



# The Alameda County Joint Apprenticeship and Training Committee for the Electrical (Inside Wireman) Trade

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## COVID-19 In-Person Instruction Exposure Control Plan (ECP)

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Training Director	Date	JATC Board	Date

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1. **Purpose:** The ZNEC has developed this plan to provide JATC staff, instructors, and apprentices with necessary guidelines to prevent the spread of the COVID-19 virus while at the JATC. The following recommendations are derived from the guidance issued by the Center for Disease Control (CDC), the World Health Organization (WHO), the Occupational Safety and Health Administration (OSHA) and Cal-OSHA, and the Alameda

County Public Health Department (ACPHD). This plan is subject to change to reflect updates in guidance from public health and worker safety agencies. In its discretion, the JATC may set standards for Covid-19 prevention that are more stringent than those required by public health and safety guidance.

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. However, people with COVID-19 have experienced a wide range of symptoms -- ranging from no symptoms to severe illness or death, even in young and healthy individuals. Even people who are asymptomatic may spread the coronavirus. While people who are fully vaccinated against COVID-19 may still be infected with the coronavirus, they have a very low risk of severe illness, hospitalization, or death.

The best way to prevent and slow the transmission of COVID-19 is to be well informed about the virus, the disease it causes, and how it spreads. The COVID-19 virus is a respiratory illness that spreads primarily through aerosolized droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Protect yourself and others from infection by getting vaccinated against COVID-19, using masks, washing your hands or using an alcohol-based hand sanitizer frequently, and not touching your face.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of 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

If you are experiencing any of the following symptoms, you should seek emergency medical attention:

- Difficulty breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake up or stay awake
- Bluish lips or face

2. **Scope and Responsibilities:** This ECP shall be implemented while any office staff, instructors, or executive personnel are present, at the ZNEC. The ECP will encompass

procedures for all aspects of general instructional and clerical work at the ZNEC. Any procedures of expected work not listed in the ECP will be directed to the ZNEC Executive Leadership Team (ELT). There is to be no deviation from this plan without the expressed written approval from the ELT. This ECP is intended to operate as the ZNEC's Covid-19 Prevention Program (CPP).

The ELT has overall authority and responsibility for implementing the provisions of this ECP throughout the ZNEC and for ensuring that employees and students receive answers to questions about the program in a language they understand.

All JATC employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. JATC employees and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by raising potential COVID-19 concerns with the ELT.

Students enrolled at the ZNEC are expected to comply with the policies outlined in this ECP. Any questions regarding procedures should be directed to their instructor. Any questions from instructors will be forwarded to the ELT.

Training will be provided to all JATC employees regarding this ECP and Covid-19 prevention. This training will cover:

- JATC ECP and how to participate in identifying and evaluating Covid-19 hazards
- Covid-19-related benefits to which employees may be entitled
- Information regarding the transmission of Covid-19 and methods of preventing that transmission, and that people can be infectious even if they are not experiencing symptoms of Covid-19
- Face covering requirements and the proper use of respirators (N95/KN95)
- Covid-19 symptoms
- Expectations regarding reporting Covid-19 symptoms or positive Covid-19 cases
- The effectiveness of vaccination against Covid-19
- How to access vaccination and testing.

### **3. Instruction:**

This plan has been structured to provide ZNEC instructors and students with guidelines and precautions to take, based on activities most common to a classroom setting. Instructors are to be provided with this plan before any in-person instruction occurs.

The instructors will explain the requirements of this ECP to apprentices before any class begins. This ECP will also be posted at the office for review at all times. A digital copy of this ECP can be made available upon request.

All classes will be conducted in person, subject to the following exceptions. If the ZNEC becomes aware of three or more Covid-19 cases among people who were present in the ZNEC within the 48 hours prior to the positive test, the ZNEC may decide to temporarily teach a class or classes remotely. Apprentices and instructors will be given advance notice of such instructional changes.

