

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Prevention Program  
(IIPP)

*In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7.  
General Industry Safety Orders Section 3205, COVID-19 Prevention*

**Shasta Union High School District**

# COVID-19 Prevention Program

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## (a) Scope.

(1) This program applies to all employees and all places of employment, with the following exceptions:

(A) Work locations with one employee who does not have contact with other persons.

(B) Employees working from home.

(C) Employees with occupational exposure as defined by section 5199, when covered by section 5199, Aerosol Transmissible Diseases.

(D) Employees teleworking from allocation of the employee's choice, which is not under the control of the employer.

(b) Definitions. The following definitions apply to this section and to sections 3205.1 through 3205.4.

(1) "Close contact" means 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 the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

(2) "COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

(3) "COVID-19 case" means a person who:

(A) Has a positive "COVID-19 test" as defined in this section; or

(B) Has a positive COVID-19 diagnosis from a licensed health care provider; or

(C) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or

(D) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

(4) "COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

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- (5) "COVID-19 symptoms" means fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- (6) "COVID-19 test" means a viral test for SARS-CoV-2 that is:
- (A) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
  - (B) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
- (7) "Exposed group" means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
- (A) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
  - (B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
  - (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.
- NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.
- (8) "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 has 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.
- (9) "Fully vaccinated" means the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, belisted for emergency use by the World Health Organization (WHO).

Note: As explained by the Department of Fair Employment and Housing, Employment-Information-on-COVID-19-FAQ\_ENG.pdf because the reasons that any given employee

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or applicant is not vaccinated may or may not be related to disability or religious creed, simply asking employees or applicants for proof of vaccination is not a disability-related inquiry, religious creed-related inquiry, or a medical examination, employers may wish to instruct their employees or applicants to omit any medical information from such documentation.

- Acceptable options for proof of vaccination include:
  - Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and the District maintains a copy.
  - Employees provide proof of vaccination. The District maintains a record of the employees who presented proof, but not the vaccine record itself.

(10) “High-risk exposure period” means the following time period:

- (A) For COVID-19 cases who develop COVID-19 symptoms:, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications;, and symptoms have improved.
- (B) For COVID-19 cases who never develop COVID-19 symptoms:, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

(11) “Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

(12) “Worksite,” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

(A) NOTE: The term worksite is used for the purpose of notice requirements in subsections(c)(3)(B)3. and 4. only.

### (c) Written COVID-19 Prevention Program Components.

The District has developed this written COVID-19 Prevention Program, in accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention.

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

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The District's Injury and Illness Prevention Program (IIPP) has been developed in accordance with the issued guidance from the State of California Department of Public Health and Cal/OSHA (Appendix A).

Elements of the COVID-19 Prevention Program include:

(1) System for communicating.

The District will do all of the following in a form readily understandable by employees:

(A) Employee Reports:

All employees of the District are, without fear of reprisal, to report to their Supervisor or Administrator any of the following:

1. **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
2. **Possible close contacts:** If any employee has been exposed or possibly exposed to an individual who is positive for, or has been diagnosed with COVID-19.
3. **Possible COVID-19 hazards at the workplace:** If any employee becomes aware of a possible hazard in the workplace that could increase the likelihood of exposure to COVID-19.

Methods of Reporting:

<b>Immediately report:</b>	<b>To Whom:</b>	<b>How:</b>
<b>COVID-19 symptoms</b>	Administrator/Supervisor or District Nurses	Call 241-3261 Ext:10518 Ext: 16519 Ext: 10515 Ext: 10519
<b>Possible COVID-19 exposures</b>	Administrator/Supervisor or District Nurses	Call 241-3261 Ext:10518 Ext: 16519 Ext: 10515 Ext: 10519
<b>Possible COVID-19 hazards at the workplace</b>	Administrator/Supervisor or your Site Safety Team	In person discussion, call, or email your Administrator/Supervisor



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## COVID-19 Questions - Contact Information

Human Resources	Julie Coffey or Rachel Spade	Employee Leaves, response testing	241-3261	<a href="mailto:jcoffey@suhsd.net">jcoffey@suhsd.net</a> <a href="mailto:rspade@suhsd.net">rspade@suhsd.net</a>
	Colette Cooper	Health concerns, contact tracing (staff and students), symptom screening, response testing	241-3261	<a href="mailto:ccooper@suhsd.net">ccooper@suhsd.net</a>
Health Services	Angie Whitacre		Ext:10518	<a href="mailto:awhitacre@suhsd.net">awhitacre@suhsd.net</a>
	Lynessa Springer		Ext: 16519	<a href="mailto:lspringer@suhsd.net">lspringer@suhsd.net</a>
	Lindsey Bonney-Dabney		Ext: 10515	<a href="mailto:lbdabney@suhsd.net">lbdabney@suhsd.net</a>
Human Resources	Jason Rubin	Safety procedures, policies, checklists, Plexiglas	241-3261	<a href="mailto:jrubin@suhsd.net">jrubin@suhsd.net</a>
Maintenance & Operations	Steve Denney	Cleaning/sanitizing, Custodial products, etc.	241-3261	<a href="mailto:sdenney@suhsd.net">sdenney@suhsd.net</a>
Transportation	Tristan Thomas	Bus routes, schedules, transportation safety	241-0416	<a href="mailto:tthomas@suhsd.net">tthomas@suhsd.net</a>
Special Education	Rebecca Berg	Special Education Cohorts	241-3261	<a href="mailto:rberg@suhsd.net">rberg@suhsd.net</a>

Staff are to communicate with their Supervisors for Covid-19 supplies. Site Administrators or designees will submit orders. Requests for Covid-19 supplies submitted via other methods will not be processed.

## COVID-19 Case Management Contact Information

Health Services 241-3261

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	Colette Cooper	Ext:10518	<a href="mailto:ccooper@suhsd.net">ccooper@suhsd.net</a>
	Angie Whitacre	Ext: 16519	<a href="mailto:awhitacre@suhsd.net">awhitacre@suhsd.net</a>
	Lynessa Springer	Ext: 10515	<a href="mailto:lspringer@suhsd.net">lspringer@suhsd.net</a>
	Lindsey Bonney-Dabney	Ext: 10519	<a href="mailto:lbdabney@suhsd.net">lbdabney@suhsd.net</a>
Human Resources (Leaves)	Julie Coffey Rachel Spade	241-3261	<a href="mailto:jcoffey@suhsd.net">jcoffey@suhsd.net</a> <a href="mailto:rspade@suhsd.net">rspade@suhsd.net</a>

## Covid-19 Case Management information is confidential.

Covid-19 case management information is confidential. Only those needing to be involved in contact tracing and possible quarantine procedures will be communicated with directly about details.

(B) Procedures for how employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

Contact Human Resources for requesting reasonable accommodation as it relates to high-risk medical conditions.

Except when objective undue hardship would result, or in circumstances where an accommodation, if made, would present an imminent and substantial risk to the health and safety of the employee or others, the District shall provide reasonable accommodation to any qualified employee with a disability to perform the essential functions of the position they hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities. Reasonable accommodations will be evaluated through the District's established interactive process.

The district is willing and desires to provide accommodations and work flexibility to the greatest extent possible, including remote work and accommodations consistent with the district's operational needs. The option for unit members to work remotely under the full distance learning model will not be available during the Full In-Person Instructional Model. Depending on the availability of remote work assignments and medical restriction documentation provided by a unit member during an interactive process with the District, unit member assignments and/or transfers to remote work positions for unit members may be considered to provide reasonable accommodations to unit members with healthcare restrictions. Any transfers under the

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interactive process shall be temporary and unit members shall be able to return to their original assignment. The interactive accommodation process may be required to make work safe for employees with health conditions that heighten the risk of severe outcomes with COVID-19.

(C) If testing is required in accordance with this written program, the District shall provide information about access to COVID-19 testing as described in subsection (c)(5)(l) when testing is required under this section, section 3205.1, or section 3205.2.

The District provides the Shasta County Public Health site information for asymptomatic surveillance testing.

Free COVID testing available during employees work hours.

SCPH continues to offer free COVID testing for the community.

Details and information for scheduling an appointment can be found by visiting [their website here](#).

The District will implement Response Testing in accordance with Cal/OSHA Emergency Temporary Standards (updated 6/17/2021) when an exposed group has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed group within a 14-day period. Staff in an exposed group (see Definitions on page 5) will be notified and provided with information about response testing that will be offered.

COVID-19 test results will be sent directly to each person via the email address they provide.

The District will keep all medical information confidential and will only disclose unredacted medical records to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request. Under the ADA, we are required to maintain the confidentiality of any medical information we receive, including the name of any affected employee or student.

To help minimize spread of COVID-19, confirmed-positive individuals and those exposed will be excluded from physically coming to work and will be on home isolation or quarantine in compliance with safety protocols and guidelines from federal, state, and/or local Public Health departments and Cal/OSHA.

(D) In accordance with subsection (c)(3)(B), communicate information about COVID-19 hazards and the District's COVID-19 policies and procedures to employees and other employers, persons, and entities within or in contact with the employer's workplace.

The District communicates COVID-19 policies, procedures, and hazard information:

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- in the COVID-19 Prevention Program plan, posted online as of 1/20/22
- in the COVID-19 Prevention Program plan, available upon request at each site
- in staff training and/or meetings
- in meetings attended by staff and community
- via email to staff and parents/caregivers
- with posted signage at all sites
- COVID-related messages archived on the District website:
- with informational videos
- translated documents

*NOTE: See subsections (c)(3)(C) for confidentiality requirements for COVID-19 cases.*

(2) Identification and evaluation of COVID-19 hazards.

(A) identification and evaluation of COVID-19 hazards

The District allows for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards as follows;

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards.

