

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program

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

**Liberty Union High School District**

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## (a) Scope.

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

- (A) Places of employment with one employee who does not have contact with other persons.
- (B) Employees working from home.
- (C) Employees when covered by section [5199, Aerosol Transmissible Diseases](#).

## (b) Definitions. The following definitions apply:

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

**“COVID-19 case”** means a person who:

- (1) Has a positive “COVID-19 test” as defined in this section;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (3) 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.

A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

**“COVID-19 exposure”** 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.

**“COVID-19 hazard”** means exposure to 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, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

**“COVID-19 symptoms”** means the following unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

- 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,

**“COVID-19 test”** means a viral test for SARS-CoV-2 that is:

- (1) 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
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

**“Exposed workplace”** means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

**“Face covering”** means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

**“High-risk exposure period”** means the following time period:

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

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

**Liberty Union High School 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.

The District’s Prevention Program has been developed in accordance with the issued guidance from the State of California Department of Public Health and Cal/OSHA.

Elements of the COVID-19 Prevention Program include:

#### (1) System for communicating.

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that includes the following information:

##### (A) Employee Reports:

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

- ❑ **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
- ❑ **Possible COVID-19 exposures:** If any employee has been exposed or possibly exposed to an individual who is positive for, or has been diagnosed with COVID-19.
- ❑ **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.

#### Method of Reporting:

- ❑ To Whom: **Denise Rugani, Associate Superintendent of Human Resources**
- ❑ How: **Phone – 925-634-2166 x 2045; Email – [ruganid@lushd.net](mailto:ruganid@lushd.net). If by email, please include contact number.**
- ❑ Where: **District Office – 20 Oak Street, Brentwood, CA 94513**
- ❑ When: **Immediately upon notification of exposure, diagnosis or awareness of a possible workplace hazard.**
- ❑ **If not contacted by Denise Rugani within 12 hours please contact immediate supervisor.**

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

Please contact, Denise Rugani, Associate Superintendent of Human Resources at [ruganid@luhsd.net](mailto:ruganid@luhsd.net) to set up an interactive dialogue meeting.

(C) Access to COVID-19 testing.

If testing is required in accordance with this written program, the District shall inform any affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

Testing for District Employees is optional at this time. The District will be offering testing for employees on site using self-test kits. Employees will be tested following the guidelines.

(D) COVID-19 hazards and the District's COVID-19 policies and procedures to protect employees and other employers, persons, and entities within or in contact with the employer's workplace.

The District's COVID-19 procedures to protect employees and other employers are listed below:

- All employees are required to self-assess for symptoms of COVID-19 before coming to work.
- If employees answers "yes" to any screening questions, has been in close contact with someone with COVID-19 (within 6 feet of an infected individual for a cumulative of 15 minutes, 2 days before illness onset), or are feeling ill, they are asked to stay home.
- Employees will have appropriate PPE including but not limited to: disposable and re-usable masks, face shields, hand sanitizer in each classroom and office area, hand sanitizer dispensers in designated areas, hand soap and disinfectant material.
- Employees are required to wear face coverings while at work.
- Physical distancing will be expected at all school sites and offices. Signage and floor decals will be posted in key areas to promote safe physical distancing.
- Plexiglass shields installed around desks and in offices. Portable plexiglass shields are available for employees who move from classroom to classroom.
- Frequent cleaning and sanitizing of high contact surface areas.
- Employees have access to five (5) hours of mental health support conducted virtually.
- Visitors will be permitted on school campuses by appointment only. Visitors must wear a face covering and complete self-screening process.

*NOTE: See subsections (c)(3)(C) and (c)(3)(D) 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 will include opportunities for employee and authorized employee representative(s) to participate in the identification and evaluation of COVID-19 hazards as follows:

- Conduct work-place specific evaluations using **Appendix A: Identification of COVID-19 Hazards form**.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## (B) Employee Symptom Screening

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

Employees are asked to self-screen before coming to work. If they have any of the symptoms related to COVID-19, they are to stay home and call the Human Resource Department. Once employees are at work they also answer screening questions again when they log into their computer. Signs are posted at all building entrances with COVID-19 screening symptoms. Any employee who develops symptoms at work are immediately directed to go home and to notify the Human Resource Department. Human Resource Department makes personal contact with individual. Employee with symptoms is asked to take a COVID-19 test; remains home until results are received.

