

## **Standard Operating Procedure (SOP): Identification and Evaluation of COVID-19 Hazards**

The below requirements set forth to identify and evaluate COVID-19 Hazards are explicated throughout various standard operating procedures (SOPs) within this written prevention program. For sake of avoiding duplicating sections, the below scope will assist the reader in procuring applicable procedures within the other SOPs

### *Requirements:*

1. The SMCCCD shall allow for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.
  - a. (See Workplace Assessment SOP)
2. The SMCCCD shall develop and implement a process for screening employees for and responding to employees with COVID-19 symptoms. The SMCCCD may ask employees to evaluate their own symptoms before reporting to work.
  - a. (See Health Screening SOP)
3. The SMCCCD shall develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.
  - a. (See Responding to the Presence of COVID-19)
4. The SMCCCD shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. SMCCCD shall treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.
  - a. (See Workspace Assessment SOP)
    - i. This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
    - ii. This shall include an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. SMCCCD shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.
5. For indoor locations, the SMCCCD shall evaluate how to maximize the quantity ventilation with outdoor air, the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.
  - a. (See Workspace Assessment SOP)
6. The SMCCCD shall review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH), and information specific to the SMCCCD's industry, location, and operations.
  - a. (See Workspace Assessment SOP)

7. The SMCCD shall evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
8. The SMCCCD shall conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the SMCCCDs' COVID-19 policies and procedures.
  - a. The SMCCCD Emergency/Risk Manager shall be responsible for inspecting work spaces
  - b. (See Workspace Assess SOP)