**SCHOOL SITE SAFETY TEAM:**

Sites designate person(s) responsible for implementing the site-specific plan. These teams consist of a combination of staff members including but not limited to: Administrator, Head Custodian, School Nurse, Office Staff, Teacher(s)

By evaluating the interaction and activity in each location of campus, Site Safety Teams determine arrangements and modifications to be made to the campus.

Discussion and information is shared in meetings including but not limited to:

Negotiations and CCC meetings

Staff meetings and surveys

The District will continue to work with staff to establish safety procedures.

(B) Employee Symptom Screening

The District has a process for screening employees for and responding to employees with COVID-19 symptoms.

Staff are to self-screen for symptoms daily prior to arrival on a campus or worksite.

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### (C) Response to COVID-19 case

The District and staff have developed COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.

For confirmed-positive COVID-19 cases in the workplace, the District and staff will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met.
- Excluding employees with COVID-19 close contacts from the workplace after the last known COVID-19 close contact to a COVID-19 case.
- 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. This will be accomplished by:
  - Additional COVID-Related Leave. Unit members shall comply with all of the safety mitigation orders from State and County Public Health regarding COVID-19. Employees shall be provided with up to 10 days of additional leave as granted in SB 95. This benefit can only be used if the employee is Persons A-D (referenced in COVID-19 Illness and Quarantine Guidelines) and cannot work remotely. Eligibility for this leave will be based on the following and granted at the discretion of the Human Resources division:
    - Employee cooperates with and complies with contact tracing; and
    - Employee agrees to get tested for COVID-19 at no cost to the unit member either through medical insurance or County Public Health and provides evidence of testing; and
    - Employee will exhaust leave provided by the FFCRA. This Additional COVID Related Leave can be accessed prior to use of sick leave. This additional leave granted by SB 95 is set to expire on September 30, 2021.
- Providing information on available benefits to employees at the time of exclusion.
- If the workplace has been identified by a local health department as the location of a COVID-19 outbreak or if there are three or more COVID-19 cases in an exposed group within a 14-day period, COVID-19 testing will be offered to staff at no cost during working hours.

### (D) Workplace Assessment

The District and staff conduct workplace-specific assessments and will conduct periodic inspections to identify all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

The District and staff will take universal precautions and treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

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1. This includes identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
2. This includes evaluation of employees' potential workplace exposure 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. District and staff shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

## SCHOOL SITE SAFETY TEAM:

Sites designates person(s) responsible for implementing the site-specific plan. These teams consist of a combination of staff members including but not limited to:

Administrator, Head Custodian, School Nurse, Office Staff, Teacher(s), maintenance staff

By evaluating the interaction and activity in each location of campus, site teams determine arrangements and modifications to be made to the campus. Site-specific Information is posted on each school's website with the COVID-19 Safety Plan.

## (E) Ventilation Systems

For indoor locations, the District evaluated how to maximize ventilation with outdoor air; to the highest level of 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 COVID-19 transmission.

## HVAC/Filtration Plan

The District recognizes the importance of a safe learning environment and providing improvements to the air filtration system with the intent to maximize the indoor air quality. The District's current HVAC systems function at a high level; however, additional improvements and replacement of units are being completed on a regular basis. The following are the additional planned improvements and implementation measures to the air filtration system to minimize the risk of transmission and infection of COVID-19 through the air.

1. All HVAC units have been thoroughly cleaned. The cleaning of the units consists of removing all dirt and debris from inside the units including cleaning the evaporator and condenser coils. All belts, motors, and bearings have been inspected.
2. Upgraded Merv filters that are compatible with our HVAC units have been installed.

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3. Thermostats have been recalibrated to deliver optimal performance.
4. Air filters are changed on a more frequent basis and may be expedited due to smoke or Covid 19 cases.
5. All HVAC systems at sites operate on the mode which delivers the most fresh air changes per hour, based on contractors' recommendations, including disabling demand-controlled ventilation and opening outdoor air dampers to maximum extent possible as indoor and outdoor conditions safely permit and to not sacrifice comfort.
6. Programming has been provided to maximize as much outside air exchange as conditions safely permit. Where possible, additional programming will be implemented to provide an indoor air flush prior to start up each morning.
7. Repairs and replacement of some HVAC systems will be implemented based on the age and condition of the units.
8. We are currently completing HVAC/Chiller/Boiler and controls recommissioning @ one of our sites on a two story building. We are working with a contractor to evaluate if the same work can be completed on our other two sites.

All inspections, repairs and services will be completed in coordination and in combination with outside contractors and vendors and utilizing school district personnel.

If an individual tests positive for COVID-19, the District will atomize the area with disinfectant.

(F) Ongoing monitoring and review of orders and guidance

The District monitors and reviews applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH), and information specific to the employer's industry, location, and operations.

District Administration and staff continually meet and consult with state and local agencies and other industry professionals to maintain up-to-date information.

(G) Evaluate existing prevention controls

The District evaluates existing COVID-19 prevention controls at the workplace and the need for different or additional controls. This includes evaluation of controls in subsections (c)(4), (c)(6), and (c)(7).

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### SCHOOL SITE SAFETY TEAM:

Sites designate person(s) responsible for implementing the site-specific plan. These teams consist of a combination of staff members including but not limited to:

Administrator, Head Custodian, School Nurse, Office Staff, Teacher(s), Maintenance staff

By evaluating the interaction and activity in each location of campus, Site Safety Teams determine arrangements and modifications to be made to the campus.

### (H) Periodic Inspections

The District will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies, procedures, and public health guidelines.

### (3) Investigating and responding to COVID-19 cases in the workplace.

#### (A) Procedure to investigate COVID-19 cases in the workplace.

The District implements the following procedures for seeking information from employees regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

Health Services or District staff verify COVID-19 case status and close contacts by phone. Staff, parents/caregivers, Public Health agencies, and testing labs provide information about test results. Staff and parents/caregivers provide information about the onset of COVID-19 symptoms. Health Services or District staff identify by phone, track isolation and/or quarantine schedules for appropriate return-to-campus dates and keep confidential records of COVID-19 cases.

#### (B) Response to a COVID-19 case in the place of employment:

The District will take all of the following actions in response to a COVID-19 case on district premises.

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 close contact. 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: See subsection (c)(9) for exclusion requirements for employees after a close contact.*



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3. Within one business day of the time the employer knew or should have known of a COVID-19 case, the employer shall give written notice, in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the disinfection plan required by Labor Code section 6409.6(a)(4). The notice must be sent to the following:
  - a. All employees at the worksite during the high-risk exposure. If the employer should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, the employer shall provide verbal notice, as soon as practicable, in a language understandable by the employee.
  - b. Independent contractors and other employers at the worksite during the high-risk exposure period.
4. Within one business day of the time the employer knew or should have known of the COVID-19 case, the employer shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.
5. Make COVID-19 testing available at no cost during paid time to all employees of the employer who had a close contact in the workplace and provide staff with the information on benefits described in subsections (c)(5)(B) and (c)(9)(C) with the following exceptions:
  - a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
  - b. COVID-19 cases who returned to work pursuant to subsection 3205(c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
6. Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Health Services and Human Resources investigate staff cases.

Health Services and District staff investigate student cases.

Site Administration and Staff coordinate with Maintenance and Operations and Facilities Departments for sanitization and ventilation tasks.

Health Services and Human Resources tracks positive cases for possible Response Testing of Staff.

Site Administrator/Supervisor/Public Health and Safety Team members review the workplace setup and make adjustments, if necessary.

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### (C) Confidentiality of Personal Identifying Information

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this section or by sections 3205.1 through 3205.4, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, and NIOSH immediately upon request, and when required by law.

### (4) Correction of COVID-19 hazards.

The District is utilizing Injury and Illness Prevention Program (IIPP) policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted under subsections (c)(2) and (c)(3) and implementing the controls required by subsections (c)(6) and (c)(7).

It is the goal of the District's Injury and Illness Prevention Program to prevent or reduce injuries, illnesses and loss of productivity in the workplace. In order to accomplish that goal, it is imperative that all employees support the District safety policy and comply with all federal, state and local laws, and ordinances pertaining to fire hazards, hazardous materials, accident prevention and working conditions. This plan is required by CAL-OSHA (California Occupational Safety Health Act) because of legislation (SB 198) effective July 1, 1991.

Referenced on page 2 of the Injury and Illness Prevention program, Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

1. Follow safe procedures and take an active part in protecting themselves, fellow workers and District property by reporting potential unsafe conditions to their supervisor or safety coordinator.
2. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
3. Wear safety protective devices as necessary or when instructed to do so.
4. Report injuries immediately and seek immediate medical attention when required.
5. Learn to lift and handle materials properly.
6. Cooperate and take part in the District Safety Program, workshops, training and safety meetings, etc., as appropriate.

Employees are to make every effort to correct hazards immediately within their control. Other hazards are to be reported immediately to the employee's supervisor (page 13 of the Injury and

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Illness Prevention Program). Employees may also use the Employee Hazard Reporting Form on page 5 of IIPP binder to report hazards.

### (5) Training and instruction.

The District has developed a training program for all employees with instruction to employees including, but not limited to, the following:

- (A) The District's 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 under subsection (c)(2)(A).
- (B) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, leave guaranteed by contract, and this section.
- (C) The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- (D) 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, but are most effective when used in combination.
- (E) The employer's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or sections 3205.1 through 3205.4:
  - 1. How to properly wear the respirator provided;
  - 2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- (F) The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer 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.
- (G) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. 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.

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- (H) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- (I) Information on the employer's COVID-19 policies; 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.
- (J) The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Training materials contain the required components of COVID-19 training and awareness.

- Updates to be shared via various methods of staff communication

(6) Face coverings.

