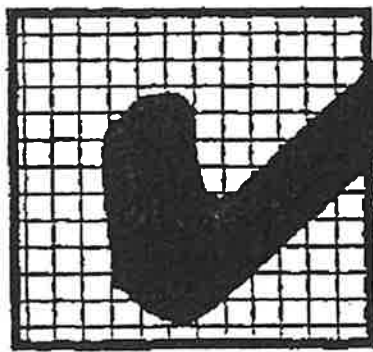

Workplace Injury & Illness Prevention Program



for
**non-high hazard
employers**



CS-1 revised October 2001 Cal/OSHA Consultation Service

State of California-Department of Industrial Relations- Division of Occupational Safety & Health

**MODEL
INJURY AND ILLNESS
PREVENTION PROGRAM
FOR
NON-HIGH HAZARD
EMPLOYERS**

ABOUT THIS MODEL PROGRAM

Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIP) Program and a copy must be maintained at each worksite or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

This model program has been prepared for use by employers in industries which have been determined by Cal/OSHA to be non-high hazard. You are not required to use this program. However, any employer in an industry which has been determined by Cal/OSHA as being non-high hazard who adopts, posts, and implements this model program in good faith is not subject to assessment of a civil penalty for a first violation of T8 CCR 3203.

Proper use of this model program requires the IIP Program administrator of your establishment to carefully review the requirements for each of the eight IIP Program elements found in this model program, fill in the appropriate blank spaces and check those items that are applicable to your workplace. The recordkeeping section requires that the IIP Program administrator select and implement the category appropriate for your establishment. Sample forms for hazard assessment and correction, accident/exposure investigation, and worker training and instruction are provided with this model program.

This model program must be maintained by the employer in order to be effective.

RESPONSIBILITY

The Injury and Illness Prevention (IIP) Program administrator,
Jennifer Zellet and/or designee.

Program Administrator

has the authority and the responsibility for implementing and maintaining this IIP Program for
Antelope Valley Community College District.

Establishment Name

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.
- Our establishment has less than ten employees and communicates with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Main Campus; Fox Field Site; Palmdale Center.

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Program is first established;
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors. Accidents are reported immediately or as soon as possible.
9. Hazard communication, including worker awareness or potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

We have checked one of the following categories as our recordkeeping policy.

Category 1. Our establishment has twenty or more workers or has a workers' compensation experience modification rate of greater than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers, are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained according to the following checked schedule:

For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or

Since we have less than ten workers, including managers and supervisors, we only maintain inspection records until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

Category 2. Our establishment has fewer than twenty workers and is not on a designated high hazard industry list. We are also on a designated low hazard industry list or have a workers' compensation experience modification rate of 1.1 or less, and have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training for each worker.

Inspection records and training documentation will be maintained according to the following checked schedule:

For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or

Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

Category 3. We are a local governmental entity (county, city, district, or any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

ATTENDANCE SHEET

DATE:

TIME:

INSTRUCTOR:

COURSE:

LOCATION: ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

SIGNATURE

PLEASE PRINT NAME

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

Keenan

Associates

License #0451271



ANTELOPE
VALLEY

HUMAN RESOURCES & EMPLOYEE RELATIONS

Supervisor's Report of Injury Employee

Please Print

Employee Name: _____ Department: _____

Job Title : _____ Date of Injury: ____ / ____ / ____

Time of Injury: _____ a.m. p.m. On premises? Yes ____ / No ____

Time employee began work on the day of the accident? _____ a.m. p.m.

What is employee's regular work schedule? (circle) M T W TH F Hours work per day? _____

Hours work per week? _____ Did supervisor witness the accident? Yes ____ / No ____

Name(s) of witnesses: _____

Location where accident occurred (if different than AVC, provide name of location & address): _____

Description of how accident occurred: _____

Part of body affected (i.e. back, left wrist, right eye, etc.): _____

Did employee go to the doctor? Y / N Did an unsafe condition contribute to the accident: Y / N

Did the employee commit an unsafe act? Y / N If yes, explain: _____

How could the accident have been prevented? _____

Supervisor: _____

Date: ____ / ____ / ____

Title: _____



ANTELOPE VALLEY

HUMAN RESOURCES & EMPLOYEE RELATIONS

Supervisor's Report of Injury Student Workers/Students in Clinical Rotation

Please Print

Student's Name: Department:

Student's Title: Date of Injury: / /

Time of Injury: a.m. p.m. On premises? Yes / No

Time student began work on the day of the accident? a.m. p.m.

What is student's regular work schedule? (circle) M T W TH F Hours work per day?

Hours work per week? Did supervisor witness the accident? Yes / No

Name(s) of witnesses:

Location where accident occurred (if different than AVC, provide name of location & address):

Description of how accident occurred:

Part of body affected (i.e. back, left wrist, right eye, etc.):

Did the student go to the doctor? Y / N Did an unsafe condition contribute to the accident: Y / N

Did the student commit an unsafe act? Y / N If yes, explain:

How could the accident have been prevented?

Supervisor:

Date: / /

Title:



Office of Human Resources & Employee Relations

EMPLOYEE STATEMENT OF ACCIDENT

Please check one:	
<input type="checkbox"/>	Administrator
<input type="checkbox"/>	Faculty F/T
<input type="checkbox"/>	Faculty P/T
<input type="checkbox"/>	Classified
<input type="checkbox"/>	CMS
<input type="checkbox"/>	Registered Volunteer

Please Print

Employee Name: _____ Date of Birth: ____ / ____ / ____

Address: _____ Phone #: (____) _____ - _____

City: _____ State: _____ Zip: _____ Date of Hire: ____ / ____ / ____

District extension: _____ Date of Accident: ____ / ____ / ____ Time of Accident: _____ a.m. p.m.

