

COVID-19 School Guidance Checklist

February 22, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening:

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

For Local Educational Agencies (LEAs or equivalent) in **ALL TIERS**:

I, _____, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

If you have departmentalized classes, how will you organize staff and students in stable groups?

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum _____ feet

Minimum _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Date of Submission to Local Health Department: _____.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

A RIVERSIDE COUNTY CHARTER HIGH SCHOOL

GATEWAY

COLLEGE & CAREER ACADEMY

School Site:

Gateway College and Career Academy

4800 Magnolia Ave., Riverside Ca, 92506

951-222-8931

Enrollment and Staff

9th	10th	11th	12th	Staff on campus
1	35	35	34	10

Cleaning and Disinfection

Cleaning Frequency: Cleaning and disinfecting schedules have been established in order to avoid both under- and over-use of cleaning products.

- Classrooms will be cleaned and sanitized daily, including student and staff sneeze guards.
- All bathrooms will be cleaned and sanitized daily by night custodial staff.
- Daytime custodial staff are scheduled to service and spot clean restrooms twice a day.
- Frequently Touched Surfaces: All spaces will be cleaned daily by custodial staff and high touch areas will be sanitized up to 3 times per day.
- Electrostatic disinfection technology will be used for daily sanitization of classrooms.
- Extra attention will be given to high-touch surfaces.
- High-touch surfaces in the school include, but are not limited to: door handles, light switches, sink handles, bathroom surfaces, tables, student desks, chairs
- Best Time to Clean: Primary cleaning will be performed when children are not present in order to limit their exposure to fumes and/or cleaning materials. Areas will be thoroughly ventilated before staff and children arrive each day.
- Lunch tables, benches, and other shared surfaces will be cleaned between use.
- Classrooms and offices will be cleaned daily.

Student Groupings

A stable group has fixed membership that stays together for all classes and activities (e.g., lunch, breaks, etc.) and avoids contact with other persons or groups. Students have been assigned to a group to reduce the number of students on campus and in classrooms at one time to promote social distancing. Groups are made up of no more than 20 individuals (staff and students).

- Movement of students and teachers or staff will be minimized. Students will avoid touching others and remain 6 feet of distance from one another.
- Times for arrival, breaks, lunch, and dismissal will be staggered to reduce groups coming into contact with each other.
- Breaks have been scheduled to allow for only one group at a time in each designated area.
- Lunch will have designated eating areas, one area per group within the rotation schedule.

Physical Distancing

Students and adults on campus will keep 6 feet of distance between themselves and others. Several structures will be in place to maintain physical distancing:

- Floor markings will indicate locations to stand to maintain 6 feet of distance.
- Teacher and other staff desks will be at least six feet away from other staff and student desks.
- Desks will be arranged all facing forward in a way to minimize face-to-face contact. i.e. all facing forward.
- Space between student chairs will be 6 feet apart and markings on classroom floors will be used to promote distancing. Site walks were conducted at each site. Non-essential furniture was removed to maximize space.
- Lunch areas will be marked with locations to sit that are physically distanced.
- School site will have signage posted throughout campus to remind students and staff of healthy hygiene practices, social distancing, and face coverings.
- Employees will have staggered break schedules to ensure physical distancing and will be directed not to congregate.
- Meetings will occur virtually.

Entrance, Egress, and Movement Within the School

In order to reduce the number of contacts between individuals within the school, the following procedures will be utilized for moving within the school campus:

- School sites will use floor markings to designate where students stand to maintain social distance.
- Students will be greeted by site staff at the door upon arrival and wait for temperature scanning before entering the classroom.
- Meetings with families and the public will be conducted by telephone or videoconference.
- Space between desks will be maximized.
- Markings on classroom floors will be used to indicate a safe path of travel.
- Times and locations for arrival, breaks, lunch, and dismissal will be staggered to reduce cohorts coming on contact with each other.
- Visitors and volunteers on campus will be restricted.

Face Coverings and Other Essential Protective Gear

Student and staff safety will be supported through the use of Personal Protective Equipment (PPE) following California Department of Public Health (CDPH) Guidance, all students and staff (including visitors and vendors) are required to use face coverings:

- At all times when on campus
- Waiting to enter rooms
- When on school property (except when temporarily removed when eating or drinking and must be immediately put back on)
- When leaving school
- Face coverings will be provided to all staff and students
- Face shields will also be provided to staff with specific job specifications and some students with special needs in addition to face coverings
- Students may bring personal face coverings/neck gaiters following the dress code policy
- Gowns and gloves will be provided for job classifications requiring them
- In order to comply with the California Department of Public Health (CDPH) Guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions
- School will have signage posted throughout campus to remind students and staff of healthy hygiene practices, social distancing, and face coverings
- The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities will wear a clear mask or cloth mask with a clear panel.
- Persons exempted from wearing a face covering due to a medical condition, as confirmed by

school health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Healthy Hygiene Practices

To maintain and promote healthy hygiene, the following will be implemented:

- Follow Five Steps to Wash Your Hands the Right Way
- Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.
- Follow these five steps every time.
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean towel or air dry them.
- Handwashing protocol will be posted at all sinks.
- Stations with hand sanitizer will be placed in areas across campus, including, but not limited to: near lunch areas, entrances to campus, and in classrooms without sinks.
- Use of drinking fountains will be suspended except for the filling of water bottles.
- Students will not share school or personal items and will be provided supplies such as books, pencils, scissors, crayons, etc.