(A) For all employees, the District will provide face coverings and ensure that they are worn when indoors or in vehicles.

(B) Employers shall provide face coverings and ensure they are worn by employees when required by orders from the CDPH.

(C) Employers shall ensure that required face coverings are clean and undamaged, and that they are worn over the nose and mouth. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

(D) When employees are required to wear face coverings under this section or sections 3205.1 through 3205.4, the following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. 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.
3. Employees wearing respirators required by the employer and used in compliance with section 5144.
4. 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.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

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(E) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

(F) Any employee not wearing a face covering, pursuant to the exceptions in subsections (c)(6)(D)4. or 5., and not wearing a non-restrictive alternative when allowed by subsection (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. The District may not use the provisions of subsection (c)(6)(F) as an alternative to face coverings when face coverings are otherwise required by this section.

(G) The District will not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

(H) When face coverings are not required by this section or by sections 3205.1 through 3205.4, employers shall provide face coverings to employees upon request, regardless of vaccination status.

(I) The District will implement the following measures to communicate to non-employees the face coverings requirements on their premises:

The District communicates COVID-19 policies, procedures, and face covering information:

- in the COVID-19 Prevention Program plan, posted online as of 1/20/22
- in the COVID-19 Prevention Program plan, available upon request at each site
- in meetings attended by staff and community
- via email to staff and parents/caregivers
- with posted signage at all sites
- via staff and community surveys
- translated documents

(7) Other engineering controls, administrative controls, and personal protective equipment.

(A) For buildings with mechanical or natural ventilation, or both, the District maximized 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.

(B) The District has implemented cleaning and disinfecting procedures, which require:

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1. Identifying and regularly cleaning frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels. The District will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection.
2. Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

*NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees. See Group 2 and Group 16 of the General Industry Safety Orders for further information.*

### (C) Handwashing Facilities

To protect employees from COVID-19 hazards, the District has evaluated its handwashing facilities and determined the need for additional facilities. The District encourages and allows time for staff and student handwashing and provides staff and students with an effective hand sanitizer. The District encourages staff and students to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

### (D) Personal protective equipment (PPE)

1. The District evaluates the need for personal protective equipment (PPE) to prevent exposure to COVID-19 hazards, such as face coverings and face shields, and provide such personal protective equipment as needed.
2. Upon request, employers shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever an employer makes respirators for voluntary use available, under this section or sections 3205.1 through 3205.4, the employer shall encourage their use and shall ensure that employees are provided with a respirator of the correct size.
3. The District will provide and ensure use of respirators in compliance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.
4. The District will provide and ensure use of eye protection and respiratory protection in compliance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

*NOTE: Examples of work covered by subsection (c)(7)(D)4. include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.*

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### (8) Reporting, recordkeeping, and access.

- (A) The District will report information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. The employer shall report all information to the local health department as required by Labor Code section 6409.6.
- (B) The District will maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).
- (C) The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request.
- (D) The District will keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test.

### (9) Exclusion of COVID-19 cases.

The purpose of this section is to limit transmission of COVID-19 in the workplace.

#### (A) COVID-19 Cases

The District will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements in subsection (c)(10) are met.

#### (B) COVID-19 Exposure Cases

Employers shall exclude from the workplace employees who had a close contact until the return to work requirements of subsection (c)(10) are met, with the following exceptions:

1. Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
2. COVID-19 cases who returned to work pursuant to subsection (c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.

#### (C) Earnings & Benefits while excluded

For employees excluded from work under subsection (c)(9), the District will continue and maintain the employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

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The District may use employer-provided employee sick leave for this purpose to the extent permitted by law. Wages due under this subsection are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under this subsection are subject to enforcement through procedures available in existing law. If an employer determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception.

*EXCEPTION 1: Subsection (c)(9)(C) does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.*

*EXCEPTION 2: Subsection (c)(9)(C) does not apply where the employer demonstrates that the close contact is not work related.*

(D) Subsection (c)(9) does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

(E) Information on Benefits & Leaves

At the time of exclusion, the District will provide the employee the information on benefits described in subsections (c)(5)(B) and (c)(9)(C).

(10) Return to work criteria.

(A) 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 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
2. COVID-19 symptoms have improved; and
3. At least 5 days have passed since COVID-19 symptoms first appeared and the employee tests negative on day 5.
4. Must wear a face covering around others at work for 10 days.
5. If an employee cannot test or declines to test, they can return to the workplace after day 10 if they don't have symptoms.

(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms

6. Shall not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test.
7. An employee can return to work after day 5 if symptoms have resolved and test negative on day 5.
8. Must wear a face covering around others at work for 10 days after the positive test.
9. If an employee cannot test or declines to test, they can return to the workplace after day 10 if they don't have symptoms.



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(C) Once a COVID-19 case has met the requirements of subsection (c)(10)(A) or (B), as applicable, a negative COVID-19 test shall not be required for an employee to return to work.

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

1. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 5 days have passed since the last known close contact.
2. Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements of subsection (c)(10)(A) have been met, unless all of the following are true:
  - a. The person tested negative for COVID-19 using a polymerase chain reaction(PCR)(Preferred) COVID-19 test with specimen taken after the onset of symptoms; and
  - b. At least 5 days have passed since the last known close contact; and
  - c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
  - d. Must wear a face covering around others at work for 10 days after the positive test.
  - e. If an employee cannot test or declines to test, they can return to the workplace after day 10 if they don't have symptoms.
  - f. Employees who are vaccinated, vaccinated with a booster shot, or unvaccinated and are exposed to someone with COVID-19 have different quarantine rules. Please check the Isolation and Quarantine attachment for further information. In addition, employees should clarify with the District health staff regarding isolation and quarantining rules.
3. During critical staffing shortages, when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 5 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected on Day 5:
  - a. Health care workers who did not develop COVID-19 symptoms;
  - b. Emergency response workers who did not develop COVID-19 symptoms; and
  - c. Social service workers who did not develop COVID-19 symptoms and who workface to face with clients in child welfare or assisted living.

(E) If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the 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 in accordance with the return to work periods in subsection (c)(10)(A), (c)(10)(B), or (c)(10)(D), as applicable.

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(F) If no violations of local or state health officer orders for isolation, quarantine, or exclusion would result, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the District will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.

*Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3, 144.6, and 649.6, Labor Code.*

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### § 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks.

#### (a) Scope.

(1) This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period at any time during a 14-day period.

(2) This section shall apply until there are no new employee COVID-19 cases detected in the exposed group for a 14-day period.

#### (b) COVID-19 testing.

(1) The District will make COVID-19 testing available at no cost to its employees within the exposed group, during employees' paid time, except:

(A) Employees who were not present at the workplace during the relevant 14-day period(s) under subsection (a).

(B) Employees who were fully vaccinated before section 3205.1 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 pursuant to subsections 3205(c)(10)(A) or (B), 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) COVID-19 testing shall consist of the following:

(A) Immediately upon being covered by this section, testing will be made available to all employees in the exposed group. 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 required by (b)(2)(A), The District will 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, until this section no longer applies pursuant to subsection (a)(2).

(c) District will make additional testing available at no cost to employees, during employees' paid time when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8, section 332.3.

(d) The employer shall continue to comply with all applicable provisions of section 3205, and shall also do the following:

(1) Employees in the exposed group shall wear face coverings when indoors, or

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when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(c)(6)(D) applies.

- (2) Employers shall give notice to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.
- (3) Employers 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.

(e) COVID-19 Investigation, review and hazard correction.

The District will 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:

- (1) Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
- (2) The review shall be updated every thirty 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.
- (3) The District will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by subsections (e)(1) and (e)(2). The District will 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.

(f) In buildings or structures with mechanical ventilation, employers 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, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

*Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.*

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### § 3205.2. Major COVID-19 Outbreaks.

#### (a) Scope.

(1) This section applies to any workplace covered by section 3205 if 20 or more employee COVID-19 cases in an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period within a 30-day period.

(2) This section shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

#### (b) COVID-19 testing.

Employers shall continue to comply with section 3205.1, except that the COVID-19 testing described in section 3205.1(b) shall be made available to all employees in the exposed group, regardless of vaccination status, twice a week, or more frequently if recommended by the local health department.

#### (c) Respirators and partitions

In addition to the requirements of sections 3205 and 3205.1, the District will take the following actions:

(1) The employer shall provide a respirator for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

(2) Any employees in the exposed group who are not wearing respirators required by the employer and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

(3) At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where the physical distancing requirement in subsection (c)(2) is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

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- (4) The District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- (5) Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

*Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.*

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## Appendix A: Guidance

### Employers

- <https://covid19.ca.gov/safely-reopening/>
- <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/EmployeesAndWorkplaces.aspx>
- <https://covid19.ca.gov/workers-and-businesses/>

### K-12 Education

- <https://covid19.ca.gov/education/#k-12-guidance>
- [Safe Schools for All Hub](#)
- <https://schools.covid19.ca.gov/> frequently asked questions coming soon

### Sports and Childcare

- **California Interscholastic Federation statement (CIF)** for information about seasonal sports  
<https://cifstate.org/covid-19/index>
- <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Child-Care-Guidance.aspx>

### Face Coverings

- [Guidance for the Use of Face Coverings](#) (CDPH)
- [Face coverings, masks, and respirators](#) (covid19.ca.gov) – Information & Overview
- [Face coverings, masks & respirators](#) (DIR)- Handout
- [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#) (CDC) – CDC Recommendations
- [Voluntary use of N95 masks](#) (DIR)- Cal/OSHA

### Testing & Vaccination

- <https://covid19.ca.gov/get-tested/>
- <https://covid19.ca.gov/vaccines/>

### State webpage and data

- <https://covid19.ca.gov/>
- <https://covid19.ca.gov/state-dashboard/>
- <https://covid.cdc.gov/covid-data-tracker/#county-view>

# INJURY ILLNESS PREVENTION PLAN

Shasta Union High School District  
Updated January 2022



# INJURY AND ILLNESS PREVENTION PROGRAM FOR SHASTA UNION HIGH SCHOOL DISTRICT

## RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Jason Rubin, Associate Superintendent, Human Resources has the authority and responsibility for implementing the provisions of this program for Shasta Union High School District

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available in the main office of:

Enterprise High School  
Foothill High School  
Shasta High School  
Pioneer High School  
North State Independence High School  
Shasta Adult School  
District Farm  
Transportation  
University Preparatory School  
Shasta Charter Academy  
Freedom Community Day School

## COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

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

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP;
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: material recognition such as; safety products;
- Providing training to workers whose safety performance is deficient;
- Other means that we use to ensure employee compliance with safe and healthful work practices include:  
Department Training

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

1. Follow safe procedures and take an active part in protecting themselves, fellow workers and District property by reporting potential unsafe conditions to their supervisor or safety coordinator.
2. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.

