

GRATTON SCHOOL DISTRICT

COVID-19 PREVENTION PLAN

AS MANDATED BY:
CCR Title 8 Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

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This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in the workplace.

I. Authority and Responsibility

The Superintendent has the overall authority and responsibility for implementing the provisions of this CPP at the School District. The Superintendent is the designated CPP Officer for the specific implementation of the elements of this plan. The CPP Officer for the School District is:

Wendy Williams
wwilliams@grattonschool.net
(209) 632-0505

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

II. Identification and Evaluation of COVID-19 Hazards

The School District will implement the following identification and evaluation strategies:

1. Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
2. Document the vaccination status of School District employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
3. Evaluate employees' potential workplace exposures to all persons at, or who may enter, a school district facility.
4. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
5. Determine who may have been in an exposed group. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
Note: exclusion requirements for employees with COVID-19 exposure.
 - a. Employees who were not present at the workplace during the relevant 14-day period(s).
 - b. Employees who were fully vaccinated before sub section 17 became applicable to the workplace and who do not have COVID-19 symptoms.
 - c. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
6. Give notice of the potential COVID-19 exposure, within **one (1)** business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
7. Require COVID-19 testing of employees, during their working hours, who had potential COVID-19 exposure in the workplace and provide them with the information on School District benefits, as appropriate.

8. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards. The person assigned to investigate shall utilize Appendix D: COVID-19 Inspection Form.
9. Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
10. Evaluate existing COVID-19 prevention controls and the need for different or additional controls.
11. Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with COVID-19 policies and procedures.
12. Review applicable orders and general and industry-specific guidance from the State of California, Cal/ OSHA, and the local health department related to COVID-19 hazards and prevention.
13. Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
14. Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with School District COVID-19 policies and procedures.
15. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the School District throughout the COVID-19 Prevention Plan shall be provided in a manner that ensures the confidentiality of employees, and only after the employee has given their consent to share the information with the School District.

EXCEPTION: Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their Principal.

Employee screening

1. Each day each employee must submit a wellness check. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home based on the scenarios below.
2. Employees will be required to check their own temperature each and every day prior to coming to work. **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever.**
3. Daily Assessment forms will be utilized. Employees will self-screen according to CDPH guidelines
4. COVID-19 testing. The School District will require COVID-19 testing of all employees within the exposed group, during employees' paid time, except:
 - a. Employees who were not present at the workplace during the relevant period(s)
 - b. Employees who were fully vaccinated and who do not have COVID-19 symptoms.
 - c. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

5. COVID-19 testing shall consist of the following:
 - a. Immediately upon being covered by this section, testing shall be required of 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.
 - b. After the first two COVID-19 tests, the School District will require COVID-19 testing once a week, of all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department.
 - c. The School District shall also require testing of employees when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.
 - d. On August 11, 2021, California Department of Public Health issued an order that all unvaccinated school employees must be tested for COVID-19 weekly. Each school district must comply by October 15, 2021.
 - a. Employees may use the District provided COVID-19 tests or be tested at a County testing site, pharmacy, or doctor's office and show proof to the district office
 - b. Employees must show proof of vaccination status to the district administration.

The School District will maintain these confidential documents for one (1) year.

III. Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspection** form, and corrected in a timely manner based on the severity of the hazards, as follows:

1. The severity of the hazard will be assessed. Appropriate work orders, procedures, or other mitigation strategies will be implemented within 3 working days.
2. The CPP Officer is responsible for timely correction.
3. Follow-up measures will be taken to determine if the mitigation strategies have been effective.

