

### **Purpose**

It is the practice of the Napa Valley Community College District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

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### Introduction

#### What is Covid-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

#### What are the Symptoms of Covid-19?:

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

# **Procedures to Help Prevent the Spread of COVID-19**

#### **Protect Yourself**

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

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Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where t
stand when physical barriers are not possible.
Close or limited access to common areas where employees are likely to congregate and interact.
Delivering services and holding meetings remotely by phone, video or internet.
Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and
personal employee vehicles.
Eliminating all non-essential and non-related services, such as entertainment activities.
Using videoconferencing or teleconferencing when possible for work-related meetings and
gatherings.
Canceling, adjusting, or postponing large work-related meetings e

- Reminders and methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants

## **Compliance**

This addendum will be reviewed regularly and according to federal, state and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.