#### 4. Control of Covid-19 Hazards

##### Vaccination

- The vaccines approved by the U.S. Food & Drug Administration for protection against Covid-19 have been proven to be highly effective and safe. Vaccination will be required of all apprentices effective with spring semester 2022 unless the person has received an exemption based on a medical condition or sincerely held religious belief that precludes receiving the vaccine. JATC employees are subject to vaccination policies as agreed to in collective bargaining, if applicable.

##### Prescreening and Reporting of Covid-19 Symptoms or Exposure

- Students, instructors, and staff members are expected to self-screen before coming to the ZNEC in person.
- Students, instructors, and staff members should not come to ZNEC in person, including to attend an in-person class, if *any* of the following conditions applies:
  - The person has experienced any Covid-19 symptoms within the past 5 days and has not received negative results from a Covid-19 test within the past 24 hours;
    - *See Section 1 for common symptoms of Covid-19.*
  - The person has received a positive Covid-19 test within the past 5 days.
- A student who cannot attend class in person on a particular day for reasons relating to Covid-19 must notify the JATC before class time, in accordance with the JATC's Policies and Procedures.
- Staff members and instructors must notify the ELT before the start of their class or scheduled work period if they are unable to attend work for reasons relating to Covid-19.
- **Any person (apprentice, staff member, or instructor) must provide the reason relating to Covid-19 that prevents them from coming to the ZNEC in person.** The person may be asked to provide, among other things, the date of any symptoms, and date and type of any test performed. Documentation of the Covid-19 test may also be required. This information is necessary so that the ELT can determine whether other individuals should be notified about possible exposure to the person while at the ZNEC, and such steps that may be necessary to respond to a Covid-19 case at the ZNEC. If other individuals should be notified, the person's name will not be disclosed. **There will be no retaliation against any person for reporting that they have tested positive for Covid-19.**

### **Mask Requirement**

- As of September 2022, masks are optional at the ZNEC regardless of vaccination status. This policy is subject to change by the ELT, depending on the level of community spread of Covid-19 and the policy of our LEA, Chabot College.
- If the ELT announces a return to mandatory masking, each person (including instructors, staff members, apprentices, and visitors) entering the building will wear a 2-layer cloth mask, surgical mask, or N95/KN95 mask at all times while inside the building, except when working alone in private workspaces. The following are NOT acceptable face coverings: scarf, bandana, ski mask, balaclava, turtleneck, collar, or a single layer of fabric. Masks must be worn regardless of vaccination status. Masks must be clean and undamaged. If someone does not have a mask, the JATC will make surgical masks available. Signs will be posted at building entrances regarding the mask requirement.

### **Hygiene and Sanitation**

- The JATC will ensure that all areas of the ZNEC are maintained in clean, disinfected, and sanitary conditions. This may be accomplished through use of a contract cleaning crew.
- Students should bring all related learning material to class, including pens and textbooks.
- Instructors and students should not share any equipment. Items include, but not limited to:
  - Pens and pencils
  - Hand tools
  - Textbooks
  - NEC Manuals
  - Calculators and other learning technology devices
- All persons are encouraged to use approved hand sanitizer stations throughout the building on a regular basis.

### **Ventilation**

- JATC staff and instructors will keep windows open whenever possible to increase air flow, except in circumstances where the amount of outside air needs to be minimized due to other hazards, such as wildfire smoke, or when the EPA Air Quality Index is greater than 100 for any pollutant. The HVAC system should be kept running at all times when the building is occupied.

### **Social Distancing Requirements**

- Social distancing is strongly encouraged at the ZNEC.
- If social distancing is required due to government restrictions, the ZNEC may modify class schedules and impose capacity controls in classrooms.

## 5. Response to Known Exposures at the ZNEC (Employees and Students)

### A. Limiting Transmission.

Where we have a COVID-19 case at the ZNEC, we will limit transmission by ensuring that COVID-19 cases are excluded from the ZNEC until our return-to-work criteria are met.