Health Screenings for Students and Staff

Employee Screening

We screen our employees by:

- Requiring self-monitoring of temperatures on a daily basis.
- If an employee has a fever of 100.4 degrees Fahrenheit or greater, the employee is to contact their supervisor and stay home.
- Requiring self screening for symptoms per the CDPH guidelines; if an employee has a cough, fever,

shortness of breath, or has been directly exposed to anyone with a positive diagnosis, they are to contact their supervisor and stay home.

- If an employee is not feeling well or is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, they should stay home.

- HR personnel will provide resources including how to seek medical care information;

- GCCA will send an employee home that is exhibiting any symptoms and HR personnel will

provide the employee information on how long the employee would refrain from coming to the school site and any leave benefits the employee may be entitled to.

- If informed that an employee tests positive for COVID-19, GCCA will provide notice to health officials in the county/city in which they are working to thus provide the school with further guidance.

Information may include but is not limited to:

- The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work.

- Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.

Student Screening

We screen our students by:

- Checking student temperatures upon arrival to campus.

- If a student has a fever of 100.4 degrees Fahrenheit or greater, the student is to stay home.

- Requiring self-screening for symptoms per the CDPH guidelines; if a student has a cough, fever, shortness of breath, or has been directly exposed to anyone with a positive diagnosis, they are to stay home.

- If a student is not feeling well or is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, they should stay home.

- Student Health services may provide resources including how to seek medical care information;

- Staff will send a student home that is exhibiting any symptoms.

- If informed that a student tests positive for COVID-19, GCCA will provide notice to health officials in the county/city in which they are working to thus provide the school with further

guidance. Information may include but is not limited to:

- The student's school site, school hours, parent/guardian contact information
- Identify who has been in contact with the student. The student's name will not be disclosed unless asked to by the health officials.

Identification and Tracing of Contacts

GCCA is committed to the timely identification, investigation, and response of all COVID-19 positive tests and exposures to both employees and students. This can be accomplished by contacting RCCD Risk Management (employees) and Student Health Services (students). GCCA employees should copy the GCCA Executive Director on any reports to RCCD Risk Management.

All Employees who have had potential COVID-19 exposure, or have tested positive for COVID-19, are required to report the circumstances of their change in status immediately to their supervisor and Risk Management/Human Resources through the [Online Reporting Form](#). The protocols for investigation, response and exclusion of working onsite are outlined in the [Reporting procedures for employees and students document](#).

All employees and students are required to immediately report if they have tested positive for COVID-19, experience COVID-19 symptoms*, or have been identified as a close contact** of an infected person***.

I. EMPLOYEE COVID-19 REPORTING PROCEDURE

Employees must report any positive test/diagnosis of COVID-19, COVID-19 exposure, and/or potential COVID-19 symptoms to RCCD Risk Management by using the [online reporting form](#) (preferred method), email covidreporting@rccd.edu, or by calling the COVID -19 hotline (951)-222-8662.

The following information is required in the report:

- Employee name
- Date of Birth
- Job title
- Home address
- Phone number
- Department
- Supervisor
- Last date onsite
- How the exposure occurred
- Any symptoms
- Date of test
- Testing site
- Date of symptom onset if symptomatic
- Onsite location(s) visited during infectious period⁴ (COVID-19 positive cases only)
- Onsite close contacts if known (for COVID-19 positive case only)

Employees will be advised of isolation/quarantine requirements, applicable leaves, and testing resources.

NOTIFICATIONS

1) RCCD Risk Management/Human Resources and Employee Relations (HRER) will immediately, within one business day, notify the employee's immediate supervisor if the employee is required to be excluded from the worksite due to COVID-19 concerns.

Risk Management/HRER will not disclose any medical/diagnosis information.

Based on an employee's particular situation and position, the employee may be able to continue working remotely during medical assessment/self-quarantine. Employees will need to work with HRER for accommodation arrangements if needed.

**People with these symptoms may have COVID-19: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.*

*** A close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.*

****An infected person can spread COVID-19 starting 2 days before the person had any symptoms or tested positive COVID-19 until 10 days after symptoms first appeared or ten days after the test date.*

- 1) If the employee is a faculty member and unable to teach, they will need to work with the site director to facilitate the continuation of the class.
- 2) If the COVID-19 positive employee has been onsite during the infectious period, RCCD Risk Management will notify the College Director of Facilities and request a deep cleaning of the exposure area as needed.
- 3) RCCD Risk Management will notify Riverside County Public Health of the employee's positive case status along with, if applicable, any identified onsite close contacts.
- 4) RCCD Risk Management will immediately notify, within one business day, the employees, their exclusive representatives, and employer of outside contractors if they might be exposed to the COVID-19 case Per AB685 requirements.
- 5) Based on the results of the COVID-19 investigation, RCCD Risk Management will immediately notify, within one business day, employees who may have been in close contact of a COVID-19 infected person and their exclusive representatives if the COVID-19 exposure occurs onsite.
- 6) HR personnel will notify GCCA's Workers' Compensation Third Party Administrator within three business days if the laboratory confirmed COVID-19 positive employee has been working onsite within 14 days of their positive test.