3. Wear safety protective devices as necessary or when instructed to do so.
4. Report injuries immediately and seek immediate medical attention when required.
5. Learn to lift and handle materials properly.
6. Cooperate and take part in the District Safety Program, workshops, training and safety meetings, etc., as appropriate.

## COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- Safety meetings held at least every quarter of the school year– more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Effective written communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards without fear of reprisal. This is accommodated by notification to immediate supervisor or main office.
- Other means we use to ensure communication with employees include: newsletters

Our organization elects to use a labor/management safety and health committee meeting all the requirements of T8CCR 3203 (7) (c) (1) – (7) to comply with the communication requirements of subsection (a)(3) of T8CCR 3203.

## HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by Site Administrators according to the following schedule:

- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist\*, and any other effective methods to identify and evaluate workplace hazards.

## ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by Site Administrators, and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected **in a timely manner** based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record\*

## TRAINING AND INSTRUCTION

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping , such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
  - stacking goods in an unstable manner
  - storing materials and goods against doors, exits, fire extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.

- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated

In addition, *we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.*

## RECORDKEEPING

### Written IIPP and Documentation Requirements

Our organization has taken the following steps to implement and maintain our

IIPP: Our organization has ten or more employees and keeps records as follows:

1. Records of *scheduled and periodic inspections* including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist and the Identified Hazards and Correction Record and the Investigation / Corrective Action Report. These records are maintained for at least one (1) year.
2. Documentation of *safety and health training* for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record. This documentation is maintained for at least one (1) year.

Our organization retains training records for the term of employment and are maintained in the employees personnel file.

# Injury and Illness Prevention Program COVID-19 Addendum

## Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread from person to person and on surfaces and high touch areas
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well or experiencing symptoms of COVID-19
- Prevention of the spread of COVID-19 if you are sick or have had exposure to any individual who tests positive
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
  - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth. Particularly after touching surfaces and before washing or using hand sanitizer.
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
  - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

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

- The district will ask employees to complete a self-health assessment each morning. If an employee has a fever of 100.4 degrees Fahrenheit or greater, the employee will need to stay home.
  - If the staff member has a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis, it is recommended that they stay home.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms, persistent cough, headache, chills or a fever, loss of taste or smell, the District will do the following:
  - If an employee is sent home, the employee is encouraged to contact their health care provider. The District will also provide the employee information regarding the appropriate leave entitlements for the duration of time that they are off work.
- If informed that an employee tests positive for COVID-19, the District will provide notice to health officials in the county/city in which they are working to thus provide the District with further guidance. Information includes but is not limited to:
  - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked for by the health officials.
- As part of the normal contact tracing protocol for a positive Covid-19 case on campus, teachers of the student will be notified that there has been a positive case in their classroom. The name of the student will not be disclosed, but the teachers will be asked if they have spent a cumulative 15 minutes or more in close contact with any students during the relevant timeframe. From this information, the contact tracing team will determine if said teachers need to self-quarantine.
- Employees who are out with fever or COVID-19 symptoms are prohibited from reporting to work until one of the following occur:
  1. The employee obtains a negative Covid test result and is fever free for 24 hours without fever reducing medications and symptoms have improved, they may return to work with documentation of negative test results after day 5.
  2. The employee retains a Doctor's note allowing their return to work.

## **Injury and Illness Prevention Program COVID-19 Addendum Continued**

- The District will establish a routine schedule to clean and disinfect common surfaces and objects in the workplace.
- This includes but is not limited to:
  - Tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances such as coffee pot or microwave, refrigerators, vending machines, portable restroom and bathroom surfaces and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions or protocols for proper use.

### **Procedures to Increase Physical Distancing and Consistently Enforce Physical Distancing Protocols**

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet as practicable.

Employees will be asked to practice distancing including, but not limited to the following:

- When working indoors or in outdoor areas
- Coming from and going to vehicles
- Limit or restrict riding in the same vehicle
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools and shared equipment
- When using a shared restroom

### **Good Sanitation Practices**

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure handwashing supplies are re-stocked regularly
- Assign an employee to oversee appropriate PPE including but not limited to gloves and facial coverings.
- Sanitize frequently

### **Limit Non-Essential Visits and Travel**

- Transition into on-line meetings as practicable.
- Limit unnecessary travel, this includes personal employee vehicles and district provided vehicles, with multiple passengers.
- Discourage or eliminate all non-essential and non-related services, such as entertainment activities.

### **Work Related Injuries and Illnesses**

If an employee feels he/she has contracted COVID at work, the employee should report it to their administrator and District Nurse, who will triage for appropriate care including referral for treatment. The District Nurse extension is 10518.



# COVID-19 Guidance for K-12 Schools

## 2021-22 School Year

**Name of Local Educational Agency or Equivalent:** Shasta Union High School District

Number of schools: 5

Enrollment: 4100

Superintendent (or equivalent) Name: Jim Cloney

Address: 2200 Eureka Way

Redding, CA 96001

County: Shasta

Type of LEA: High School District

Phone Number: 530-241-3261

Email: jcloney@suhsd.net

Grade Level (check all that apply)

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>  K

3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>  1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>

10<sup>th</sup>

**The California Department of Public Health (CDPH) recommends that all local educational agencies (LEAs) post a safety plan, communicating the safety measures in place for 2021-22, on the LEA's website and at schools, and disseminate to families in advance of the start of the school year.**

The COVID-19 Safety Plan (CSP) consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to Cal/OSHA requirements, and this **CDPH COVID-19 Guidance for K-12 Schools** with accompanying documents.

## **Safety Measures for K-12 Schools**

**Masks/Face Coverings** guidance applies to all settings within the District and includes:

- Masks are optional outdoors for all in K-12 school settings.
- K-12 students are required to mask indoors, with exemptions per [CDPH face mask guidance](#). Adults in K-12 school settings are required to mask when sharing indoor spaces with students.
- Persons exempted from wearing a face covering due to a medical condition, must wear a nonrestrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- The District has developed and implements protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- Consistent with guidance from the 2020-21 school year, the District has developed and implements local protocols to enforce the mask requirements.
- Additionally, the District offers alternative educational opportunities for students who are excluded from campus because they will not wear a face covering. In accordance with AB 130, we offer an independent study program for the 2021-22 school year.
- Continued reminders to students and staff:
  - teaching and reinforcing use of face coverings, or in limited instances, face shields with drapes
  - not to touch the face covering and to wash their hands frequently
  - providing information to all staff and families in the school community on proper use, removal, and washing of cloth face coverings
  - appropriate time to remove a face covering or face shield while indoors only for meals, snacks, naptime, or when it needs to be replaced.
- Applying face covering policies on school buses and any vehicle affiliated with the District used to transport students, staff, or teachers to and/or from a school site
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering in accordance with the second point above when sharing indoor spaces with students.

## **Physical Distancing**

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#).

## **Ventilation**

See Section (E) Ventilation Systems in Part 1: Cal/OSHA COVID-19 Prevention Program (CPP) for information about the optimization of ventilation in indoor spaces.



## **Recommendations for staying home when sick and getting tested**

- a. The District follows the strategy for Staying Home when Sick and Getting Tested from the [CDC](#).
- b. Getting tested for COVID-19 when symptoms are [consistent with COVID-19](#) will help with rapid contact tracing and prevent possible spread at schools.
- c. Staff members and students with symptoms of COVID-19 infection are not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
  - i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - ii. Other symptoms have improved; and
  - iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

## **Screening testing recommendations**

In addition to recommendations for symptomatic and response testing, the District recommends asymptomatic testing in accordance with Public Health recommendations. The District informs staff and families on how they can obtain asymptomatic surveillance testing at County Public Health locations. For Staff, see in Part 1: Cal/OSHA COVID-19 Prevention Program (CPP) for information about the COVID-19 testing policies, availability, and resources. Staff have access to no-cost testing during their working hours (schedule arranged with Supervisor).

## **Case reporting, contact tracing, and investigation**

Per AB 86 (2021) and California Code Title 17, section 2500, the District is required to report COVID-19 cases to the local public health department. The District has a COVID-19 liaison to assist the local health department with contact tracing and investigation.

## **Staff Quarantine for close contacts**

For those who are vaccinated, the District follows the [CDPH and CAL-OSHA Guidance](#) regarding quarantine.

## **Students in school when in a shared airspace: [CDPH Group Guidance](#)**

### **Students exposed outside of school or not in shared airspace:**

- Fully vaccinated students do not need to quarantine if asymptomatic. Testing on day 5 is recommended.

- Unvaccinated students must quarantine. Quarantine can end after day 5 if symptoms are not present they test negative. If unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10

## **Isolation**

For both vaccinated and unvaccinated persons, follow the CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.

