

*Sent via bcc Email*

DATE: **June 25, 2021**

TO: SRJC Employees attending work at the Bertolini Student Center, Office of Student Life on 06/17/21.

WORKPLACE: Bertolini Student Center, Office of Student Life on 06/17/21.

SUBJECT: **EMPLOYEE NOTIFICATION OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19–  
EMPLOYEE (AB 685/Labor Code Section 6409.6)**

This notice is to inform you that Santa Rosa Junior College was notified on 06-24-21 that an individual infected with COVID-19 was present at your workplace, at Bertolini Student Center, Office of Student Life on 06/17/21. Therefore, the Bertolini Student Center, Office of Student Life is defined as an **exposed workplace** and you may have been potentially exposed to this virus while working on 06/17/21. An **exposed workplace** is defined as any work location, working area, or common area at work used or accessed by a COVID-19 case where the individual has entered while in their infectious period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The **exposed workplace** does not include buildings or facilities not entered by a COVID-19 case.

Based on review of the protocols practiced at the **exposed workplace** on 06/17/21, no close contact to the COVID-19 infected individual is expected to have occurred for employees. Per Cal/OSHA's COVID-19 Emergency Standard (Title 8, Section 3205), a close contact, or **COVID-19 exposure**, is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with a COVID-19 positive individual's infectious period. This definition applies regardless of the use of face coverings. If the District receives information which changes our understanding of your potential COVID-19 exposure, and you meet the definition of a **COVID-19 exposure** per Cal/OSHA, you will be notified by the District and required to self-quarantine in accordance with the [District's Confirmed Positive COVID-19 Case Protocols](#).

Please note that all potentially infected individuals, even those without symptoms, should get a COVID-19 test that is approved by the US Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA. The test should also be administered in accordance with their approval or the Emergency Use Authorization as applicable. If you are determined to be exposed at work, a test shall be provided at no cost to you during your working hours.

#### **Disinfection and Safety Plan:**

The District conducts cleaning and disinfection operations daily per CDC guidelines at the Bertolini Student Center, Office of Student Life. Social distancing protocols were practiced, and any frequently touched surfaces were cleaned and disinfected using an EPA-approved disinfectant regularly during operating hours. The disinfection and safety plan that the District will continue to

implement and complete at the District per CDC guidelines is:

- Frequently touched surfaces and objects like tables, desks, and other surfaces, chairs, doorknobs and handles, light switches, phones, keyboards, toilets, faucets, rails, and touch screens will be cleaned and then disinfected using an EPA-approved disinfectant.
- Other indoor surfaces and objects, including instructional materials and equipment will be cleaned and disinfected.
- In indoor locations, HVAC filters will be changed regularly per established maintenance schedules and per CDC guidelines.

### **Workplace Outbreak:**

**No Outbreak** has been determined at the workplace located at the Bertolini Student Center, Office of Student Life at this time. You will be notified by the District if an outbreak is determined. An **Outbreak is defined** as three or more laboratory-confirmed cases of COVID-19 among workers who live in different households within a two-week period. Testing requirements apply when there are three or more COVID-19 cases in an exposed workplace within a 14-day period or when identified by a local health department as the location of a COVID-19 outbreak. A negative test result shall not impact your need to quarantine for the appropriate time-period as defined below under the District's Return to Work Criteria.

### **District Return to Work Criteria:**

To return to work employees who meet the definition of a **COVID-19 exposure** per Cal/OSHA, or has a positive COVID-19 test:

- With symptoms: shall not return to work unless at least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications and COVID-19 symptoms have improved, and at least 10 days have passed since COVID-19 symptoms first appeared.
- Without symptoms: COVID-19 cases who tested positive but never developed symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

If an exposed worker does not take a COVID-19 test and does not develop symptoms, the exposed worker shall not return to work until a minimum of 10 days have passed since the date of their last exposure to the COVID-19 case. In addition, the exposed worker must:

- ✓ Adhere strictly to all recommended non-pharmaceutical interventions, including always wearing face coverings, maintaining a distance of at least 6 feet from others and the interventions required below, through Day 14.
- ✓ Always use Facial Coverings when at work outside the home in accordance with the [District's Operational Protocols & Protection Plan](#), and in accordance with local health orders requiring members of the public to wear Facial Coverings when outside the

home.

- ✓ Self-monitor for COVID-19 symptoms through Day 14 and prior to entering a workplace other than your home. If symptoms occur, immediately self-isolate, contact District Human Resources, and the Sonoma County Department of Health or personal healthcare provider and seek testing.

A negative test shall not be required to return to work, and the quarantine or isolation period may not be reduced by a negative test result.