Staff and Student Testing and Communication Plan

GCCA will follow the California Department of Public Health (CDPH) guidelines.

Student or Staff with:	Action
<p>1. COVID-19 symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing).</p>	<ul style="list-style-type: none"> • Send home. • Recommend testing (if positive, see #3, if negative, see #4). • School/classroom remain open No school community notification.
<p>2. Close contact with a confirmed COVID-19 case.</p>	<ul style="list-style-type: none"> • Send home. • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine). • School/classroom remain open. • Consider school community (staff, students, and families) notification of a known contact. • Letter sent to those who may have been exposed by executive director. • COVID-19 Exposure Outside of School Letter Adult/Child.
<p>3. Confirmed COVID-19 case infection.</p>	<ul style="list-style-type: none"> • Notify Riverside County Public Health. Isolate the case and exclude from school for 10 days from the last positive test. Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort or stable group) (††) for 14 days after the last date the case was present at school while infectious. • Recommend testing of contacts and prioritize symptomatic and asymptomatic individuals in primary spaces where case spent significant time. (but will not shorten 14- day quarantine). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remains open. • School community (staff, student, and families) will be notified of a known case via letter/email from the school. • Letter sent to those who may have been exposed by executive director. • COVID-19 School Wide/Site Wide Notification Letter of a Positive Case – sent to school community (staff, student, families).

	<ul style="list-style-type: none"> • COVID-19 Exposure Outside of School Letter Adult/Child - sent to only those who have been exposed. • AB685 letter to staff. • Cal/OSHA Outbreak letter to staff.
4. Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> • May return to school after symptoms resolve if no fever without using fever reducing medication within 24 hours. • School/classroom remain open. • Consider school community notification if prior awareness.

(+) A contact is defined as a person who is less than 6 feet from a case for more than 15 minutes cumulative within 24 hours. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors. (++) (++) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

According to the California Department of Public Health and Riverside County Department of Public Health, once schools are re-opened to in-person instruction, it is recommended asymptomatic testing be implemented based on the local disease trends. If epidemiological data indicates for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows. The District will follow the testing cadence according to CDPH and local health guidance.

- A SARS-CoV-2 PCR test will be offered each week on-site through our testing partner [Curative](#).
- Testing will also be offered at off-site options through community and health plan testing locations.
- The school will follow up with those for which results are not received and make a good-faith effort to achieve the recommended testing frequency by ensuring multiple opportunities and availability of testing.

	Yellow	Orange	Red	Purple	CR > 14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every two weeks asymptomatic testing.	Symptomatic and response testing + every two weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PRC or twice weekly antigen testing)**.

Students	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every two weeks asymptomatic testing.	Symptomatic and response testing + every two weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PRC or twice weekly antigen testing)**.
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*The case rates above are adjusted case rates

**Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice weekly cadence. Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered and outbreak. Please refer to Cal/OSHA guidance for complete details.

Staff Training and Family Education

Staff will be trained and families will be educated on the application and enforcement of the plan, the signs and symptoms of COVID-19 and healthy hygiene practices to prevent the spread of COVID-19. Staff have completed online trainings through Safe Schools on the following topics related to COVID-19:

- Coronavirus Awareness
- Coronavirus: Managing Stress and Anxiety
- What you Need to Know About Handwashing
- Outlines the proper use of antimicrobial products and pesticides

Family members and students have received videos and print materials on the following information:

- CDC information on how to wear and remove a face mask correctly, how to clean and disinfect your home if someone has COVID-19, stopping the spread of germs, symptoms of COVID-19.
- District protocols for self-assessment prior to coming to school, entering and exiting campus, temperature scanning, face coverings, physical distancing, hand washing, use of supplies, moving across campus.
- Families receive reminders and updates on social media, via the GCCA website and auto dialers sent out to families.
- Posters will be spread throughout campus to remind about hand washing, social distancing, how to wear a mask and healthy hygiene practices. In addition, site administration will review the plan with their families when they return.

Triggers for Switching to Distance Learning:

GCCA will follow County Public Health Directives for returning to Distance Learning:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The County Public Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- A superintendent should close a school district if 25% or more of schools in the district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

Consultation

The following consultation took place with stakeholder groups:

- Riverside City College Safety Coordinator, Director of Facilities, VP of Business Operations, VP of Academic Affairs, College President, RCCD Risk Management.
- GCCA Staff
- GCCA Students and Parents
- GCCA Board of Directors



COVID-19 Prevention Program (CPP) for



This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: April 8, 2021

Gateway College and Career Academy (GCCA) is a public charter high school operating on the campus of Riverside City College. Due to the school's unique location at Riverside City College, this COVID-19 Prevention Plan (CPP) is aligned with the Riverside Community College District (RCCD) CPP published on the RCCD [website](#).