Job Title: _____ Department: _____

Location where accident occurred (if different than AVC, provide name of location & address:) _____

Witness(es) to the accident? Yes ___ No ___ if yes, name(s) _____

Description of how accident occurred: _____

Part of body affected (i.e. back, left wrist, right eye, etc.)? _____

Pre-designated physician on file in HR? Yes ___ No ___

Name, address, and phone number of pre-designated physician? _____

Time you began work on the day of the accident? _____ a.m. p.m.

What is your regular work schedule? (circle) M T W TH F Hours work per day: _____

Hours work per week: _____ Social Security #: _____

Did you miss at least one full day of work after the injury? Yes ___ No ___

Date last worked? ____ / ____ / ____ Date returned to work? ____ / ____ / ____

Still off work? Yes ___ No ___

Name of your immediate supervisor: _____

How could the accident have been prevented? _____

Employee signature: _____ Date: ____ / ____ / ____



Office of Human Resources & Employee Relations

STUDENT STATEMENT OF ACCIDENT

Please Print

Student Name: _____

Birth date: _____ Sex: _____ Social Security Number: _____

Residence Address: _____

City: _____ State: _____ Zip: _____

Residence Telephone: (_____) _____ District extension: _____

Date of Accident: _____ Time: _____ a.m. p.m.
(month/day/year)

Location where accident occurred: _____

Witness (es) to the accident: _____

Description of how the accident occurred: _____

Description of affected body parts: _____

What time did you start your shift on the date of the accident? _____ a.m. p.m.

What is your regular work schedule? _____

Your immediate supervisor: _____

How could the accident have been prevented? _____

Student Signature

Date



ANTELOPE
VALLEY
COLLEGE

Office of Human Resources & Employee Relations

INCIDENT REPORT

Please complete if not filing a workers' comp claim or not seeking treatment by a doctor

Please Print

Name: _____ Date of Birth: ____ / ____ / ____

Address: _____ Phone #: (____) _____ - _____

City: _____ State: _____ Zip: _____

District extension: _____ Date of Incident: ____ / ____ / ____ Time of Incident: _____ a.m. p.m.

Title: _____ Department: _____

Location where incident occurred (if different than AVC, provide name of location & address): _____

Witness(es) to the incident? Yes ___ No ___ if yes, name(s) _____

Description of how incident occurred: _____

Part of body affected (i.e. back, left wrist, right eye, etc.)? _____

Time you began work on the day of the incident? _____ a.m. p.m.

Time you began clinical rotation on the day of the incident? _____ a.m. p.m.

What is your regular schedule? (circle) M T W TH F Hours per day: _____

Hours per week: _____ Social Security #: _____

Name of your immediate supervisor: _____

How could the incident have been prevented? _____

Signature of person who experienced incident: _____ Date: ____ / ____ / ____

Supervisor signature: _____ Date: ____ / ____ / ____

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM COVID-19 ADDENDUM

Purpose

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

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

It is the policy of the Antelope Valley Community College District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, and reporting.

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

Introduction

What is COVID-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak first identified in Wuhan, China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a new coronavirus that has not previously been seen in humans.

What are the Symptoms of COVID-19?

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

- Cough
- Shortness of breath or difficulty breathing
- Fever

1/19/2022

- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

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

How Does It Spread?

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

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

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

Germs can spread from other people or surfaces when:

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

Hand Hygiene

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

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 70% alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water.
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.

- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

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

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

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

Washing Facilities

Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels or air blower dryers. Hand sanitizer stations will be available in buildings. Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

Respiratory Etiquette

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

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow – not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 70% alcohol.

Avoid Close Contact – Social Distancing

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

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

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time.
- Increasing physical space between employees by modifying the workspace.

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

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

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

Face Coverings

Unless otherwise directed by your supervisor, all employees should cover their mouth and nose with a medical-grade or surgical mask when around others and follow any state, county, or local mandates/guidelines. Alternatively, you may wear a higher-level PPE on a voluntary basis such as a respirator rated N95 or KN95 if you follow these 4 steps:

- 1 Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
- 2 Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- 3 Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

- 4 Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Remember:

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a medical-grade or surgical mask at a minimum. However:
 - No face coverings should be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
 - Individuals who are exempt from wearing a face covering due to a medical condition and who are employed in a job involving regular contact with others must wear an alternative such as a face shield with a drape on the bottom edge.
- The medical-grade or surgical mask is meant to protect other people in case you are infected.

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

Personal Protective Equipment

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

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

If an Employee is Sick

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

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

- Immediately send employees with acute respiratory illness symptoms home and ask them to seek medical care as soon as possible.
- Actively encourage sick employees to stay home.

- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked as well as the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- Ensure employees who are out sick with fever or acute respiratory symptoms do not return to work until both of the following occur:
 - At least 3 full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
 - At least 10 full days pass since symptoms first appeared.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.

Cleaning and Disinfecting

Antelope Valley Community College District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This may include, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

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

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

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.
- For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:
 - Consider putting a wipe able cover on electronics.
 - Follow manufacturer's instructions for cleaning and disinfecting.

- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

If someone is ill, the following guidelines shall be followed for cleaning and disinfecting:

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area, if possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, including high touch points.
- Continue routine cleaning and disinfection.

Employee Training

Antelope Valley Community College District will provide training for employees on the following topics:

- COVID-19 and how it is spread.
- Signs and symptoms of COVID-19.
- When to seek medical attention if not feeling well.
- Prevention of the spread of COVID-19 if you are sick.
- Physical and social distancing guidelines.
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Coughing and sneezing etiquette.

Compliance

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