## **Hand Hygiene**

The District:

- teaches and reinforces washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- promotes hand washing throughout the day, especially before and after eating, after using the toilet, and after handling garbage, or removing gloves.
- ensures adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

## **Cleaning**

CDPH states that, in general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the U.S. Environmental Protection Agency COVID-19 list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

- If a facility has had a sick person with COVID-19 within the last 24 hours, the District will clean AND disinfect the spaces occupied by that person during that time.

## **Food Service**

The District:

- will maximize physical distance as much as possible while eating (especially indoors) and will arrange for eating outdoors as much as feasible.
- cleans frequently touched surfaces. Surfaces that come in contact with food will be washed, rinsed, and sanitized before and after meals.

Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

## **Vaccination verification**

The District maintains any record of vaccination as confidential medical records.

For staff: As explained by the [Department of Fair Employment and Housing, Employment-Information-on-COVID-19-FAQ ENG.pdf](#) because the reasons that any given employee or applicant is not vaccinated may or may not be related to disability or religious creed, simply asking employees or applicants for proof of vaccination is not a disability-related inquiry, religious creed-related inquiry, or a medical examination, employers may wish to instruct their employees or applicants to omit any medical information from such documentation.

- If the District were to ask employees for proof of being vaccinated, acceptable options for proof of vaccination include:
  - Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and the District maintains a copy.
  - Employees provide proof of vaccination. The District maintains a record of the employees who presented proof, but not the vaccine record itself.

For students:

### **Additional considerations or other populations**

1. Disabilities or other health care needs- When implementing this guidance, the District will:

- carefully consider how to address the legal requirements related to provision of a free appropriate public education and requirements to reasonably accommodate disabilities, which continue to apply.
- refer to the CDC K-12 guidance section on "Disabilities or other health care needs" for additional recommendations.

2. Visitor recommendations- the District will:

- review their rules for visitors and family engagement activities.
- limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly in areas where there is moderate-to-high COVID-19 community transmission.
- limit access for direct service providers but can ensure compliance with school visitor policies.
- continue to emphasize the importance of staying home when sick. Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.

## Continued Strategies

Screening for symptoms: All entering District property are to self-screen daily prior to arrival on a campus or worksite. Signs indicating no entry for those who are experiencing symptoms are posted at sites. The self-screening guidance applies to all settings within the District. The District

- provides a list of screening questions for daily review at home
- actively encourages staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home
- maintains policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students, and students' families are aware of these policies
- will identify an isolation room or area to separate anyone who exhibits 1 or more symptoms of COVID-19 while at school
- will isolate students or staff exhibiting symptoms of COVID-19 at school (fever of 100.4 degrees or higher, cough, difficulty breathing, or other COVID-19 symptoms) immediately in a private area until they can leave school or be picked up by a parent or guardian. Ill students and staff will be recommended to be tested for COVID-19 as soon as possible.
- instruct Staff who observe students exhibiting signs or symptoms of COVID-19 to coordinate with the front office to support students who are less able to self-monitor or less likely to self-report

Identification and Tracing of Contacts: The District handles contact tracing, maintenance and submission of information to the local health department, and notification of exposed persons as described in Part 1: Cal/OSHA COVID-19 Prevention Program (CPP). School sites and local public health contact the District personnel listed here.

## COVID-19 Case Management Contact Information

Human Resources    Jason Rubin    530-241-3261    [jrubin@suhsd.net](mailto:jrubin@suhsd.net)

Health Services    Colette    530-241-3261    [ccooper@suhsd.net](mailto:ccooper@suhsd.net)  
Cooper  
Angie    [a Whitacre@suhsd.net](mailto:a Whitacre@suhsd.net)  
Whitacre  
  
Lynessa    [l Springer@suhsd.net](mailto:l Springer@suhsd.net)  
Springer  
  
Lindsey    [l b d abney@suhsd.net](mailto:l b d abney@suhsd.net)  
Bonney-  
Dabney

Transportation: The District includes provisions for:

- Opening windows on school buses when transporting students, as feasible
- Adhering to face covering/masks guidelines on buses

Staff Training and Family Education: The District communicates COVID-19 policies, procedures, and hazard information:

The District communicates COVID-19 policies, procedures, and hazard information:

- in the COVID-19 Safety Plan (CSP), posted online as of 1/20/2022
- in the COVID-19 Safety Plan (CSP), available upon request at each site
- in staff training and/or meetings
- in meetings attended by staff and community
- via text messages to staff and parents/caregivers
- with posted signage at all sites
- COVID-related messages archived on the District website
- with informational videos
- translated documents

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students and staff will be consistent with reporting requirements.

District staff and/or Health Services staff verify COVID-19 case status by phone. The District Health Services staff or Site Administration handles:

- contact tracing
- maintenance and submission of information to the local health department
- Exclusion of positive cases and persons exposed to positive cases
- notification of exposed persons

Communication Plans: The Superintendent or designee communicates with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**\*\*Some classes may be quarantined as a precautionary measure while waiting for official verification\*\***

Any staff or student with on-site presence is asked to quarantine if they live with, or have come into close contact with, a COVID positive individual.

NOTE: Individuals who are COVID positive (person A) are in isolation, not on campus or site, and not double-counted as a quarantined individual.

The District communicates COVID-19 policies, procedures, and hazard information:

- in the COVID-19 Safety Plan (CSP), posted online as of 1/20/2022
- in the COVID-19 Safety Plan (CSP), available upon request at each site
- in staff training and/or meetings
- in meetings attended by staff and community
- via text messages to staff and parents/caregivers
- with posted signage at all sites
- COVID-related messages archived on the District website
- with informational videos
- translated documents



State of California—Health and Human  
Services Agency  
**California Department of  
Public Health**



August 11, 2021

**TO:** All Californians  
**SUBJECT:** Vaccine Verification for Workers in Schools

**Related Materials:** Vaccine Verification for Workers in Schools - Q&A

### **State Public Health Officer Order of August 11, 2021**

The COVID-19 pandemic remains a significant challenge in California. COVID-19 vaccines are effective in reducing infection, serious disease, hospitalization, and death. At present, 63% of Californians 12 years of age and older are fully vaccinated with an additional 10% partially vaccinated. Children under the age of 12 are not currently eligible for any authorized vaccines.

California is currently experiencing the fastest increase in COVID-19 cases during the entire pandemic with 22.7 new cases per 100,000 people per day, with case rates increasing tenfold since early June. The Delta variant, which is two times more contagious than the original virus, is currently the most common variant causing new infections in California.

Unvaccinated persons are more likely to get infected and spread the virus, which is transmitted through the air. Most current hospitalizations and deaths are among unvaccinated adults. Almost all K-6th graders are unvaccinated and will not be eligible for vaccines at the outset of the 2021-22 school year. Additionally, although some 7-12th grade students will be fully vaccinated by the start of the school year, many will not. As of August 10, 2021, less than 41% of Californians 12 to 17 years old were fully vaccinated.

California is committed to safe, full, in-person learning for all in K-12 schools, following strong public health science. For example, California has implemented a universal masking requirement in all K-12 schools, as well as recommendations around testing strategies for K-12 schools, to support the successful return to full in-person instruction at the outset of the school year, as well as minimizing missed school days.

Vaccination against COVID-19 is the most effective means of preventing infection with the COVID-19 virus, and subsequent transmission and outbreaks. Current CDPH K-12 guidance strongly recommends vaccination for all eligible individuals, thereby reducing COVID-19 rates throughout the community, including in schools, and creating a wrap-around safety layer for unvaccinated students. This Order, consistent with this recommendation,

requires verification of vaccination status among eligible K-12 school workers, and establishes diagnostic screening testing of unvaccinated workers to minimize the risk that they will transmit while on K-12 school campuses, where a majority of students are not vaccinated and younger students are not yet eligible for vaccines.

Schools may use funds received from multiple sources to address costs associated with employee vaccination verification and COVID-19 diagnostic screening testing, including Elementary and Secondary School Emergency Relief Fund (ESSER) I, II, and III; Governor's Emergency Education Relief Fund (GEER) I and II; and In-Person Instruction Grants (AB 86). Additionally, the California Department of Public Health provides access to subsidized COVID-19 testing for schools through specified partners.

For these reasons, in order to prevent the further spread of COVID-19 in K-12 schools, the following temporary and limited public health measures are necessary at this time.

**I, as State Public Health Officer of the State of California, order:**

I. This Order applies to the following facilities: public and private schools serving students in transitional kindergarten through grade 12, inclusive, except that it does not apply to home schools. Further, it does not apply to child care or to higher education.

II. All schools identified in this Order must verify vaccine status of all workers.

A. Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, only the following modes may be used as proof of vaccination:

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
2. a photo of a Vaccination Record Card as a separate document; OR
3. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
4. documentation of COVID-19 vaccination from a health care provider; OR
5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
6. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

In the absence of knowledge to the contrary, a school may accept the documentation presented as valid.

B. Schools must have a plan in place for tracking verified worker vaccination status. Records of vaccination verification must be made available, upon request, to the local health jurisdiction for purposes of case investigation.

C. Workers who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.



## III. Testing requirements:

A. Asymptomatic **unvaccinated** or incompletely vaccinated workers are **required to undergo** diagnostic screening testing.

B. Workers may be tested with either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated workers must be tested **at least once weekly** with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

C. Unvaccinated or incompletely vaccinated workers must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, **do not** waive this requirement for testing.

D. Schools with workers required to undergo workplace diagnostic screening testing should have a plan in place for tracking test results and conducting workplace contact tracing, and must report results to local public health departments. There are IT platforms available that can facilitate these processes for schools.