RCC and GCCA have a long-standing partnership and have always coordinated efforts for student and staff safety, health, and wellness. This plan details the collaboration between GCCA and RCCD to ensure the return to in-person services on our campus is carried out with the safety of our students and staff as our priority.

GCCA and RCCD are taking every precaution to ensure our workplaces are safe. We are following federal, county, and state health and safety guidelines as well as guidance from our state and local governments.

We have implemented practices for disinfection and social distancing, among others, and will continue to modify these practices as the situation changes.

In order to continue keeping our workplace safe and healthy, the items below have been implemented. This document will go into further detail on all safety precautions.

- Employees are required to wear face coverings and use social distancing of 6 feet or more, masks are available for all employees.
- Hand sanitizer, soap, and paper towels will be readily available in all restrooms throughout the district.
- Informational signage is posted throughout the district related to current safety measures. Signage with social distancing reminders are installed in areas where lines may occur.
- Common areas and frequently touched surfaces are disinfected daily.
- Facilities should be optimized for airflow and air exchange where necessary.
- Business travel remains restricted and must be approved by a College President or a Vice Chancellors at district locations, in consultation with the Chancellor.



- Virtual meetings via Zoom will continue to take the place of in-person meetings. If virtual meetings are not possible please choose a space that can accommodate social distancing while still following the rules in regards to mass gatherings.
- Meeting rooms, break rooms and other communal areas may be closed or have limited seating in order to maintain social distancing.
- Employees that are exposed/symptomatic/covid positive must report this to Covidreporting@rccd.edu, fill out the [Online Reporting Form](#) and send a copy to the GCCA Executive Director. More information on this can be found on our website [Positive case handling.pdf](#).
- Employees should not return to work until they have been cleared by Human Resources (non-industrial cases) or Risk Management (industrial cases). To be cleared they need to have met the CDC criteria to [discontinue home isolation](#) and completed the [Employee Clearance and Return to Worksite Request](#).
- Employee safety training is available online through Target Solutions and via [Cal/OSHA Covid-19 training](#).

Employees

Per the guidelines of the State Chancellors office [CCCCO Reopen-task-force- report.pdf](#) page 3 & 13 and CDPH/Cal OSHA COVID-19 Industry Guideline: Office Workspace page 6 [Cal OSHA CDPH Guidance for Offices](#) RCCD and GCCA will utilize telework options and modified work schedules when feasible and necessary, to limit the number of employees at the office at one time. Consider staff/faculty continuing to work from home, perhaps on staggered shifts/days on-site in light of the need to spread out workstations to maintain 6 feet between cubicles/workspaces.

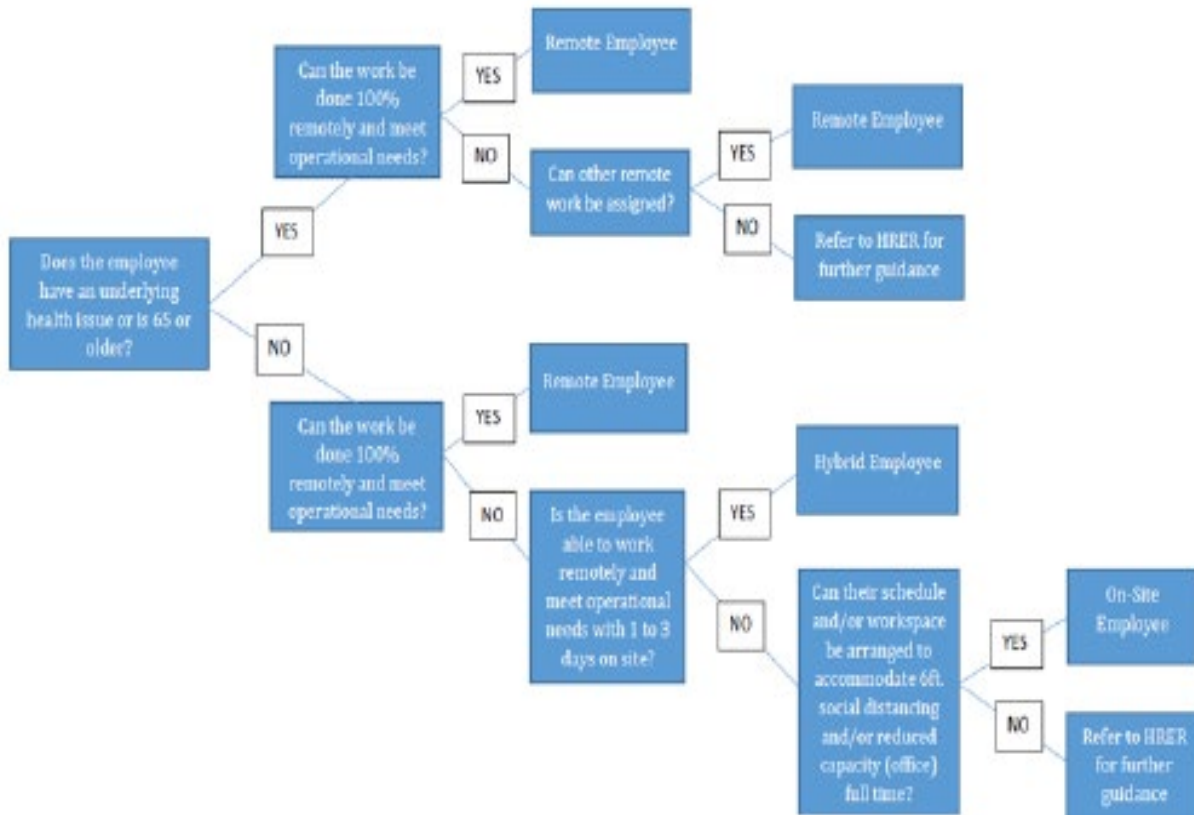
Remote Employees: Anyone that is working remotely and meeting operational needs; and anyone with an underlying health condition.