If an order to isolate or quarantine is issued by a local or state health official, an employee shall not return to work until the period of isolation or quarantine is completed, or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate, or quarantine was effective.

COVID-19 symptoms include but are not limited to cough, shortness of breath or difficulty breathing, fever or chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

If you have any of the following, you should seek medical care right away: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. Please note this list is not all possible emergency symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

### **SRJC Employee Leave Rights and Benefits during COVID-19**

The District will provide SRJC employee leave rights and benefits to which the employees may be entitled under applicable federal, state, or local laws. Employees have multiple leave allocations that may be available due to COVID-19, including, but not limited to:

- Education Code-granted sick leave
- Labor Code-supplemental paid sick leave
- Paid Sick Leave pursuant to the Healthy Workplace, Healthy Families Act of 2014 (Applicable to Short-Term, Non-Continuing (STNC), Professional Expert, and Student Employees)
- Accrued vacation leave
- Personal Necessity Leave
- Family Medical Leave Act/California Family Rights Act Leave
- Extended Illness Leave
- Compensatory time
- Board-granted leave of absence
- Workers' Compensation

All leaves paid or unpaid, for which classified professionals and faculty are eligible are listed in the appropriate bargaining agreements. Information by current agreement is available for employees pursuant to your job classification as follows:

- [AFA/Sonoma County Junior College District Contract \(Article 18\)](#)

- [SEIU Local 1021 & Sonoma County Junior College District Contract \(Article 12\)](#)
- [California Federation of Teachers Local 1946/Sonoma County Junior College District Contract \(Article 18\)](#)

In accordance with District Board Policy 2.2P, “*Management Team Guidelines and Procedures*,” educational administrators follow the leave provisions outlined in the AFA agreement and Classified Administrators, supervisors, and confidential employees follow the leave provisions outlined in the SEIU agreement.

Workers’ Compensation Benefits. If an employee is not a remote worker and has worked at a SRJC location or worksite, believes they may have contracted a COVID-19 related illness because of their employment at SRJC, and it is determined the COVID-19-related illness arose out of and in the course of employment, they may be entitled to industrial accident leave benefits and other workers’ compensation disability benefits related to their illness. For additional information regarding workers’ compensation leave benefits, please contact Robin McHale at [rmchale@santarosa.edu](mailto:rmchale@santarosa.edu) .

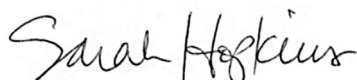
For additional information or questions related to COVID-19 related leave of absences not related to workers’ compensation, please contact Danielle Donica at [ddonica@santarosa.edu](mailto:ddonica@santarosa.edu) or Linda Jay at [ljay@santarosa.edu](mailto:ljay@santarosa.edu) .

Additional information regarding employee benefits because of COVID-19 can be found in the following District policies:

- Sonoma County Junior College District’s [Policy \(2.7\)](#) and [Procedure \(2.7P\)](#) Against Harassment and Discrimination.
- Sonoma County Junior College District’s Reasonable Accommodation for Employees [Policy \(4.20\)](#) and [Procedure \(4.20P\)](#)
- [Sonoma County Junior College District’s Leave of Absence Board Policy \(4.8\)](#), see Section VIII.

It is an unlawful employment practice to discriminate against an employee because of a disability, including COVID-19, or to retaliate against a person who is seeking protections under state or federal law related to a disability. If you believe you have been discriminated or retaliated against due to contracting COVID-19, please contact Sarah Hopkins at [shopkins@santarosa.edu](mailto:shopkins@santarosa.edu) .

Thank you for your attention to this matter.



Sarah Hopkins | Interim Vice President, Human Resources  
Santa Rosa Junior College  
707.527.4831, [hr.santarosa.edu](http://hr.santarosa.edu)

## new hire pamphlet

on or after 1/1/04 there is a limit of  
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### If a work injury occurs

California law guarantees certain benefits to employees who are injured or become ill because of their jobs.

Any job related injury or illness is covered.

Types of injuries include, but may not be limited to, strains, sprains, cuts, cumulative or repetitive traumas, fractures, illnesses and aggravations.

Some injuries from voluntary, off duty, recreational, social or athletic activity may not be covered. Check with your supervisor or Keenan & Associates if you have any questions.

All work related injuries must be reported to your supervisor immediately. Don't delay.

There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you a claim form within one working day after learning about your injury.

It is a misdemeanor for an employer to discriminate against workers who are injured on the job or who testify in another employee's case. Any such employee may be entitled to compensation, reinstatement and reimbursement for lost wages and benefits.