## (C) Response to COVID-19 case

The district has 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.

Any employee who tests positive for COVID-19 or has been in direct contact with an individual who has tested positive with COVID-19 is directed to notify the Human Resource Department immediately through phone or email. The Human Resource Department will contact the employee and determine last day in workplace, date of testing and do all necessary contact tracing and reporting. The place of work is cleaned and disinfected.

## (D) Workplace Assessment

The district will conduct a workplace-specific assessment to identify all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

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

1. This shall include 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.
  - Employees are directed to not congregate in common areas.
  - Visual cues such as signs and floor markings are placed throughout school campuses instructing employees to keep six feet of distance, wear face coverings and perform daily screening.
  - To promote safety and prevent the spread of COVID-19, the district has determined it is necessary to alter the way students and employees move in and out of classrooms; other areas on campus and ingress/egress to and from school in adherence with the COVID-19 physical distancing guidance. In order to increase the control of occupant flow, each LUHSD school site will alter the way students and employees move in and out into lines and aisles in order to maintain six feet of physical separation. Each school will increase the number of entrances and exits.
2. This shall include an 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. Employers shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.
  - All office spaces and desks have been fitted with plexi-glass barriers. Portable plexi-glass barriers have been provided to employees who move from room to room.
  - Hand-sanitizing stations are placed throughout sites and offices. Hand-sanitizer is provided in all classrooms and at each workspace.
  - To ensure proper spacing of individuals remaining six feet apart, all campus and work locations have floor decals placed accordingly.

- All meetings and trainings will follow the current County Health orders.

#### (E) Ventilation Systems

For indoor locations, the District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

The District is changing HVAC filters to MERV 13. Filters will be replaced quarterly or four times per year. In addition, the operating schedules for the fans was increased to run from 3am-5pm and air purifiers have been placed in rooms and workspaces that do not have access to adequate out door air.

#### (F) Ongoing monitoring and review of orders and guidance

The District will monitor and review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the employer's industry, location, and operations.

District reviews County and State of California orders and guidance weekly within our organization as well as with the Contra Costa County Health Department and Contra Costa County Office of Education.

#### (G) Evaluate existing prevention controls

The District will evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.

District Supervisors will consistently evaluate COVID-19 prevention controls in place at the workplace and notify the Human Resources immediately if there is a need for different or additional controls.

#### (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 and procedures.

District Supervisors will conduct periodic inspections of their workplace to ensure compliance with employers' COVID-19 policies and procedures using the **Appendix B: Inspection form**. This includes but is not limited to assessing the effectiveness of social distancing, air filtration systems, cleaning and disinfecting, hand sanitizing and employees adherence to the face covering mandate. Any concerns will be directed to the Human Resource Department.

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

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

This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

#### (B) Response to a COVID-19 case in the workplace:

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

- 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.
- Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

*Note: See subsection (c)(10) for exclusion requirements for employees with COVID19 exposure.*

- Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:



- a. All employees who may have had COVID-19 exposure and their authorized representatives.
  - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
- Offer COVID-19 testing at no cost to employees through the County, personal insurance or district-provided self-test kits during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).
  - Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
  - **The Human Resources Department personally contacts any employee who has been diagnosed with COVID-19 to determine the onset of symptoms and/or date and results of test, and any potential exposure to other employees at the workplace. The Human Resource Department conducts necessary contact tracing. The Human Resource Department sends out a letter within one business day to all employees who may have had COVID-19 exposure as well as any independent contractors and other employers present at the workplace during the high risk exposure period. Employees are also offered testing at no cost to the district through the Contra Costa County, personal insurance or district provided self-test kits. The Human Resource Department also reports employee results to Contra Costa County Health Services and Contra Costa County Schools Insurance Group.**

### (C) Confidentiality of Personal Identifying Information

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

*EXCEPTION to subsection (c)(3)(C): Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.*

### (D) Confidentiality of Employee Medical Records

All Employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

*EXCEPTION 1 to subsection (c)(3)(D): Unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.*

*EXCEPTION 2 to subsection (c)(3)(D): This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.*

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

The District has implemented 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.