Employees with an underlying health condition should contact the GCCA Executive Director for further assistance.

Hybrid Employees: Those that are needed on-site 1 to 3 days a week but can telework the remainder of the time; and those on-site as needed.



The following applies to situations that do not allow working onsite safely and may change as vaccinations are rolled out statewide and the State reaches herd immunity.



Communication and Authority

The Vice Presidents of Business at each college along with the District’s Risk Management Director have the authority and responsibility for implementing the provisions of this plan. In addition, all managers and supervisors are responsible for implementing and maintaining the Covid-19 prevention plan in their assigned work areas, including the management of GCCA.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment. Please see Appendix H for employee responsibilities. Below are the systems in place for communicating the prevention plan, including testing, reporting symptoms and workplace hazards. Please see Appendix G Quick reference guide with the list of contacts and links.



All employees, students and the community have access to the RCCD COVID prevention plan by going to the RCCD website [Safe Return \(rccd.edu\)](https://www.rccd.edu). There are also direct links on each college's websites landing page.

Testing for COVID-19

Testing for Covid-19 is available at the Riverside city campus every Tuesday through Curative.

Testing may also be scheduled online at the following websites:

- [COVID Testing -County of Riverside](#)
- [COVID Testing State of CA](#)
- [Get tested for COVID-19 today | Curative](#)
- Riverside City Campus every Tuesday

Please note that employees that have been exposed to COVID-19 at work may test during their work hours at no cost to them.

In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

Reporting symptoms

RCCD and GCCA are committed to the timely identification, investigation, and response of all COVID-19 positive tests and exposures to both employees and students. This can be accomplished by contacting Risk Management (employees) and Student Health Services (students). GCCA employees should copy the GCCA Executive Director on any reports to RCCD Risk Management.

All Employees who have had potential COVID-19 exposure, or have tested positive for COVID-19, are required to report the circumstances of their change in status immediately to their supervisor and Risk Management/Human Resources through the [Online Reporting Form](#). The protocols for investigation, response and exclusion of working onsite are outlined in the [Reporting procedures for employees and students document](#). For more details, see Appendix A.

Identifying and correcting exposures and hazards

Potential workplace exposures are evaluated through daily health assessment. These health assessments are mandatory for all students and personnel that work onsite. This health assessment may



be accessed through the online [RCCD Health assessment](#), the Rave Guardian app, or a paper form (as seen below).

Daily COVID-19 Symptom Checker

Name: _____ Date: _____ Supervisor/Instructor: _____

Campus: _____ Department (employees only): _____

Primary building you work in/attend class: _____

Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or placed on quarantine for possible contact with COVID-19 or have displayed multiple symptoms listed below in the last 14 calendar days.

Yes No

Have you been asked to self-isolate or quarantine by a medical professional or local public health official?

Yes No

Do you have a fever (temperature over 100.3 F) without having taken away any fever reducing medications?

Yes No

Do you have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea.

Yes No

If you answered YES to any of the items above or start feeling sick at any point during your shift, follow the steps below:

Step 1: Immediately notify your supervisor

Step 2: DO NOT report onsite if scheduled, go home if already working onsite

Step 3 employees: Contact HRER and Risk Management at Covidreporting@Rccd.edu and fill out the [COVID-19 Online Reporting Form](#)

Step 3 students: Contact student health services on your campus.

**Please note that if you start to experience any of the symptoms above during your shift/class you should inform your supervisor/instructor and go home.

Reporting workplace hazards



Employees may report safety/health hazards online at [reporting safety/ health hazards](#).

They may also contact the GCCA Executive Director or any member of RCCD Risk Management or a college safety representative.

As a reminder, RCCD's Board policy BP 6700 Whistleblower protection states: The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or Board Policy. This policy would apply to any individual reporting a safety or health hazard.