### Workers' compensation benefits include

Medical Care – All medical treatment, without a deductible or dollar limit. For dates of injury

chiropractic, 24 physical therapy and 24 occupational therapy visits. However this limit does not apply for post surgical treatments. Costs are paid directly by Keenan & Associates, through your employer's workers' compensation program, so you should never see a bill.

If emergency treatment is required go to the nearest emergency room or contact 911.

Keenan & Associates will arrange medical treatment, often by a specialist for the particular injury. Preferred Provider Networks may be utilized for physicians as well as medical care centers.

If you have health care coverage you are eligible to treatment with your personal physician or medical group should you become injured on the job. If you are eligible, before you are injured, you must notify your employer in writing and provide your employer written documentation from your personal physician or medical group that they agree to be predesignated. Your personal physician must be your regular primary care physician who previously directed your medical treatment, who retains your medical history and records. You may only predesignate your primary care physician if they are a family practitioner, general practitioner, board certified or board eligible internist, obstetrician-gynecologist, or pediatrician. Your personal physician may be a multispecialty medical group composed of licensed doctors or osteopathy providing medical services predominantly for non- occupational illness and injuries.

Your employer may be using a Medical Provider Network (MPN), which is a selected group of health care providers to provide treatment to

workers injured on the job. If you have predesignated a personal physician prior to your work injury, then you may receive treatment from your predesignated doctor. If you have not predesignated and your employer is using an MPN, you are free to choose an appropriate provider from the MPN list after the first medical visit directed by your employer or Keenan & Associates. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information on reverse side.

If your employer does not participate in a Medical

a maximum set by state law. Payments aren't made for the first three days unless you are hospitalized in an inpatient basis or unable to work more than 14 days.

If the injury or illness results in permanent disability, additional payments will be made after recovery. If the injury results in death, benefits will be paid to surviving, eligible dependents.

Rehabilitation – **For dates of injury on or after 1/1/04** - you may be entitled to a *Supplemental Job Displacement Voucher*, which entitles you to a voucher for educational training.

**MPN Information**

Harbor Health Systems MPN Contact  
(888) 626-1737  
[MPNcontact@harborsys.com](mailto:MPNcontact@harborsys.com)

**How to obtain additional information**

Provider Network (MPN) you may be able to change your treating physician to your personal chiropractor or acupuncturist. Generally your employer, or Keenan, has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your employer, or Keenan, initiates treatment you may, upon request, have your treatment transferred to your personal chiropractor or acupuncturist. To be eligible you must notify your employer in writing prior to being injured. However, a chiropractor cannot be your treating physician after receiving 24 chiropractic office visits.

Contact your employer representative or Keenan & Associates if you have questions about workers' compensation benefits. You may also contact an Information and Assistance Officer at the State Division of Workers' Compensation. You can consult an attorney. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at 415-538-2120.

Your employer will provide you with a form to use an optional method to predesignate your personal physician.

Contact Keenan & Associates if you plan to change physicians at any time.

Payment for Lost Wages - If you're temporarily disabled by a job injury or illness, you'll receive tax-free income until your doctor says you are able to return to work. Payments are two-thirds of your average weekly pay, up to

**Department of Workers' Compensation  
Information and Assistance Offices**

You can get free information from a state Division of Workers' Compensation Information & Assistance Officer. The phone numbers are listed below. Hear recorded information by calling toll-free 800-736-7401 or visit [www.dwc.ca.gov](http://www.dwc.ca.gov).

Anaheim	714-414-1804
Bakersfield	661-395-2514
Eureka	707-441-5723
Fresno	559-445-5355
Goleta	805-968-4158
Long Beach	562-590-5001
Los Angeles	213-576-7389
Marina Del Rey	310-482-3858
Oakland	510-622-2861
Oxnard	805-485-3528
Pomona	909-623-8568
Redding	530-225-2047
Riverside	951-782-4347
Sacramento	916-928-3158
Salinas	831-443-3058
San Bernardino	909-383-4522



San Diego 619-767-2082  
San Francisco 415-703-5020  
San Jose 408-277-1292  
San Luis Obispo 805-596-4159  
Santa Ana 714-558-4597  
Santa Rosa 707-576-2452  
Stockton 209-948-7980  
Van Nuys 818-901-5367

Keenan & Associates adjusting locations

Torrance  
800-654-8102

Eureka  
707-268-1616

Pleasanton  
925-225-0611

Rancho Cordova  
800-343-0694

Redwood City  
650-306-0616

Riverside  
800-654-8347

San Jose  
800-334-6554

Anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to \$150,000 and sent to prison for up to five years.