

**Columbia Union School District**  
**2020-2021 COVID-19 Operations and Safety Plan**

**Introduction**

Due to COVID-19 we will need to have three different operations plans for the school year. We have done our best to present the information in a format that will be helpful for all concerned. This document will continue to evolve as we receive more information from the California Department of Public Health and Tuolumne County Public Health. This document has been created with input from our parents, staff, board, and community. We appreciate all of the input provided.

We wish to have students and staff return to school only when it is safe to do so with the precautions recommended by federal, state, and local authorities. The following three operating stages present our best understanding of the issues and precautions as of the release of this document.

This document was assembled based on guidance from the [United States Center for Disease Control](#), [California Department of Public Health](#), [California Department of Education](#), [Tuolumne County Public Health](#), and [Tuolumne County Superintendent of Schools](#).

Please contact Joseph Aldridge, [jaldridge@cusd49.com](mailto:jaldridge@cusd49.com), 209-532-0202 or Suzanne Mohr, [smohr@cusd49.com](mailto:smohr@cusd49.com), 209-533-7700 for more information about this plan or if seeking a staff liaison.

**Risk Assessment**

A risk assessment was conducted and is attached to this document.

Areas of concern based on risk assessment:

- Ensuring safety of high risk employees
- Plan for potential exposure
- Staff and students participating in activities that promote virus transmission and/or exposure
- Emergency response and continuity plan
- Implementing CDC and CDPH guidelines to maintain health and safety
- How to respond to staff or student with COVID-19 symptoms
- Facility and transportation infrastructure to ensure health and safety
- Mental health support for employees and students
- Board Policies and training for staff and students

**Communication**

The district is in regular contact with Tuolumne County Public Health (TCPH) and Tuolumne County Superintendent of Schools (TCSOS) as the conditions around the virus and it's behaviors are monitored. We are in the process of reacting to the virus while also proactively planning for changing conditions throughout the school year.

The district also sends out regular updates to all stakeholders. These updates are in the form of email, phone messages, Facebook posts, website updates, and videos. These communications will continue throughout the response to this situation.

	<b>Stage 1 All students return with restrictions</b>	<b>Stage 2 Hybrid distance learning and face to face instruction</b>	<b>Stage 3 All students Distance Learning</b>
<b>When would this be in place?</b>	<ul style="list-style-type: none"> <li>Public Health allows a return to in person instruction.</li> </ul>	<ul style="list-style-type: none"> <li>State and local public health officials indicated that there is evidence of community transmission, but the severity of the outbreak does not exceed the thresholds established by the state. Information can be found here: <a href="https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID19CountyDataTable.aspx">https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID19CountyDataTable.aspx</a></li> </ul>	<ul style="list-style-type: none"> <li>5% or more of students and staff have tested positive within the past 14 days, or</li> <li>By public health order, or</li> <li>When the board determines that it is necessary due to staffing or other unforeseen issues related to COVID.</li> </ul>
<b>Schedule</b>	<ul style="list-style-type: none"> <li>M-F 8:15-12:30</li> </ul>	<ul style="list-style-type: none"> <li>A/B days: Students will be assigned to a group at the beginning of the school year.</li> <li>Selection for A/B groups will be based on our bus routing. However, if students have specific needs to be in one group or the other, we will do our best to accommodate.</li> <li>Group A will attend physical school Monday and Tuesday while Group B is completing distance learning.</li> <li>Group B will attend physical school Thursday and Friday while Group A is distance learning.</li> <li>Wednesday will be distance learning for all students to</li> </ul>	<ul style="list-style-type: none"> <li>All students being served in a distance learning environment.</li> <li>Teachers would have daily online class meetings.</li> <li>Students would be expected to take part in the online meetings as well as complete the assigned work associated.</li> <li>Students not coming to the online meetings will be considered absent.</li> </ul>