Identifying and correcting potential exposures and hazards

RCCD will be conducting periodic inspections using the: COVID -19 Inspection Form to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures. See Appendix E

RCCD will evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls through our safety evaluation forms. This form should be used before a class starts and periodically. See Appendix F

We encourage all employees to report hazards of all types with specific emphasis on COVID-19 transmission hazards, i.e., failures to wear face coverings, physically distance, etc. Reporting can be done by contacting the college safety representatives, risk management, or using the online form, which can be submitted anonymously through the following link- [Report health hazard](#).

Employee Participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting the items below via the [online Report health hazard form](#) or to their college safety representative or any member of Risk Management.

- (1) The need for replacement face coverings
- (2) Failures to properly use and correctly wear face coverings by employees, students and vendors
- (3) Failures to physically distance, and
- (4) Any other potential failures to comply with this plan that could lead to transmission or exposure of COVID-19 in the workplace. Employees receive routine notifications and briefings from leadership about the need to remain diligent and comply with this plan to safeguard their fellow employees and students.



Investigating and responding to COVID-19 cases in the workplace

Employees that are exposed/symptomatic/covid positive must report this to Covidreporting@rccd.edu and fill out the [Online Reporting Form](#). More information on this can be found on our website [Positive case handling.pdf](#) (rccd.edu)

Cases will be investigated and contact tracing will be conducted by Risk Management for employees and by Health services for students. Any employees that are found to have been in close contact with an infected individual will be asked to leave the premises immediately, and quarantine. These individuals will be given paid time off to test and quarantine. Individuals that test positive and have been onsite during the last 14 days will be directed to call Medcor at 800-775-5866 to start the workers compensation process. For more information on filing a workers compensation claim you may call Bj Cain at 951-222-8127 or you may contact the Riverside WCAB Information and assistance officer at 951-782-4347.

Employees should not return to work until they have been cleared by Human Resources (non-industrial cases) or Risk Management (industrial cases). To be cleared they need to have met the [CDC criteria to discontinue home isolation](#) and completed the [Employee Clearance and Return to Worksite Request](#).

Other employees that happened to be in the same building with an individual that tests positive for COVID-19 but are not considered close contacts will be notified via email per AB685.

Protocols for positive case handling can be found in Appendix A.

Returning to Work after Covid-19

1) Employees may return to work after 10 days when any of the following occur:

- For employees with symptoms all these conditions must be met:
 - o At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 - o COVID-19 symptoms have improved; and
 - o At least 10 days have passed since COVID-19 symptoms first appeared.
- For employees without symptoms, at least 10 days have passed since the COVID-19 employee's first positive test.
- If a licensed health care professional determines the employee is not/is no longer a COVID-19 case, in accordance with California Department of Public Health (CDPH) or local health department recommendations.



2) HRER may also require the employee to provide a copy of the doctor's note to return to work per collective bargain agreements. **If the employee has been EXPOSED¹ to someone with COVID-19, they will need to self-quarantine.** This means the employee will need to stay at home for 14 days from the **last** exposure while avoiding contact with other people. If the employee is re-exposed, the 14-day period begins again. The employee may return to work after those 14 days if symptoms do not develop **and** there is no positive test result.

Reporting, Recordkeeping and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under Cal/OSHA rules.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program.
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request. Please note that this plan will be posted on our website at [Safe Return \(rccd.edu\)](https://www.rccd.edu/safe-return)
- Keep a record of and track all COVID-19 cases.

Multiple COVID-19 Infections and COVID-19 Outbreaks

If RCCD is identified as an employer experiencing three or more COVID-19 infections and/or outbreaks. RCCD and GCCA will adhere to all required outbreak investigation, reporting, and response protocols until there are no new COVID-19 cases detected in an individual workplace for a period of 14 days or more. The protocols are as follows:

COVID-19 Testing – Multiple COVID-19 Infections

1.) RCCD and GCCA will provide COVID-19 testing to all employees in the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours;

2.) COVID-19 testing consists of the following:

a. All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.



b. After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.

¹ *Employees who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine as long as they do not develop new symptoms. Employees who have been fully vaccinated against the disease within the last three months and show no symptoms do not have to quarantine.*

Exclusion of COVID-19 Cases

RCCD and GCCA will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with this plan Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

Notifications to the Local Health Department

Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, RCCD and GCCA will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

RCCD and GCCA will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case and any other information requested by the local health department. RCCD and GCCA will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Major COVID-19 Outbreaks

RCCD and GCCA have, to date, NOT been identified as an employer experiencing twenty (20) or more COVID-19 infections and/or outbreaks in a 30-day period. However, should the district experience a major outbreak, we are committed to adhere to all required outbreak investigation, reporting, and response protocols until there are no new COVID-19 cases detected in an individual workplace for a period of 14 days or more. The protocols are as follows:

COVID-19 Testing – Major Outbreaks

RCCD and GCCA will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.