IV. Control of COVID-19 Hazards

General Controls – Physical Distancing

1. All the School District employees, sub-contractors, vendors or anybody else making contact at any School District site are required to be checked in daily with the School District representative.
2. Conduct a daily health assessment. Daily Assessment forms will be utilized. Employees will self-screen according to CDPH guidelines
3. Any individual that appears to be unwell will NOT be granted access to the site or allowed to start work.
4. Require sick workers/employees – and those displaying flu-like symptoms – to stay home. (“Worker/Employee” means worker or employee for the School District, subcontractors, designers, consultants, etc.)
5. Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms
6. Hand Sanitizer and appropriate protective gloves shall be made available throughout each site and office, as necessary.
7. Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
8. Minimize the number of employees working within a certain area of a (6’ of physical distance to be maintained at all times).
9. Use of daily task analysis or job hazard analysis forms to communicate the seriousness of this situation and the protection measures necessary.
10. Encourage employees not to share tools or work areas; if this does take place ensure the tools/areas are disinfected after use.
11. Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.
12. Stagger break and lunch times.

13. Encourage employees not to carpool unless they are members of the same household.
14. No physical greetings such as a handshake or hug.
15. Encourage personnel to use the stairs, not the elevator (if applicable).

Face Coverings

1. **“Face covering”** means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering may have no visible holes or openings and must cover the nose and mouth. **A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.**
2. Each site will provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).
3. All employees, whether vaccinated or not, must wear face coverings when working with students in classrooms, cafeterias, libraries, and other locations where students may be present indoors.
4. Employees must properly wear face coverings so that they cover the entire nose and mouth at all times when the employee is required to wear a face covering.
5. Employees required to wear face coverings in the workplace may remove them under the following conditions:
 - When an employee is alone in a room or a vehicle.
 - When an employee is outside.
 - While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
 - Employees are required to wear respirators in accordance with the School District’s respirator program that meets section 5144 requirements.
 - Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
 - Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.
6. Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.
7. Any employee not wearing a face covering, pursuant to the exceptions in 8CCR 3205 (c)(6)(D)4. or 5., and not wearing a non-restrictive alternative when allowed by 8CCR 3205 (c)(6)(E), shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee. Employers may not use the provisions of 8CCR 3205 (c)(6)(F) as an alternative to face coverings when face coverings are otherwise required by this section
8. Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, using Appendix B, The School District will provide, identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with the existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

To the extent feasible, The School District will maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

1. For indoor locations, the School District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
2. If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire

smoke, outside air vents and windows will be closed.

3. For buildings with mechanical or natural ventilation, or both, the School District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
4. The HVAC system will be properly maintained and adjusted by the District Maintenance staff and HVAC Technician(s).
5. The highest MERV filters will be utilized to insure adequate air filtration.
6. Employees are encouraged to open windows or doors with outside conditions are favorable.
7. Applicable orders and guidance from the State of California and your local health department related to COVID-19 hazards and prevention, including **CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments** at <https://hcai.ca.gov/interim-guidance-for-ventilation-filtration-and-air-quality-in-indoor-environments/> .

Cleaning and disinfecting

The School District will implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, phones, headsets, and bathroom surfaces:

1. The Superintendent will ensure that adequate supplies and adequate time for disinfection/cleaning to be done properly.
2. The Superintendent will direct the custodians in the frequency and scope of cleaning and disinfection.]

When a COVID-19 case is identified at a school site or workplace, the following procedures will be implemented:

1. PPE will be worn by employees performing disinfection tasks.
 - Disposable gloves- Ex: Latex or Nitrile
 - Mask- Ex: Disposable face mask
 - Eye covering- Ex: Safety glasses, Safety goggles, Face shield
2. Procedures
 - Clean the surface first, and then disinfect.
 - Body fluids must be thoroughly cleaned from surfaces/objects. Use soap and water to clean first.
 - Apply the district approved disinfection product. The employees should review the SDS for the chemical to be used and follow all label directions.
 - The surface must stay wet with for 10 minutes, or for the appropriate dwell time listed on the product. If the surface dries before the 10 minutes (or, label listed dwell time), reapply
 - Dispose into the trash any paper towels, gloves, and other materials that came in contact with the surfaces during the cleaning and disinfection process.
3. Shared tools, equipment and personal protective equipment (PPE)
 - PPE must not be shared, e.g., gloves, goggles and face shields.
 - Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
 - Where there must be sharing, the items will be disinfected between uses by the affected employee with a School District approved disinfecting product.
4. Hand sanitizing
 - To protect employees from COVID-19 hazards, the School District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
 - Wash hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, employees

MUST wash hands at the beginning and end of each shift, after using the toilet, before and after each break.