		<p>allow for teacher planning, classroom cleaning, and distance learning phone calls and meetings.</p> <ul style="list-style-type: none"> <li>● Students not participating in distance learning will be considered absent.</li> <li>● The daily schedule would be shortened to accommodate cleaning. 8:15-12:30</li> </ul>	
<b>Screening</b>	<ul style="list-style-type: none"> <li>● Parents will be responsible to screen for symptoms at home.</li> <li>● If a student or staff member is ill or exhibiting any COVID 19 symptoms, they should stay home.</li> <li>● Students/staff members will be sent home if they have a fever or exhibit symptoms.</li> <li>● Student and staff excluded from campus due to symptoms will remain off campus until the students/staff are fever free for 72 hours, have improved in symptoms, <b>and</b> it has been at least 10 days since the symptoms first appeared.</li> <li>● There will be a sick room on campus for any ill students to wait until they are picked up.</li> <li>● Anyone exhibiting symptoms will be provided and required to wear a mask until they leave campus.</li> </ul>	<ul style="list-style-type: none"> <li>● Parents will be responsible to screen for symptoms at home.</li> <li>● If a student or staff member is ill or exhibiting any COVID 19 symptoms, they should stay home.</li> <li>● Students and staff will be screened upon entering the classroom.</li> <li>● Temperature will be taken.</li> <li>● Students will be asked about current symptoms, if any.</li> <li>● Staff members will be sent home if they have a fever or exhibit symptoms.</li> <li>● Student and staff excluded from campus due to symptoms will remain off campus until the students/staff are fever free for 72 hours, have improved in symptoms, <b>and</b> it has been at least 10 days since the symptoms first appeared.</li> <li>● Students exhibiting any symptoms or a fever will be</li> </ul>	<ul style="list-style-type: none"> <li>● Access to campus will be very limited.</li> <li>● Anyone entering campus will be screened for temperature and symptoms.</li> <li>● Anyone exhibiting symptoms or a fever will be excluded from campus.</li> </ul>

		<p>immediately sent to the sick room.</p> <ul style="list-style-type: none"> <li>• Once in the sick room, the student will be required to put on a surgical mask and leave it on until they leave campus.</li> <li>• The school office will contact parents and request immediate pick up from school.</li> <li>• The student will remain isolated in the sick room until their parent arrives to pick them up.</li> <li>• The sick room will be cleaned and disinfected after the student leaves.</li> <li>• There is a back up sick room identified if the school has more than one student needing a space at one time.</li> <li>• If a student is exhibiting symptoms that require emergency care, the school will contact emergency services and then the parent.</li> </ul>	
<b>Staff Screening</b>	<ul style="list-style-type: none"> <li>• Staff will screen themselves using the form (on campus) or survey attached below (on campus or at home).</li> <li>• If staff exhibit any symptoms, they will immediately be sent home.</li> <li>• If a staff member is exhibiting symptoms that require emergency care, the school</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will screen themselves using the form (on campus) or survey attached below (on campus or at home).</li> <li>• If staff exhibit any symptoms, they will immediately be sent home.</li> <li>• If a staff member is exhibiting symptoms that require emergency care, the school</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will screen themselves using the form (on campus) or survey attached below (on campus or at home).</li> <li>• If staff exhibit any symptoms, they will immediately be sent home.</li> <li>• If a staff member is exhibiting symptoms that require emergency care, the school</li> </ul>

	will contact emergency services and then the employee emergency contact.	will contact emergency services and then the employee emergency contact.	will contact emergency services and then the employee emergency contact.
<b>Staff Safety</b>	<ul style="list-style-type: none"> <li>● In addition to being provided the required PPE, staff will also be trained in and frequently reminded to maintain social distancing.</li> <li>● Staff will maintain social distancing with students in the classroom.</li> <li>● The common areas will be used only with face coverings and social distancing in place.</li> <li>● Tape on the floor and signage around campus will remind staff of these requirements.</li> <li>● The front office and district office will be fitted with clear partitions to ensure the staff are safe from members of the public entering those spaces</li> <li>● To the greatest extent possible, all meetings and training will be offered virtually.</li> </ul>	<ul style="list-style-type: none"> <li>● In addition to being provided the required PPE, staff will also be trained in and frequently reminded to maintain social distancing.</li> <li>● Staff will maintain social distancing with students in the classroom.</li> <li>● The common areas will be used only with face coverings and social distancing in place.</li> <li>● Tape on the floor and signage around campus will remind staff of these requirements.</li> <li>● The front office and district office will be fitted with clear partitions to ensure the staff are safe from members of the public entering those spaces</li> <li>● To the greatest extent possible, all meetings and training will be offered virtually.</li> </ul>	<ul style="list-style-type: none"> <li>● In addition to being provided the required PPE, staff will also be trained in and frequently reminded to maintain social distancing.</li> <li>● Staff will work in isolation in their classrooms or telecommute.</li> <li>● The common areas will be used only with face coverings and social distancing in place.</li> <li>● Tape on the floor and signage around campus will remind staff of these requirements.</li> <li>● The front office and district office will be fitted with clear partitions to ensure the staff are safe from members of the public entering those spaces</li> <li>● All meetings and training will be offered virtually.</li> </ul>
<b>Entering/Leaving Campus</b>	<ul style="list-style-type: none"> <li>● Drop off will be from 7:45-8:15 allowing enough time for staggering.</li> <li>● Students will be dropped off in front of the gym at designated points that are distant from each other. This</li> </ul>	<ul style="list-style-type: none"> <li>● Students should not arrive on campus before 7:45.</li> <li>● Drop off will be from 7:45-8:15 allowing enough time for staggering.</li> <li>● Students will be dropped off in front of the gym at</li> </ul>	<ul style="list-style-type: none"> <li>● No students will be on campus.</li> <li>● Non-essential visitors will not be allowed on campus.</li> </ul>