**The District will use Appendix B: Inspection form to maintain records of the date a COVID-19 hazard has been reported, individual assigned to correct the hazard and date the hazard was corrected.**

### (5) Training and instruction.

The District will provide effective training and instruction to employees including, but not limited to, the following:

- The District's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- 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 workers' compensation law, the federal

Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.

- 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- A safety guide for employees is posted on the district website as well as provided to all employees through email. Zoom meetings have and will continue to be held for employees working on site to review preventative measures and safety guidelines. The safety procedures include but are not limited to daily wellness checks, understanding COVID-19 transmission and symptoms, monitoring symptoms when at work, leave options, contact tracing protocols, health and hygiene, the wearing of face covering, physical distancing measures, visitor policies, PPE, maintenance and cleaning protocols and mental health support.

## (6) Physical distancing.

(A) Where possible, the District will ensure at least six feet of physical distancing at all times in our workplace. Methods of physical distancing may include:

- Telework or other remote work arrangements, when necessary;
- 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;
- Adjusted work processes or procedures, to allow greater distance between employees.

(B) When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

The District has provided all employees the appropriate PPE where it is not possible to maintain a distance of at least six feet. This PPE includes face coverings, shields, gowns, gloves, and N95 masks where necessary. Plexi-glass partitions have been installed around desks and work stations. Dividers have been made available when needed.

## (7) Face coverings.

(A) The District will:

- Comply with all public health orders regarding face coverings
- Provide face coverings to all employees as needed
- Ensure they are worn by employees over the nose and mouth when;
  - indoors,
  - when outdoors and less than six feet away from another person,
  - and where required by orders from the CDPH or local health department.
- Remind employees to wear clean and undamaged face coverings.

- Ensure face shields are not used as a replacement for face coverings, although they may be worn together for additional protection.
- The following are exceptions to the face coverings requirement:
  - When an employee is alone in a room.
  - While eating and 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 possible.
  - 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.

*NOTE: CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible.*

(B) 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.

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

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

Signs with County Health guidelines to self-screen for COVID-19 symptoms, physically distance at 6 feet and wear face coverings are prominently posted at all entrances to buildings and offices.

(E) The District has developed COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public. The policies include;

- The District has installed plexi-glass barriers around employee work stations and desks. Portable plexiglass shields are available for employees who move from classroom to classroom. Employees are provided with face coverings as well as shields if needed to minimize their exposure. Employees working with students who are unable to wear a face covering will be provided face coverings, shields, gowns and gloves as well as N95 masks were appropriate. Signs requiring face coverings are prominently posted at all entry points to buildings and offices.

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

- The District has installed plexi-glass barriers around employee work stations and desks. Portable plexiglass shields are available for employees who move from classroom to classroom.
- Employees are provided with face coverings as well as shields if needed to minimize their exposure.
- Employees working with students who are unable to wear a face covering will be provided face coverings, shields, gowns and gloves as well as N95 masks were appropriate.
- Signs requiring face coverings are prominently posted at all entry points to buildings and offices.
- The District is changing HVAC filters to MERV 13. Filters will be replaced quarterly or four times per year. In addition, the operating schedules for the fans was increased to run from 3am-5pm and air purifiers have been placed in rooms and workspaces that do not have access to adequate out door air.
- Hand-sanitizing stations are placed throughout sites and offices. Hand-sanitizer is provided in all classrooms and at each workspace.
- Elevated cleaning and sanitizing protocols and frequent cleaning and sanitizing of high contact areas have been put in place. The District cleans and disinfects areas, material, and equipment used by a COVID-19 case during the high-risk exposure period immediately upon notification.

### (A) Partitions

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the District will install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

### (B) Maximize Outdoor Air

For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

### (C) Cleaning and Disinfecting

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

- Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, 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 regular cleaning and disinfection.
- Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected by the users between usage. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
- Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

*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.*

### (D) Handwashing Facilities

To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

### (E) Personal protective equipment.

- The District will evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.
- The District will evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements in subsection (c)(6) are not feasible or are not maintained.
- The District will provide and ensure use of eye protection and respiratory protection in accordance 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)(8)(E)4. include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.*

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

### (A) Local Public Health

The District will report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

## (B) Cal/OSHA

The District will report immediately to the Division any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.