## IV. Definitions: For purposes of this Order, the following definitions apply:

A. "Fully Vaccinated" means individuals who are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen). COVID-19 vaccines that are currently authorized for emergency use:

1. By the US Food and Drug Administration (FDA) , are listed at the FDA COVID-19 Vaccines webpage
2. By the World Health Organization (WHO), are listed at WHO COVID-19 Vaccines webpage

B. "Incompletely vaccinated" means persons who have received at least one dose of COVID-19 vaccine but do not meet the definition of **fully vaccinated**.

C. "Transitional Kindergarten" means the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.

D. "Unvaccinated" means persons who have not received any doses of COVID-19 vaccine or whose status is unknown.

E. "WHO Yellow Card" refers to the original World Health Organization International Certificate of Vaccination or Prophylaxis issued to the individual following administration of the COVID-19 vaccine in a foreign country.

F. "Worker" refers to all paid and unpaid adults serving in the school settings described in Section I. Workers include, but are not limited to, certificated and classified staff, analogous staff working in private school settings, and volunteers who are on-site at a school campus supporting school functions.

V. The Terms of this Order supersede any conflicting terms in any other CDPH orders, directives, or guidance.

VI. Except to the extent this Order provides otherwise, all other terms in my Order of June 11, 2021 remain in effect and shall continue to apply statewide.

VII. This Order shall take effect on August 12, 2021, at 12:01 am. Facilities must be in full compliance with the Order by October 15, 2021.

VIII. This Order is issued pursuant to Health and Safety Code sections 120125, 120140, 120175, 120195 and 131080 and other applicable law.



Tomás J. Aragón, MD, DrPH

Director and State Public Health Officer

California Department of Public Health

California Department of Public Health  
PO Box, 997377, MS 0500, Sacramento, CA 95899-7377  
Department Website (cdph.ca.gov)





## What Employers and Workers Need to Know About COVID-19 Isolation and Quarantine

January 14, 2022

This fact sheet provides employers and workers with information on when and for how long workers must be excluded from the workplace if they test positive or are exposed to someone who has COVID-19. The chart below reflects the new California Department of Public Health (CDPH) isolation and quarantine periods guidance from January 6, 2022, which overrides the Cal/OSHA COVID-19 Prevention Emergency Temporary Standards in certain circumstances.

More information is available on [Cal/OSHA's ETS FAQs](#).

Vaccination status	Isolation or quarantine	Period of time to be excluded from work
<b>All workers that test positive for COVID-19, regardless of vaccination status</b>	Isolation	<ul style="list-style-type: none"> <li>• Must be excluded from the workplace for at least 5 days.</li> <li>• A worker can return to work after day 5 if they do not have symptoms <u>and</u> test negative.</li> <li>• If a worker cannot test or declines to test,<sup>1</sup> they can return to work after 10 days.</li> <li>• Must wear a face covering around others at work for a total of 10 days after the positive test.</li> </ul>
<b>Unvaccinated workers exposed to someone with COVID-19</b>	Quarantine	<ul style="list-style-type: none"> <li>• Must be excluded from the workplace for 5 days after the close contact <u>and</u> take a test on day 5.</li> <li>• A worker can come back to work after day 5 if they test negative and do not have any symptoms.</li> <li>• If the worker cannot test or declines to test,<sup>1</sup> they can return to the workplace after day 10 if they do not have symptoms.</li> <li>• Must wear a face covering around others at work for 10 days after exposure.</li> <li>• If the worker develops symptoms, they must be excluded pending a test result.</li> </ul>
<b>Booster-eligible, but not boosted workers exposed to someone with COVID-19</b>	No quarantine	<ul style="list-style-type: none"> <li>• Does not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after close contact.</li> <li>• Must wear a face covering around others at work for 10 days after exposure. If the worker develops symptoms, they must be excluded pending a test result.</li> </ul>
<b>Workers received a booster, or are fully vaccinated but not yet booster-eligible.</b>	No quarantine	<ul style="list-style-type: none"> <li>• Does not need to be excluded from work if asymptomatic, but must take a test on day 5 after exposure.</li> <li>• Must wear a face covering around others at work for 10 days after exposure.</li> <li>• If they develop symptoms, the worker must be excluded from the workplace pending a test result.</li> </ul>

<sup>1</sup> An employer may require a test. More information is available in the [Department of Fair Employment and Housing FAQ](#).

## UPDATE - COVID-19 Prevention Emergency Temporary Standards What Employers Need to Know About the December 16 Standards

December 16, 2021

On December 16, the Occupational Safety and Health Standards Board readopted the Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS) for the second time. These emergency standards include important revisions to make the workplace rules consistent with the latest requirements and recommendations from the California Department of Public Health (CDPH). The emergency standards take effect on **January 14, 2022**, and apply to most workers in California not covered by the **Aerosol Transmissible Diseases standard**.

### Some important requirements that remain unchanged in the COVID-19 Emergency Temporary Standards:

- Employers must establish, implement, and maintain an effective written COVID-19 Prevention Program that includes:
  - Identifying and evaluating employee exposures to COVID-19 health hazards.
  - Implementing effective policies and procedures to correct unsafe and unhealthy conditions.
  - Allowing adequate time for handwashing and cleaning frequently touched surfaces and objects.
- Employers must provide effective training and instruction to employees on how COVID-19 is spread, infection prevention techniques, and information regarding COVID-19-related benefits that affected employees may be entitled to under applicable federal, state, or local laws.

### Important revisions to the COVID-19 Prevention Emergency Temporary Standards include:

#### Investigating and responding to COVID-19 cases in the workplace

Employers must continue to properly notify employees, employee representatives and any other workers at a worksite of possible COVID-19 exposures within one business day. This section was updated to give employers more clear instructions on how to notify workers who were at the same worksite as the COVID-19 case during the high-risk exposure period.

#### Face Coverings

Employees who are exempted from wearing a face covering due to a medical or mental health condition, or disability and cannot wear a non-restrictive alternative must physically distance at least six feet from others and either be fully vaccinated or tested at least weekly for COVID-19.

**Note:** The testing must be during paid time and at no cost to the employee.

## Testing and Exclusion

- Employers are now required to make COVID-19 testing available at no cost and during paid time to employees who were fully vaccinated before the “close contact” with a COVID-19 case occurred, even if they are asymptomatic.
- During outbreaks and major outbreaks, employers must now make weekly testing (outbreaks) or twice-weekly testing (major outbreaks) available to asymptomatic fully vaccinated employees in the exposed group
- Employees who have recently recovered from COVID-19 and those who are fully vaccinated are not required to be excluded from the workplace after “close contact” but must wear a facecovering and maintain six feet of physical distancing for 14 calendar days following the last date of contact.

## Return to Work Criteria

The period of time before an employee can return to work after “close contact” or COVID-19 illness has been revised to be consistent with current CDPH guidelines. These time frames will automatically update if CDPH updates their guidelines pursuant to the Governor’s executive order.

## Definitions

- “Worksite” now specifically excludes the employee’s personal residence, locations where an employee works alone, and remote work locations chosen by the employee.
- Definitions revised to be more consistent with federal OSHA, including:
  - “COVID-19 test” now includes specific instructions for workers using a test at home with self-read results. The employer or a telehealth professional must observe the test results.
  - “Face coverings” was updated to include more specific detail on the different types of acceptable face coverings.
  - “Fully vaccinated,” now mentions the minimal amount of time workers need to wait between the first and second shot of a two-dose vaccine.

This guidance is an overview, for full requirements see Title 8 sections [3205](#), [3205.1](#), [3205.2](#), [3205.3](#), [3205.4](#)



State of California—Health and Human  
Services Agency  
**California Department of  
Public Health**



January 12, 2022

**TO:** All Californians

**SUBJECT:** Group-Tracing Approach to Students Exposed to COVID-19 in a K-12 setting

Related Materials: [2021-2022 K-12 Schools Reopening Framework and Guidance](#) | [2021-2022 K-12 Schools Guidance Q&A](#) | [Safe Schools for All Hub](#) | [More Languages](#)

California's determination to use every available tool to keep schools safe during this pandemic is allowing us to keep classrooms open and in-school transmission low. Since the start of the pandemic, the state has adapted to new challenges presented and responded with strategies harnessing available tools.

The shorter incubation period and increased transmissibility of variants currently circulating in California suggest an additional approach to contact tracing may be warranted. The framework outlined below allows for a quicker and broader response to cases identified in school settings, accomplishable through prompt notification, testing, and isolation protocols. This strategy also allows for schools to provide safe in-person instruction without undertaking intense (and often protracted) contact tracing processes to identify individual students within a specified radius of someone infected.

All of this is possible in California's schools because the multi-layered approach to COVID-19 mitigation has effectively curbed in-school transmission to-date. These other layers – such as receiving COVID-19 vaccinations and boosters, wearing high-quality well-fitting masks, staying home and testing if symptomatic, and improving indoor air quality – remain crucial to school-based mitigation efforts.

Stricter guidance may be issued by local public health officials or other authorities. In workplaces, employers are subject to the Cal/OSHA COVID-19 Emergency Temporary Standards (ETS) or in some workplaces the CalOSHA Aerosol Transmissible Diseases Standard, and should consult those regulations for additional applicable requirements.

**Recommendations for students exposed to someone with COVID-19 in a K-12 school:**

1. Schools should notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (e.g., classroom) with someone with COVID-19 during their period of infectiousness.
  1. Notification should occur to "groups" of exposed students (e.g., classmates, teammates, cohorts, etc.) rather than contact tracing to identify individual "close contacts" (e.g., those within 6 feet).