- The School District encourages respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Avoid touching your eyes, nose, and mouth especially with unwashed hands.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be provided, as needed.

1. The School District will evaluate the tasks or conditions in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight-fitting respirators. A Respiratory Protection Program will be implemented that includes Medical Evaluations, Fit-Testing, and Training.
2. The School District will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Testing of symptomatic employees

The School District will require testing of employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

V. Investigating and Responding to COVID-19 Cases

The School District has developed effective procedure to investigate COVID-19 cases that include seeking information from employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases**.

The School District will also ensure the following is implemented:

1. COVID-19 testing. The School District will require COVID-19 testing of all employees of the exposed group, during employees' paid time, except:
 - a. Employees who were not present at the workplace during the relevant period(s)
 - b. Employees who were fully vaccinated and who do not have COVID-19 symptoms.
 - c. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms 90 days after the first positive test.
2. The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.
3. Notification within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees, independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.]

Response to a COVID-19 case in the workplace:

The School District will take all of the following steps in response to a COVID-19 case in the workplace.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Require COVID-19 testing of employees who had potential COVID-19 exposure in the workplace and provide them with the information on the COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This may include any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
6. All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

VI. System for Communicating

The School District's goal is to ensure that effective two-way communication with employees, is performed and includes the following information:

1. Employees should report COVID-19 symptoms and possible hazards to the Superintendent.
2. Employees can report symptoms and hazards without fear of reprisal.
3. School District procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
4. To give employees the tools to get tested when they have symptoms to reduce the likelihood of bringing the virus to work, employees may access COVID-19 voluntary testing available through health plans or local testing centers.
5. Information about COVID-19 hazards employees (including other employers and individuals in contact with the workplace) may be exposed to, what is being done to control those hazards, and the School District's COVID-19 policies and procedures.

VII. Training and Instruction

The School District will provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.

- The importance of frequent hand washing with soap and water for at least 20 seconds and using handsanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated, if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Appendix D: COVID-19 Training Roster will be used to document this training. In lieu of this roster, any training confirmation form may be used. This training may be documented electronically as long as the original training documentation form is maintained and has the employee’s signature.

VIII. Exclusion of COVID-19 Cases

When a COVID-19 case is identified in the workplace, The School District will limit transmission by:

1. Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
2. Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
3. Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related.
4. Providing employees at the time of exclusion with information on available benefits.

IX. Reporting, Recordkeeping, and Access

The School District’s CPP Officer will:

1. Report information about COVID-19 cases to the local health department whenever required by law, and provide any related information requested by the local health department.
2. Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in the place of employment or in connection with any employment.
3. Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
4. Make the written COVID-19 Prevention Program (CPP) available at the workplace to employees and to representatives of Cal/OSHA immediately upon request.
5. Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

X. Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms shall not return to work until:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms

1. 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.
2. A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.

Persons who had a close contact may return to work as follows:

- a. Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
- b. Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
 - i. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - ii. At least 10 days have passed since the last known close contact, and
 - iii. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

If an order to isolate or quarantine an employee is issued by a local or state health official

- a. The employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted per 3205(c)(10)(E) and (F) If no period was specified, then the period shall be:
 - b. 10 days from the time the order to isolate was effective, or
 - c. 14 days from the time the order to quarantine was effective.
1. apply).
2. The School District will 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 School District will evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. The School District will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____ **Date:** _____

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Surface cleaning and disinfection (Frequently enough and adequate supplies are provided)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. The School District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Date: _____

Name of person conducting the inspection: _____

Appendix C: Investigating COVID-19 Cases

Date: _____ Name of person conducting the investigation: _____

1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.
2. All COVID-19 testing or related medical services provided will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.
3. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present)		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed			
Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