	<p>space allows for physical distancing when being dropped off.</p> <ul style="list-style-type: none"> <li>● Signage and staff members will direct students on the pathway to walk to class. There are multiple, all-outdoor pathways from drop off to classrooms.</li> <li>● Students will go directly to their classrooms.</li> <li>● At dismissal, pick up points will be established by cohort.</li> <li>● Students waiting to be picked up will be monitored by staff to ensure they are maintaining physical distancing.</li> <li>● Students' temperatures will be checked before entering the classroom.</li> <li>● Students will be asked about symptoms before entering the classroom.</li> <li>● Students will maintain physical distancing and wear face coverings when being dropped off and while moving to the pick up area and waiting to be picked up.</li> <li>● Non-essential visitors will not be allowed on campus. Anything being dropped off for a student will be done without contact in the school office.</li> </ul>	<p>designated points that are distant from each other.. This space allows for physical distancing when being dropped off.</p> <ul style="list-style-type: none"> <li>● Signage and staff members will direct students on the pathway to walk to class. There are multiple, all-outdoor pathways from drop off to classrooms which will be outlined.</li> <li>● Students will go directly to their classrooms.</li> <li>● At dismissal, pick up points will be established by cohort.</li> <li>● Students waiting to be picked up will be monitored by staff to ensure they are maintaining physical distancing.</li> <li>● Students' temperatures will be checked before entering the classroom.</li> <li>● Students will be asked about symptoms before entering the classroom.</li> <li>● Students will maintain physical distancing and wear face coverings when being dropped off and while moving to the pick up area and waiting to be picked up.</li> <li>● Non-essential visitors will not be allowed on campus. Anything being dropped off for a student will be done without contact in the school</li> </ul>	
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<b>Transportation</b>	<ul style="list-style-type: none"> <li>● Bus runs will be modified to accommodate physical distancing as much as practicable.</li> <li>● Students from the same household will sit together.</li> <li>● The bus will be loaded from the back to the front.</li> <li>● Students and staff are required to wear face coverings on the bus.</li> <li>● Bus window will be open to increase air circulation as practicable.</li> <li>● Students will use hand sanitizer upon getting on the bus.</li> <li>● Drivers will have additional masks available for students getting on the bus if they do not have a face covering.</li> <li>● Buses will be disinfected between each run.</li> <li>● Buses will arrive at the school on a staggered schedule.</li> </ul>	<ul style="list-style-type: none"> <li>● Bus runs will be modified to accommodate physical distancing as much as practicable.</li> <li>● Students from the same household will sit together.</li> <li>● The bus will be loaded from the back to the front.</li> <li>● Students and staff are required to wear face coverings on the bus.</li> <li>● Bus window will be open to increase air circulation as practicable.</li> <li>● Students will use hand sanitizer upon getting on the bus.</li> <li>● Drivers will have additional masks available for students getting on the bus if they do not have a face covering.</li> <li>● Buses will be disinfected between each run.</li> <li>● Buses will arrive at the school on a staggered schedule.</li> </ul>	<ul style="list-style-type: none"> <li>● No transportation will be provided.</li> </ul>
<b>Cleaning, Disinfecting, Ventilation</b>	<ul style="list-style-type: none"> <li>● Staff will clean and disinfect high touch surfaces at least daily throughout the school.</li> <li>● Buses will be disinfected between runs and cleaned and disinfected each day.</li> <li>● The ventilation system will be turned on to maximize the filtering ability and the amount of fresh air in the</li> </ul>	<ul style="list-style-type: none"> <li>● Staff will clean and disinfect high touch surfaces at least daily throughout the school.</li> <li>● Buses will be disinfected between runs and cleaned and disinfected each day.</li> <li>● The ventilation system will be turned on to maximize the filtering ability and the amount of fresh air in the</li> </ul>	<ul style="list-style-type: none"> <li>● Staff will clean and disinfect high touch surfaces at least daily throughout the school.</li> <li>● The ventilation system will be turned on to maximize the filtering ability and the amount of fresh air in the classroom.</li> <li>● Water fountains on campus will be turned off or blocked</li> </ul>

