

## **Standard Operating Procedure (SOP): Major COVID-19 Outbreaks**

### Scope

This SOP applies if 20 or more employee COVID-19 cases in an exposed group visited the workplace during their high-risk exposure period within a 30-day period, and shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

### Procedure

1. The SMCCCD shall provide a respirator for voluntary use to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program.
2. Any employees in the exposed group who are not wearing respirators required by the SMCCCD shall be separated from other persons by at least six feet, except where an SMCCCD can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
3. At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where the physical distancing requirement is not maintained at all times, the SMCCCD shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
4. The SMCCCD shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.