### B. Investigation of Covid-19 Cases at the ZNEC

An employee or student who tests positive for Covid-19 should contact the ELT immediately. If the employee or student is at the ZNEC, they should leave as soon as possible. If the employee or student is not at the ZNEC, they should not go into the ZNEC. Employees or students who are experiencing Covid-19 symptoms are strongly encouraged to seek testing and medical treatment, and to isolate themselves.

The ELT will cause an investigation to be conducted regarding all known Covid-19 cases at the ZNEC. This investigation will include, at a minimum, the following information:

- Dates/times when the person was last present at the ZNEC
- Locations where the person was last present at the ZNEC
- Identifying other employees/students with whom the person may have been in close contact while at the ZNEC
- Identifying areas in the ZNEC that may require additional cleaning or disinfection protocols or ventilation.

All personal identifying information regarding the person who has tested positive or been diagnosed with Covid-19 will be treated as confidential medical information and will not be shared with any person outside the ELT, except as required by public health officials.

### C. Notification

Within one business day after the ELT is aware of a Covid-19 positive case at the ZNEC, the JATC will notify all employees who were at the ZNEC with the Covid-19 case during the high-risk exposure period. Students will also be notified if they were in the same class as the Covid-19 case. The JATC may, in its discretion, give notice to additional employees and students.

Notice will be provided to the authorized employee representative(s) of JATC employees in accordance with applicable law.

All personal identifying information regarding the person who has tested positive or been diagnosed with Covid-19 will be treated as confidential medical information and will not be shared with any person outside the ELT, except as required by public health officials.

### D. Access to Testing

*Applies only to employees of the JATC (instructors, staff, etc.):* The JATC makes Covid-19 testing available to *employees* at no cost, during work time when an employee has been in

close contact with a Covid-19 case at the ZNEC. Testing is provided regardless of the employee's vaccination status.

E. Hazard Correction

Any area(s) of the ZNEC occupied by the Covid-19 case during the person's high exposure period will be thoroughly cleaned and disinfected.

Any additional Covid-19 risk factors identified in the investigation of a Covid-19 case at the ZNEC will be corrected as soon as practicable. This may include, but is not limited to, taking additional steps to limit the number of persons working or attending class in that area, providing additional PPE, providing additional ventilation, or restricting access to common areas of the ZNEC.

F. Return to Work/School Criteria

Please refer to COVID-19 Exposure Control Job Hazard Analysis for return to Work/School Criteria at the ZNEC (page 8 of this document).

**6. Reporting and Recordkeeping**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report information about Covid-19 cases at our workplace to the authorized representative(s) of our employees as required by law.
- Report workplace-related Covid-19 cases on our OSHA 300 log.
- Maintain records of the steps taken to implement our written COVID-19 ECP in accordance with CCR Title 8 section 3203(b).
- Keep a record of and track all known COVID-19 cases at the ZNEC.
- Make our written COVID-19 ECP available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.

<b>7. COVID-19 Exposure Control Job Hazard Analysis</b>		
<b>General Safe Practices</b>	<b>Potential Hazard</b>	<b>Required Action or Procedure</b>
ALL	COVID-19	<p>Individuals should self-screen for Covid-19 symptoms before entering the building.</p> <p>No person (including students, instructors, and staff members) shall report to the JATC in person if they tested positive for Covid-19 within the past 5 days.</p> <p>No person shall report to the JATC in person if they have experienced any symptoms associated with Covid-19 in the past 5 days and have not received a negative test result for Covid-19 after the onset of symptoms and within the 24 hours prior to entering the ZNEC.</p> <p>Masking is optional at the ZNEC at this time. All persons entering the building, including visitors, are encouraged to wear a 2-layer cloth mask, surgical mask, or N95/KN95 mask. The JATC will make surgical masks available to any person who needs one.</p> <p>All persons are encouraged to wash their hands regularly with soap and water, and/or use an alcohol-based hand sanitizer. Hand sanitizer is available throughout the building.</p> <p>All persons are asked to wash their hands with soap and water before and after using the restroom.</p>
Class Time	COVID-19 Spread	<p>Students will use the pencil or pen they have brought to use. New, unused pens and pencils will be made available upon request.</p> <p>Students and instructors should not share equipment or materials (for example, hand tools, lab materials). All lab equipment should be cleaned after use.</p>

