

## Standard Operating Procedure (SOP): Multiple COVID-19 Infections and COVID-19 Outbreaks.

### Scope

This section applies to a workplace which has been identified as a location where there are three or more employee COVID-19 cases visited the workplace during their high-risk exposure period at any time during a 14-day period.

### Procedure

1. COVID-19 Testing
  - a. The SMCCCD shall make COVID-19 testing available at no cost to its employees within the exposed group, during employees' paid time, except:
    - i. Employees who were not present at the workplace during the relevant 14 day period(s)
    - ii. Employees who were fully vaccinated and who do not have COVID-19 symptoms.
  - b. COVID-19 testing shall consist of the following:
    - i. Testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
    - ii. The SMCCCD shall make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department.
  - c. The SMCCCD shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by the District through the Issuance of Order to Take Special Action, in accordance with title 8, section 332.3 of CAL-OSHA.
2. The SMCCCD shall give notice to employees in the exposed group of their right to request a respirator for voluntary use, if they are not fully vaccinated.
3. The SMCCCD shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.
4. The SMCCCD shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:
  - a. Investigation of new or unabated COVID-19 hazards including the SMCCCD's leave policies and practices and whether employees are discouraged from remaining home when sick; the SMCCCD's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
  - b. The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
  - c. The SMCCCD shall implement changes to reduce the transmission of COVID-19 based on the investigation and review. The SMCCCD shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as feasible, requiring respiratory protection in compliance with section 5144, and other applicable controls.

5. In buildings or structures with mechanical ventilation, the SMCCCD shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the SMCCCD shall use filters with the highest compatible filtering efficiency. SMCCCDs shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning/ventilation systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.