Exclusion of COVID-19 Cases

RCCD and GCCA will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our plans Exclusion of COVID-19 Cases and Return to Work Criteria and any relevant local health department orders.

Engineering controls, administrative controls, and personal protective equipment to reduce transmission risk.

Below are various safety protocols to reduce the risk of transmission. Safety procedures for specialized disciplines, allied health, classrooms, and labs can be found in Appendix B, C and D.

Physical Distancing

RCCD and GCCA will ensure at least six feet of physical distancing at all times in our workplace by using one of more of the following methods:

- 1.) Where possible, the workplace will utilize remote access to limit the number of employees that must be onsite.
- 2.) All employees in the workplace have been briefed and trained to increase distancing between themselves, other employees, and students whenever possible.
- 3.) Visual cues, such as signage, floor markings, and direction of travel indicators have been installed to provide safe paths of ingress and egress from the workplace for all students and employees.

Face Coverings

RCCD provides clean, new, cloth and reusable face coverings for all employees, including GCCA employees. Face coverings must be worn by employees over the nose and mouth when indoors, and outdoors when less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

- 1.) Face coverings are available for all employees and are available at any time upon request. Employees may contact college safety representatives or risk management for extra masks.

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

- 1.) When an employee is alone in a room;
- 2.) While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

Physical Distancing

RCCD and GCCA implement one or more of the following engineering controls for situations where we cannot maintain at least six feet between individuals:



- 1.) Telework or remote work arrangements
- 2.) Reducing the number of persons in an area at a time
- 3.) Visual cues such as floor markings
- 4.) Staggering arrival, departure, work and break times
- 5.) Install partitions between tables, and reception areas
- 6.) Temporarily discontinue use of urinals and bathroom stalls that are too close together.

RCCD implements one or more of the following administrative controls for situations where at least six (6) feet of distance cannot be maintained between individuals. RCCD uses administrative controls to help employees reduce their exposure to the hazard.

- 1.) Replace in-person meetings to virtual meetings
- 2.) Establish social distancing protocols for all areas in the workplace that would qualify as a pinch or bottleneck point where multiple people may be required to pass within six (6) feet
- 3.) Encourage one-way flows of pedestrian traffic to make distancing easier and avoid face-to-face encounters
- 4.) Monitor employee interaction at all times to deter close contact
- 5.) Train our employees to understand and follow protocols, reinforce procedures with verbal cues and signage, and use other visual communications when available

Engineering Controls – Air Quality and Air Flow

RCCD maximizes, to the extent feasible, the quantity and quality of the outside air in the workplace with mechanical or natural ventilation systems.

Facilities should be optimized for airflow and air exchange where practical. This includes following facilities guidelines for airflow and exchange within spaces. Per- Cal/OSHA CDPH Guidance for Offices- consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.

Cleaning Procedures

The CDC cleaning recommendations are as follows: High touch surfaces should be cleaned “frequently” the common thought is every 4 hours and in-between uses of individuals (i.e. a student leaves a desk it should be cleaned before the next student uses it). The recommendation also covers cleaning at least one time at the beginning or end of a shift or before the next shift starts.



To provide for the safety of everyone, bathrooms and their frequently touched surfaces should have a more frequent pattern, such as every 4 hours at a minimum, and a frequent stocking of paper products/soap and other inventory items.

Ongoing Cleaning and Disinfecting Protocol

Classroom/Office/Conference Room Disinfecting Protocol

Use the CDC recommended cleaning solution, and disinfectant. [List of CDC approved products](#) (List N)
Follow the instructions on the label to ensure safe and effective use of the product. *Pay special attention to the products required contact time with the surface.

Use a surface disinfectant or similar product that contains 60% or more ethyl alcohol and/or isopropyl alcohol. Ensure the employee's cleaning is wearing the appropriate personal protective equipment (PPE), as called out by the Safety Data Sheet.

Additional PPE: Protective disposable gloves required. Face covering, and Safety goggles are recommended.

Protocol for all hard, high touch surfaces

All hard, high touch surfaces must be wiped down with soap and water first. Then apply disinfectant. *Examples* of hard high touch surfaces include: Tables, desks, door knobs, restroom surfaces, and floors. Use the CDC recommended cleaning solution, and disinfectant. [List of CDC approved products](#) (List N)
Follow the instructions on the label to ensure safe and effective use of the product. *Pay special attention to the product's required contact time with the surface. Use a surface disinfectant or similar product that contains 60% or more ethyl alcohol and/or isopropyl alcohol.

Ensure the employee's cleaning is wearing the appropriate personal protective equipment (PPE), as called out by the Safety Data Sheet.

Many products require:

Wearing disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Employees must clean hands immediately with soap and water for at least 20 seconds after gloves are removed. Protective eyewear to protect from splashes.

Additional PPE: Personal face covering.



Protocol for all soft surfaces

Apply disinfectant spray to all soft surfaces. Examples of soft surfaces include: Chairs, cotton/polyester, couches, curtains, mats throw rugs *Follow the instructions on the label to ensure safe and effective use of the product you are putting it on.

