacuumed surfaces.

The District will also continue to enforce its COVID-19 Guidelines and Protocols: https://www.nocccd.edu/files/2020-21-nocccd-covid-manual-final_60354.pdf to satisfy its duty to provide a healthy and safe work environment for employees.

OC Health Care Agency: COVID-19 Exposure Investigation Worksheet

ochealth CARE AGENCY
Communicable Disease Control Division

COVID-19 Exposure Investigation Worksheet for the Education Sector

FAX COMPLETED FORM TO (714) 834-7780

SECTION 1 – REPORTING PARTY

Name of Reporting Party:	Phone #: ( )	Email Address:	School/College/University Name:	School District:

SECTION 2 – CASE DEMOGRAPHICS (please complete one page per case)

Last Name:	First Name:	Date of Birth:	Age:	Grade:	Gender:

Address (Number/Street/Apt #):	City:	State:	Zip:

Home Phone #:	Cell Phone #:	Email Address:
( )	( )	

If case is under 18 years of age, Parent/Guardian Last Name:	Parent/Guardian First Name:

Case Role:	☐ Student	☐ Staff Teacher/Faculty	☐ Staff Other: ____	☐ Other: ____

SECTION 3 – CASE INFORMATION

Date school notified of positive test or symptomatic individual: ____

Does the individual have symptoms?	☐Yes ☐No	Onset Date: ____
Was the individual tested for COVID-19?	☐Yes ☐No	Test Date: ____ Test Location: ____ Test Result: ☐Positive ☐Negative
Was case infectious while in School-Associated Setting? ☐Yes ☐No ☐Unk	Does case have close contact with a known or suspected COVID-19 case? ☐Yes ☐No ☐Unk	Is that close contact symptomatic? ☐Yes ☐No ☐Unk
Dates in School-Associated Setting while Infectious:		Last Date at School-Associated Setting:

SECTION 4 – CONTACT INVESTIGATION INFORMATION

Locations in School-Associated Setting while Infectious (e.g., Building/Wing/Floor/Room):	**Cohort Exposed** (e.g., Academic class, workplace, campus residential, social organization, sport/recreation, other [specify])	**# Close Contacts** (0 if None, i.e., if low exposure)	**Date of Last Exposure** (MM/DD/YYYY)
Ex.: Room 202	*Ms. Lucas' 3rd grade classroom, cohort A*	*14*	*11/25/2020*

(Rev. 1/18/21)

Attach COVID-19 Close Contact List

OC Health Care Agency: COVID-19 Exposure Investigation Worksheet

COVID-19 Close Contact List for Education Sector

(Early Care and Education Provider, TK-12 Schools and Institutes of Higher Education)

Use This List to Document All Persons with Close Contact

A Close Contact is an individual with the following exposures:
(1) A household member, intimate contact, or caregiver of a confirmed or suspected COVID-19 case
(2) Being within approximately 6 feet of a person with confirmed or suspected COVID-19 for a prolonged period of time (greater than 15 minutes), even if a non-medical face covering was used
(3) Having unprotected direct contact with infectious secretions or excretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment)

No.	Last Name	First Name	Date of Birth (MM/DD/YYYY)	Case Gender	Phone Number (10 digits)	Street Address	City	Zip Code
1.				(choose one)	( )			
2.				(choose one)	( )			
3.				(choose one)	( )			
4.				(choose one)	( )			
5.				(choose one)	( )			
6.				(choose one)	( )			
7.				(choose one)	( )			
8.				(choose one)	( )			
9.				(choose one)	( )			
10.				(choose one)	( )			
11.				(choose one)	( )			
12.				(choose one)	( )			

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