2. Notifications should be provided to all individuals considered exposed, including those who are vaccinated and/or recently infected.
  1. For example, if a student in tenth grade is diagnosed with COVID-19, the school should notify groups with whom that student interacted as per the criteria above, such as those in the same classes, sports team, and/or other extracurricular cohorts.
  3. A sample notification letter is available here for school edit and use.
2. Exposed students, regardless of COVID-19 vaccination status or prior infection, should get tested for COVID-19 with at least one diagnostic test obtained within 3-5 days after last exposure.
  1. In the event of wide-scale and/or repeated exposures, broader (e.g., grade-wide or campus-wide) once weekly testing for COVID-19 may be considered until such time that exposure events become less frequent.
  2. Any FDA-approved antigen diagnostic test, PCR diagnostic test, or pooled PCR test is acceptable for evaluation of an individual's COVID-19 status. For individuals who have been recently infected (within the past 90 days), antigen testing is strongly recommended as PCR results may remain persistently positive and not be indicative of a new active infection. Repeat antigen testing and/or confirmatory molecular testing should be considered in individuals who receive a negative result with an antigen test but have symptoms specific for COVID-19 (such as loss of taste and smell).
3. Exposed students who participate in testing may continue to take part in all aspects of K-12 schooling, including sports and extracurricular activities, unless they develop symptoms or test positive for COVID-19. They should test as recommended in Section (2), report positive test results to the school, and follow other components of this guidance, including wearing face-coverings as directed.
  1. Exposed students who develop symptoms should see Section 4 of the K-12 Guidance.
  2. Exposed students who receive a positive test result should isolate in accordance with Section 10 of the K-12 Guidance.
4. See the K-12 Schools Guidance 2021-2022 Questions & Answers for additional information.

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Department Website (cdph.ca.gov)

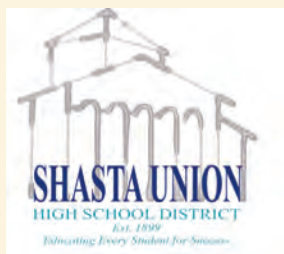




# Please wear a face covering.



**Maintain a distance of 6 feet  
whenever possible.**



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

# SLOW the Spread of COVID-19



Fever



Cough



Shortness of Breath

**Do not enter this area if you**  
**have any of the above symptoms.**

## How is it prevented?



Wash hands often



Avoid touching eyes, nose, or mouth with unwashed hands



Avoid contact with sick people



Stay home while you are sick; avoid others



Cover mouth/nose with a tissue or sleeve when coughing or sneezing



Clean and disinfect frequently touched objects and surfaces

Please call  
241-3261  
if you need  
assistance

**Coronavirus is Contagious**

**Questions?**

Call the CA State COVID-19 Hotline 1-833-422-4255





## Appendix B: COVID-19 Inspections

Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace.

Date:

Name of person conducting the inspection:

Work location evaluated:

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

Date: \_\_\_\_\_

DOC: \_\_\_\_\_

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

School: \_\_\_\_\_

Position: \_\_\_\_\_

**Staff Member Worksheet**

Respondent: \_\_\_\_\_

Phone: \_\_\_\_\_

Last day at work: \_\_\_\_\_

Return to work: \_\_\_\_\_

**Out Due to Symptoms:**

Symptom start date: \_\_\_\_\_

List symptoms: \_\_\_\_\_

May return after: \_\_\_\_\_ (if fever free for 24 hours and symptoms improved)

**Test:** Y N Date Covid-19 test administered: \_\_\_\_\_ Result: \_\_\_\_\_

Location of Test: \_\_\_\_\_ Copy Available? \_\_\_\_\_

**Covid Positive:** Y N Dates Possibly Infectious at Work: \_\_\_\_\_

Return dates for contacts: \_\_\_\_\_

Names of Close Contacts: \_\_\_\_\_

**Out as a Close Contact:**

Exposure Date: \_\_\_\_\_ Quarantine Dates: \_\_\_\_\_

Close Contact to: Student \_\_\_\_\_ (initials \_\_\_\_)

Staff \_\_\_\_\_ (initials \_\_\_\_)

Outside Contact \_\_\_\_\_

(Close contacts are people within 6 feet for 15 minutes or more including staff and students)

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_ DOC: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Student: \_\_\_\_\_ Staff: \_\_\_\_\_ SUHSD: \_\_\_\_\_

### Covid-19 Positive Student Worksheet

1. Attach student demographic information & copy of Close Contact Log
2. Team Contacts:
  - a. Administrator: \_\_\_\_\_ Cell: \_\_\_\_\_
  - b. RN/LVN: \_\_\_\_\_ Cell: \_\_\_\_\_
  - c. Clerical: \_\_\_\_\_ Cell: \_\_\_\_\_
3. Positive test results reported to \_\_\_\_\_ by \_\_\_\_\_

### Parent/Guardian Contact

Respondent: \_\_\_\_\_ Phone: \_\_\_\_\_

**Test:** Date Covid-19 test administered: \_\_\_\_\_ Location of Test: \_\_\_\_\_

Date positive results received: \_\_\_\_\_ Type of Test: \_\_\_\_\_ Copy available: Y N

**Home Contacts:** Has anyone else in the house tested positive? Y N If Yes, list: \_\_\_\_\_

\_\_\_\_\_

Are there other SUHSD students in the home? Y N Name(s): \_\_\_\_\_

**Do you know when/where exposure occurred:** \_\_\_\_\_

**Symptoms:** Y N If yes, start date: \_\_\_\_\_ List symptoms: \_\_\_\_\_

**Public Health:** Have you been contacted by public health? Y N

**Isolation End Date:** \_\_\_\_\_

**Contact Tracing:** May we share your child's name with his teachers/bus driver for? Y N

Last day of Attendance: \_\_\_\_\_ Return-to-School: \_\_\_\_\_

Bus: Y N Carpool: Y N Sports/clubs: \_\_\_\_\_

CTE: \_\_\_\_\_ Off tract day: \_\_\_\_\_

Contact Tracing needed for the following dates: \_\_\_\_\_

School close contacts return dates: \_\_\_\_\_

Close contacts are people within 6 feet for 15 minutes or more including staff and students. Please consider lunchtime, before/after class, bus or carpool, sports, counseling or other staff contacts, group projects, before or after school activities, etc., as well as any other SUSHD student outside of school hours. (list on the back)

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Board of Trustees**

*Constance Pepple  
Ron Zufall  
Gregory Hartl  
Jamie Vericker  
Joseph Ayer*

**Superintendent**

*Ana Clancy*

**Assembly Bill 685 NOTIFICATION**

January 22, 2021

**RE: AB 685 Notice of Potential Exposure to COVID-19**

**To: Employees at Foothill High School**

We have recently received information that there was an individual(s) confirmed to have COVID-19 or has been ordered to isolate at your worksite, Foothill High School. This notice is being provided to all employees who were at your worksite within the potentially infectious period and who may have been potentially exposed. This is not intended to notice you of actual exposure or a close contact with the individual, but rather to inform you that someone at your worksite has or had COVID-19. Given recent changes in the law, you will receive this type of notice each time a similar event occurs at your worksite.

We are not able to identify the person due to the confidential nature of this information and ask that you be courteous and respectful and not speculate as to the identification of the individual referenced in this notification. Although you are receiving this notice as required by law, you may or may not have had any contact with the individual related to this notice. In addition, our regular cleaning protocol, use of masks and social distancing, and other safety protocols and prevention procedures taken by the District help to reduce the risk of contracting the virus at your worksite. Persons that have been identified as having had close contact (within 6 feet for at least 15 minutes) will be contacted separately. If you are not contacted separately, you have not been identified to date as a close contact with the individual(s).

Please remember, COVID-19 is a viral infection that can spread from person-to-person when people cough or have close contact with an infected person. Symptoms include fever, cough, and shortness of breath, loss of taste or smell, headache, muscle aches, and can sometimes cause very mild illness in children. If you experience these or any other symptoms, please contact your healthcare provider and let them know that you may have been exposed to COVID-19. Employees should not report to work if they are sick or have received a quarantine or isolation order. Should you test positive for COVID-19, be sure to contact the Human Resources Department or our District Nurses immediately.

*COVID-19 Related Benefits and Leaves*

Employees that need to take leave for COVID-19-related reasons due to their own illness, quarantine or isolation order, or to care for family members, may be eligible to take leaves pursuant to federal and state law and the District's collective bargaining agreement or MOU.





**Board of Trustees**

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Gregory Hartt  
Jamie Vericker  
Joseph Ayer*

**Superintendent**

*Jim Cloney*

These leaves include:

- Family Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)
- Unpaid Leave of Absence
- Industrial Accident and Illness Leave and Workers' Compensation Benefits

Leaves are also available pursuant to the Education Code and collective bargaining agreement and include, among others, sick leave, extended sick leave, and personal necessity leave. Information about these leaves is available in your collective bargaining agreement or MOU.

CSEA Employees: Please see leaves beginning on page five of the agreement that can be found in the link [here](#)

SSEA-Certificated/ESP Employees: Please see leave beginning on page five of the agreement that can be found in the link [here](#)

*Disinfection and Safety Plan*

The District disinfects each classroom and all common areas, including office spaces, each evening. Restrooms are cleaned at least daily and high contact surfaces such as door handles and light switches are disinfected throughout the day. The work areas of the individual with COVID-19 have been or will soon be deep cleaned and sanitized. If you have any questions about the District's safety protocols, please review our reopening plan which is available in the link [here](#)

*Prohibition Against Discrimination and Retaliation*

Please note that federal and state laws, as well as District policy, prohibit discrimination or retaliation against any employee who contracts COVID-19 or exercises his/her rights under the applicable laws and policies. The District takes these prohibitions very seriously.

If you have any questions or concerns, please contact me directly at Jason Rubin, [jrubin@suhsd.net](mailto:jrubin@suhsd.net) or 241-3261.