## (C) Injury & Illness Prevention Program

The District will maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).

## (D) Access to the COVID-19 Prevention Program

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.

## (E) Access to COVID-19 Case Records

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. Medical information shall be kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D). The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

*Note: Subsection (c)(9)(E) does not alter the right of employees or their representatives to request and obtain an employer's Log of Work-Related Injuries and Illnesses (Log 300), without redaction, or to request and obtain information as otherwise allowed by law.*

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

Where the District has a COVID-19 case in our workplace, the District will limit transmission by responding directly to each employee who tests positive for COVID-19 and/or has been notified as a contact of an individual who tests positive for COVID-19. Employees are excluded from the work place until the return requirements of the Contra Costa County Health Services office are met.

### (A) COVID-19 Cases

The District will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements in section 11 are met.

### (B) COVID-19 Exposure Cases

The District will exclude employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.

### (C) Earnings & Benefits while excluded

For employees excluded from work due to COVID-19 exposure and otherwise able and available to work, the District will continue and maintain the employee's earnings, 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.

The District may use employer-provided employee sick leave benefits for this purpose.

*EXCEPTION 1: Subsection (c)(10)(C) does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.*

*EXCEPTION 2: Subsection (c)(10)(C) does not apply where the employer demonstrates that the COVID-19 exposure is not work related.*

### (D) Information on Benefits & Leaves

At the time of exclusion, the District will provide the employee the information on available benefits and leaves as required

*EXCEPTION to subsection (c)(10): Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until the return to work requirements of subsection (c)(11) are met.*

### (11) Return to work criteria.

The District follows the current Contra Costa County Health guidelines on return to work procedures. All dates involving return to work are kept on a spreadsheet.

#### (A) COVID-19 cases with COVID-19 symptoms shall not return to work until:

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

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

Shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

#### (C) A negative COVID-19 test shall not be required for an employee to return to work.

#### (D) If an order to isolate or quarantine 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:

- 10 days from the time the order to isolate was effective, or
- 10 days from the time the order to quarantine was effective.

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

### (a) Scope.

(1) This section applies to a place of employment covered by section the District COVID-19 Prevention Program if:

- The exposed workplace 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 workplace within a 14-day period.

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

### (b) COVID-19 testing.

The District will provide the opportunity for employees to be tested through the County, through their own insurance as well as provide testing kits to all employees present at the workplace during the period of the identified outbreak.

- The District will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a), as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.
- COVID-19 testing shall consist of the following:
  - Immediately upon being covered by this section, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall

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 required by (b)(2)(A), The District will provide continuous 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 this section no longer applies pursuant to subsection (a)(2).
- District will provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

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

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our COVID-19 Prevention Program and local health officer orders if applicable.

### (d) Investigation of workplace COVID-19 illness.

The District will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with our COVID-19 Prevention Program.

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

In addition to the requirements of our COVID-19 Prevention Program 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:

- 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 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.
- The District will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by our COVID-19 Prevention Program. 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 possible, respiratory protection, and other applicable controls.

### (f) Notifications to the local health department.

- The District will contact the local health department immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- The District 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. The District will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- (Effective January 1, 2021, the District will provide all information to the local health department required by Labor Code section 6409.6.

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

## § 3205.2. Major COVID-19 Outbreaks.

### (a) Scope.

(1) This section applies to any place of employment covered by our COVID-19 Prevention Program when:

- there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

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

### (b) COVID-19 testing.

The District will provide the opportunity for employees to be tested through the County, through their own insurance as well as provide testing kits to employees enabling them to be tested twice a week during the relevant 30 day period.

The District will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the 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.

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

The District will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our COVID-19 Prevention Program and any relevant local health department orders.

### (d) Investigation of workplace COVID-19 illnesses.

The District will comply with the investigation procedures in accordance with our COVID-19 Prevention Program.

### (e) COVID-19 hazard correction.

In addition to the requirements of our COVID-19 Prevention Program, the District will take the following actions:

- 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 shall implement their use to the degree feasible.
- The District will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- The District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- 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.

(f) Notifications to the local health department. Employers shall comply with the requirements of section 3205.1(f).

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





## Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Plexi-glass Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Signs and floor decals			
Posted Symptoms Charts throughout the campus			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities/hand sanitizer stands (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			