		Disinfectant bottles will be made available, to disinfect any shared equipment.
Toilet & Hand Washing Facilities	COVID-19 Exposure	The building restrooms are available for general use by all persons working or attending classes in the building.  Handwashing with soap and water should occur both before and after using the facilities.
Break Time	COVID-19 Exposure	Water fountains will be closed to all students until further notice.
COVID-19 Positive	COVID-19 Outbreak	<p><b>Persons <i>testing positive with Covid-19 symptoms should stay away from the ZNEC until:</i></b></p> <ul style="list-style-type: none"> <li>• At least 24 hours have passed since a fever of 100.4 °F or higher has resolved without the use of fever-reducing medications,</li> <li>• COVID-19 symptoms are resolving; <i>AND</i></li> <li>• at least 5 days have passed since COVID-19 symptoms first appeared.</li> <li>• <i>AND</i></li> <li>• Must wear a well-fitting mask at the ZNEC for at least 10 days after onset of symptoms. (This is an exception to the mask optional policy.)</li> </ul> <p><b>Persons <i>testing positive without Covid-19 symptoms should stay away from the ZNEC until:</i></b></p> <ul style="list-style-type: none"> <li>• 5 days after the specimen was collected for the person’s first positive test. <i>AND</i></li> <li>• Must wear a well-fitting mask at the ZNEC for at least 10 days after onset of symptoms. (This is an exception to the mask optional policy.)</li> </ul>

		<p><b>Persons testing negative for Covid-19, but who have symptoms</b> must wear a well-fitting mask while at the ZNEC until at least 10-days after onset of symptoms. (This is an exception to the mask optional policy.)</p> <p><b>Persons who have COVID-19 symptoms and are unable to test for COVID-19 or are awaiting test results</b> should stay away from the ZNEC for 5 days from the onset of symptoms or until they receive a negative COVID-19 test result. If they receive a negative test result but continue to have symptoms, they should wear a well-fitting mask while at the ZNEC until at least 10-days after onset of symptoms. (This is an exception to the mask optional policy.)</p>
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## COVID-19

# Isolation and Precautions for People with COVID-19

Updated Aug. 11, 2022

If you were exposed to COVID-19, you should start taking precautions.



### Isolation and Exposure Calculator

A tool to help you determine if you need to isolate or take other steps to prevent spreading COVID-19.

Isolation & Exposure

If you have COVID-19, you can spread the virus to others. There are precautions you can take to prevent spreading it to others: isolation, masking, and avoiding contact with people who are at high risk of getting very sick. Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19.

These recommendations do not change based on [COVID-19 Community Levels](#). If you have COVID-19, also see additional information on [treatments](#) that may be available to you.

This information is intended for a general audience. Healthcare professionals should see [Ending Isolation and Precautions for People with COVID-19](#). This CDC guidance is meant to supplement—not replace—any federal, state, local, territorial, or tribal health and safety laws, rules, and regulations.



For Healthcare Professionals: [Ending Isolation and Precautions for People with COVID-19](#)



## When to Isolate

Regardless of vaccination status, you should isolate from others when you have COVID-19.

You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have [test](#) results. If your results are positive, follow the full isolation recommendations below. If your results are negative, you can end your isolation.



IF YOU TEST

### Negative

You can end your isolation



IF YOU TEST

### Positive

Follow the full isolation  
recommendations below

When you have COVID-19, isolation is counted in days, as follows:

## If you had no symptoms

- **Day 0 is the day you were tested** (not the day you received your positive test result)
- **Day 1 is the first full day** following the day you were tested
- If you develop [symptoms](#) within 10 days of when you were tested, the **clock restarts at day 0 on the day of symptom onset**

## If you had symptoms

- **Day 0 of isolation is the day of symptom onset**, regardless of when you tested positive
- **Day 1 is the first full day** after the day your [symptoms](#) started



## Isolation

If you test positive for COVID-19, **stay home for at least 5 days and isolate from others in your home.**

You are likely most infectious during these first 5 days.