Sincerely,

Jason Rubin  
Associate Superintendent HR

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- We will offer COVID-19 testing to all employees who wish to be tested in our exposed workplace with the exception of employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be offered an opportunity to be tested immediately and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP Investigating and Responding to COVID-19 Cases.

#### **COVID-19 investigation, review and hazard correction**

In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will 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 will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.

- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will 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 possible.
  - Respiratory protection.
  - [describe other applicable controls].

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

COVID-19 Investigation, review and hazard correction. In addition to the requirements of subsection 3205(c)(2) and 3205(c)(4), the employer 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.

Date notified of 3rd positive case in 14 days:		
Date of outbreak testing:	Notified by _____ on 1/01/2021	
Public Health Notified of Outbreak:	Notified via School Messenger and Email on 01/01/2021	
Notification to all that have been on campus:		
Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.	The three COVID positive cases appear to be completely unrelated. One was a non-employee who was only on campus two days. And, the other two were on campus in different workplace areas during a time of distance learning with no children on campus. Staff and students will continue to be reminded to stay home if they are having any symptoms.	
The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.	If outbreak continues, must be updated on or before 2/01/2021	
The employer shall implement changes to reduce the transmission of COVID-19 based on the investigation and review required by subsections (e)(1) and (e)(2). The employer 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 possible, respiratory protection, and other applicable controls.	We will continue to practice PPE requirements and social distancing. Additionally, we will continue to remind all school community members to stay home when experiencing symptoms, wear a mask when not in room alone with door closed, and to social distance. Continue with office locked to minimize traffic. Continue with staff meetings/collaboration on virtual platform whenever possible.	

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

We will offer twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP Investigating and Responding to COVID-19 Cases.

### **COVID-19 hazard correction**

In addition to the requirements of our CPP Correction of COVID-19 Hazards, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will 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, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

### **Notifications to the local health department**

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

## 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. We 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: *Jason Rubin*

Date: *8/30/21*

Name(s) of employee and authorized employee representative that participated: *Matt Chaney  
ESP Representative*

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
<i>Front Desk Waiting Area</i>	<i>7AM - 4pm</i>	<i>minor</i>	<i>Plexiglass is in place, Furniture is spaced out</i>
<i>Restrooms</i>	<i>Main Building ALL Day</i>	<i>minor</i>	<i>Partitions are in place. Hand washing is available</i>
<i>staff Room EATING AREA</i>	<i>Main Building ALL Day</i>	<i>minor</i>	<i>One person eats at a time</i>
<i>Hallways</i>	<i>Main Building ALL Day</i>	<i>minor</i>	<i>Ventilation in hallways and it is a very open space</i>
<i>Meeting Rooms</i>	<i>Main Building ALL Day</i>	<i>minor</i>	<i>Seating is spaced out.</i>
<i>Elevator</i>	<i>Main Building ALL DAY</i>	<i>minor</i>	<i>No more than two people at a time</i>
<i>Office Spaces</i>	<i>Main Building 7AM - 4:30pm</i>	<i>medium</i>	<i>Staff and guest mask up &amp; there is adequate spacing</i>

### Appendix B: COVID-19 Inspections

Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace.

Date: 8/1/2021

Name of person conducting the inspection: JASON RUBIN

Work location evaluated: District Office

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Complete		
Ventilation (amount of fresh air and filtration maximized)	Complete		
Additional room air filtration	If requested		
<b>Administrative</b>			
Physical distancing	Complete		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete		
Hand washing facilities (adequate numbers and supplies)	Complete		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete		
PPE (not shared, available and being worn)	Complete Following OSHA's COVID Guidelines		
Face coverings (cleaned sufficiently often)	Complete		
Gloves	Available		
Face shields/goggles	Available		
Respiratory protection	Available		

## Appendix A: Identification of COVID-19 Hazards

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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. We 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: *Kevin Strohmayer*

Date: *10/12/2021*

Name(s) of employee and authorized employee representative that participated: *Robbin Jack SSEA Site Representative*

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
<i>Office areas</i>	<i>Main office, att. office, counseling office, admin. office 7:00 a.m. - 3:00 p.m.</i>	<i>Minor</i>	<i>Plexiglass is in place, seating is spaced out, masks are worn by students, staff, and visitors</i>
<i>Classrooms</i>	<i>campus wide 7:00 a.m. - 3:00 p.m.</i>	<i>Minor</i>	<i>Masks worn by students and staff. Spacing when possible.</i>
<i>Restrooms</i>	<i>campus wide 7:00 a.m. - 3:00 p.m.</i>	<i>Minor</i>	<i>Masks are worn by students and staff. Limited number of students allowed in restroom.</i>
<i>Meeting rooms</i>	<i>campus wide 7:00 a.m. - 3:00 p.m.</i>	<i>Minor</i>	<i>Masks are worn by staff, students, and visitors. Seating is spaced when possible.</i>
<i>Hallways</i>	<i>campus wide 7:00 a.m. - 3:00 p.m.</i>	<i>Minor</i>	<i>Masks are worn by students, staff, and visitors. Limited amount of time where people intent.</i>
<i>Cafeteria</i>	<i>Indoors 7:00 a.m. - 12:45 p.m.</i>	<i>Medium</i>	<i>Seating is spaced when possible. Masks are worn by students when not eating.</i>



## Appendix B: COVID-19 Inspections

Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace.

Date: 10/12/2021

Name of person conducting the inspection: Kevin Strohmayer

Work location evaluated: Enterprise High School

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Complete		
Ventilation (amount of fresh air and filtration maximized)	Complete		
Additional room air filtration	If requested		
<b>Administrative</b>			
Physical distancing	Complete		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete		
Hand washing facilities (adequate numbers and supplies)	Complete		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete		
<b>PPE (not shared, available and being worn)</b>	Complete		
Face coverings (cleaned sufficiently often)	Complete		
Gloves	Complete / Available if requested		
Face shields/goggles	Available if requested		
Respiratory protection	Available if requested		

## 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. We 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: *HEATH BURTON*

Date: *9/1/21*

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

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
<i>MAIN OFFICE</i>	<i>7am - 3:30pm</i>	<i>Low level</i>	<i>Plexiglass installed writing areas spread out</i>
<i>Counseling Center Attendance Office</i>	<i>7:00am - 3:30pm</i>	<i>Low level</i>	<i>Plexiglass installed social distancing is seen</i>
<i>Restrooms</i>	<i>7:00 am - 3:30 pm</i>	<i>Low level</i>	<i>Hand washing stations in place Limit # of students in place</i>
<i>HALLWAYS</i>	<i>7:00am - 3:30pm</i>	<i>Low level</i>	<i>Ventilation - doors remain open Keep traffic flowing</i>
<i>CONFERENCE ROOMS Meeting Rooms</i>	<i>7:00 am - 3:30pm</i>	<i>Low level</i>	<i>- appointment only - Limit # of participants - MASKS are worn</i>
<i>Elevator</i>	<i>7:00am - 3:30pm</i>	<i>Low level</i>	<i>- key required - Limit # 1-2 only - masks must be worn</i>
<i>CLASSROOMS</i>	<i>7:00 am - 3:30pm</i>	<i>Low level</i>	<i>- MASKS are worn - social distancing when available</i>

*PE Facilities 6:30 - 3:30pm*

*- MASKS are worn  
- social distancing is used*

*Library 7:00am - 3:30pm*

*- MASKS are worn  
- social distancing is used*

## Appendix B: COVID-19 Inspections

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Date: 9/1/21

Name of person conducting the inspection: H. BURTON

Work location evaluated: SHASTA HIGH SCHOOL

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Installed		
Ventilation (amount of fresh air and filtration maximized)	Present		
Additional room air filtration	Upon request		
<b>Administrative</b>			
Physical distancing	Present		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Present		
Hand washing facilities (adequate numbers and supplies)	Present/Available		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Present/Available		
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)	Present		
Gloves	Available upon request		
Face shields/goggles	Available upon request		
Respiratory protection	Available upon request		

## Appendix A: Identification of COVID-19 Hazards

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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. We 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: *Shawn Austin*

Date: *10/15/21*

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

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
<i>Front Desk waiting Area</i>	<i>7am to 4pm</i>	<i>minor</i>	<i>Plexiglass has been installed and furniture spaced</i>
<i>Restroom</i>	<i>main office All Day</i>	<i>minor</i>	<i>Daily Cleaning Hand washing is available</i>
<i>Staff Lounge</i>	<i>main office All Day</i>	<i>minor</i>	<i>Cleaned Daily Furniture spaced Hand Sanitizer available</i>
<i>Hallways</i>	<i>main office All Day</i>	<i>minor</i>	<i>cleaned Daily</i>
<i>Conference Room</i>	<i>main office All Day</i>	<i>minor</i>	<i>cleaned Daily Furniture spaced Hand Sanitizer available</i>
<i>Zia Den</i>	<i>main office 7am to 4pm</i>	<i>minor</i>	<i>cleaned Daily Furniture spaced Hand Sanitizer available</i>
<i>Office Space</i>	<i>main office 7am to 4pm</i>	<i>minor</i>	<i>cleaned Daily mask P spacing/Plexiglass</i>

## Appendix B: COVID-19 Inspections

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Date: 10/15/21

Name of person conducting the inspection: Sharon Avastine

Work location evaluated: Foothill High School

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Complete		
Ventilation (amount of fresh air and filtration maximized)	Complete		
Additional room air filtration	Not required		
<b>Administrative</b>			
Physical distancing	Complete		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Daily and as needed		
Hand washing facilities (adequate numbers and supplies)	Complete		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete		
<b>PPE (not shared, available and being worn)</b>	Complete		
Face coverings (cleaned sufficiently often)	Available		
Gloves	Available		
Face shields/goggles	Available		
Respiratory protection	Available		