Use the CDC recommended cleaning solution, and disinfectant. [List of CDC approved products](#) (List N). Follow the instructions on the label to ensure safe and effective use of the product.

*Pay special attention to the products required contact time with the surface.

Use of surface disinfectant or similar product that contains 60% or more ethyl alcohol and/or isopropyl alcohol. Special surfaces applied with disinfectant spray using cleaning cloths.

Ensure the employees cleaning are wearing the appropriate personal protective equipment (PPE), as called out by the Safety Data Sheet.

Many products require:

Wearing disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. You must clean hands immediately with soap and water for at least 20 seconds after gloves are removed.

Protective eyewear to protect from splashes.

Additional PPE: Personal face covering.

Protocol for all special surfaces

Apply disinfectant spray to all special surfaces. Examples of special surfaces include: Keyboards, Mice, Monitors, and Phones. Follow the instructions on the label to ensure safe and effective use of the product you are putting it on. Use the CDC recommended cleaning solution, and disinfectant. [List of CDC approved products](#) (List N) Follow the instructions on the label to ensure safe and effective use of the product. *Pay special attention to the products required contact time with the surface Use surface disinfectant or similar product that contains 60% or more ethyl alcohol and/or isopropyl alcohol. Follow the instructions on the label to ensure safe and effective use of the product you are putting it on. Ensure the employees cleaning are wearing the appropriate personal protective equipment (PPE), as called out by the Safety Data Sheet.

Many products require:

Wearing disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.

You must clean hands immediately with soap and water for at least 20 seconds after gloves are removed.

Protective eyewear to protect from splashes. Additional PPE: Personal face covering.



References: [cdc.gov/coronavirus/disinfecting](https://www.cdc.gov/coronavirus/disinfecting) [cdc.gov/coronavirus/cleaning-disinfecting-decision-tool](https://www.cdc.gov/coronavirus/cleaning-disinfecting-decision-tool) [cdc.gov/coronavirus/cleaning-disinfection](https://www.cdc.gov/coronavirus/cleaning-disinfection)

Shared tools, equipment, and PPE

At no times will personal protective equipment (PPE) be shared until the equipment (gloves, goggles, etc.) are properly cleaned and sanitized between uses by employees;

- 1.) Items that employees come into regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools are also not to be shared, to the extent possible. Where there must be sharing, the items will be disinfected between uses;
- 2.) If a vehicle must be shared, to the extent feasible, high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand Sanitizing and Hand Washing

- 1.) Handwashing and sanitizing stations and supplies will be available with water, sanitizer, paper towels, and other necessary materials to maintain hygiene;
- 2.) Sanitizer is made available in sufficient quantities to support regular and routine applications.
- 3.) Employees are encouraged to practice personal hygiene and are required to conform to the following minimum standards while working onsite:
 - a. Perform effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after touching the nose or face, coughing, or sneezing.
 - b. Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol-based hand sanitizer with at least 60% alcohol.
 - c. Please note that hand sanitizer does not work on soiled hands.
 - d. Avoid touching eyes, nose, and mouth.
 - e. Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands after.

Personal protective equipment

RCCD utilizes the following procedures to ensure proper personal protective equipment (PPE) is available, utilized, cleaned, and sanitized:

- 1.) Each Facilities Director evaluates the need for PPE (such as gloves, goggles, and face shields) and provide such PPE as needed. ALL required PPE has been identified and a source for the procurement of supplies and materials has been secured.



Training

Online Training will be available via Safe Schools, Calosha website and through the Districts Joint Powers authority. Student trainings will be available through Health Services, links through canvas and through YouTube via our Joint Powers Authority, California School Risk Management (CSRM).

Topics for training will include the following:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Facts related to the COVID-19 pandemic to include:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- Facts confirming particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment- face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Trainings records will be documented via the Target Solutions platform.

The following trainings are available for employees on the Cal/OSHA website: [Calosha's COVID-19 Training](#).

The following trainings are available for employees on [Target Solutions](#):

Coronavirus 101: What you need to know Coronavirus 102: Preparing your household Coronavirus 103: Managing Anxiety and Stress Coronavirus 104: Transitioning to a remote workforce	Coronavirus 105: Cleaning/Disinfecting the Workplace Coronavirus 106: DIY Cloth Face Coverings Coronavirus 107: Reopening Your Organization Coronavirus 108: The Basics of Vaccines Preparing for a Pandemic Flu Outbreak
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These trainings are also available for students through YouTube [here](#) and through Canvas.



The following information is available on the RCCD website:

- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws and Board policies or union agreements. Such as:
- Special consideration for employees that fall under the CDC's category of [people at increased risk](#). This policy is managed through the HRER department [HRER AP 6447 Reasonable accommodation](#)
- Leaves covered under BP/AP [6340 \(rccd.edu\)](#) [6340C \(rccd.edu\)](#)
 - o [cta/rccd contract](#) [CSEA CBA contract](#) and any other current MOU's