- **Wear a high-quality mask** if you must be around others at home and in public.
- Do not go places where you are unable to wear a mask. For travel guidance, see CDC's [Travel webpage](#).
- **Do not travel.**
- Stay home and separate from others as much as possible.
- Use a separate bathroom, if possible.
- Take steps to [improve ventilation](#) at home, if possible.
- Don't share personal household items, like cups, towels, and utensils.
- Monitor your [symptoms](#). If you have an [emergency warning sign](#) (like trouble breathing), seek emergency medical care immediately.
- Learn more about [what to do if you have COVID-19](#).



## Ending Isolation

**End isolation based on how serious your COVID-19 symptoms were.** Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

## If you had no symptoms

You may end isolation after day 5.

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## If you had symptoms and:

### Your symptoms are improving

You may end isolation after day 5 if:

- You are fever-free for 24 hours (without the use of fever-reducing medication).

### Your symptoms are not improving

Continue to isolate until:

- You are fever-free for 24 hours (without the use of fever-reducing medication).
- Your symptoms are improving. <sup>1</sup>

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If you had symptoms and had:

**Moderate illness (you experienced shortness of breath or had difficulty breathing)**

You need to isolate through day 10.

**Severe illness (you were hospitalized) or have a weakened immune system**

- You need to **isolate through day 10**.
- **Consult your doctor** before ending isolation.
- Ending isolation without a viral test may not be an option for you.

If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.

**Regardless of when you end isolation**

**Until at least day 11:**

- Avoid being around people who are more likely to get very sick from COVID-19.
- Remember to wear a high-quality mask when indoors around others at home and in public.
- Do not go places where you are unable to wear a mask until you are able to discontinue masking (see below).
- For travel guidance, see CDC's [Travel webpage](#).



## Removing Your Mask

**After you have ended isolation, when you are feeling better** (no fever without the use of fever-reducing medications and symptoms improving),

- Wear your mask through day 10.

**OR**

- If you have access to antigen tests, you should consider using them. With two sequential negative tests 48 hours apart, you may remove your mask sooner than day 10.

Note: If your antigen test results<sup>1</sup> are positive, you may still be infectious. You should continue wearing a mask and wait at least 48 hours before taking another test. Continue taking antigen tests at least 48 hours apart until you have two sequential negative results. This may mean you need to continue wearing a mask and testing beyond day 10.

**After you have ended isolation, if your COVID-19 symptoms recur or worsen**, restart your isolation at day 0. Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.

<sup>[1]</sup> As noted in the Food and Drug Administration labeling for authorized over-the-counter antigen tests, negative test results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions.

# WHEN **2** MASK

**Stay informed!**  
**Know when to mask up**  
**for your own safety**  
**and for the safety of**  
**our community.**

The Chabot-Las Positas Community College District is updating its mask policy. The mask requirement is now dependent on our county's risk level. See below to determine what each level means for mask requirements in our district.



## HIGH RISK

Masks are **REQUIRED** for all individuals indoors, regardless of vaccination status, at all district and college locations.



## MEDIUM RISK

Masks are **REQUIRED** for all individuals on campus, regardless of vaccination status, in classrooms, and in the "Purple Public Specialized Areas" indicated on the Safe Work Area Zone map.



## LOW RISK

Masks are **OPTIONAL** in all district and college locations.

\* Please continue to carry a mask with you at all times, as specific areas on campus may still require masking.  
For more info visit: [districtazure.clpccd.org/urgentalerts](https://districtazure.clpccd.org/urgentalerts)

# CORONAVIRUS DISEASE 2019

(COVID-19)



## **Before**

- Eating or preparing food
- Touching your face



## **After**

- Using the restroom
- Coughing or sneezing
- Leaving a public place
- Handling mask
- Changing a diaper
- Caring for someone sick
- Touching animals or pets



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)