	<p>classroom.</p> <ul style="list-style-type: none"> <li>• Water fountains on campus will be turned off or blocked off. Only bottle filling will be available.</li> <li>• Staff will be provided with proper training and equipment to properly clean and disinfect.</li> <li>• Products used to clean and disinfect will be approved for use against COVID-19.</li> <li>• If a positive case is identified, the areas that person has been in will be closed for 24 hours prior to cleaning and disinfecting the areas.</li> </ul>	<p>classroom.</p> <ul style="list-style-type: none"> <li>• Water fountains on campus will be turned off or blocked off. Only bottle filling will be available.</li> <li>• Staff will be provided with proper training and equipment to properly clean and disinfect.</li> <li>• Products used to clean and disinfect will be approved for use against COVID-19.</li> <li>• If a positive case is identified, the areas that person has been in will be closed for 24 hours prior to cleaning and disinfecting the areas.</li> </ul>	<p>off. Only bottle filling will be available.</p> <ul style="list-style-type: none"> <li>• Staff will be provided with proper training and equipment to properly clean and disinfect.</li> <li>• Products used to clean and disinfect will be approved for use against COVID-19.</li> <li>• If a positive case is identified, the areas that person has been in will be closed for 24 hours prior to cleaning and disinfecting the areas.</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Students will be required to wash hands upon entry into the classroom and at least every 2 hours after that.</li> <li>• Face Coverings will be required for all staff and students.</li> <li>• In addition to our bathrooms, each class has a sink with soap and paper towels.</li> <li>• Sanitizer stations will be available on the fields and upon entry to the buildings.</li> <li>• Hygiene training will be provided for all students and staff in the areas of handwashing, not touching your face or eyes, face covering hygiene, and how to prevent droplet spread.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be required to wash hands upon entry into the classroom and at least every 2 hours after that.</li> <li>• Face coverings will be required for all staff and students.</li> <li>• In addition to our bathrooms, each class has a sink with soap and paper towels.</li> <li>• Sanitizer stations will be available on the fields and upon entry to the buildings.</li> <li>• Hygiene training will be provided virtually for all students and staff in the areas of handwashing, not touching your face or eyes, face covering hygiene, and how to prevent droplet</li> </ul>	<ul style="list-style-type: none"> <li>• Access to campus will be very limited.</li> <li>• Hand washing/sanitizing will be required upon entry to the campus.</li> <li>• Face coverings will be required for anyone entering the campus.</li> <li>• Signage will be placed at all entrances stating the requirements to be on campus.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff will be trained in proper procedures.</li> <li>• Parent and student training will be available.</li> <li>• If staff cannot use a cloth face covering, a face shield with a bib will be used.</li> <li>• Face coverings will be available for students and staff at the school.</li> </ul>	<p>spread.</p> <ul style="list-style-type: none"> <li>• Staff will be trained prior to the start of school and at least annually afterward in proper procedures using online training modules.</li> <li>• Parent and student training will be available through online training modules. These will be sent out before students return to campus.</li> <li>• Training modules will be available to students, parents, and staff to revisit as often as needed throughout the year.</li> <li>• Signage will be placed at all entrances stating the requirements to be on campus.</li> <li>• If staff cannot use a cloth face covering, a face shield with a bib will be used.</li> <li>• Face coverings will be available for students and staff at the school.</li> </ul>	
<b>Type of Academic Work</b>	<ul style="list-style-type: none"> <li>• More traditional, in person instruction using technology and curriculum tools in a classroom based environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Online/packet work will correspond to classwork when physically present at school.</li> <li>• Students will need to log in each day for distance learning or they will be considered absent.</li> <li>• Teachers will present whole class lessons online.</li> </ul>	<ul style="list-style-type: none"> <li>• Completely online or in a packet.</li> <li>• Students will need to log in each day for distance learning or they will be considered absent.</li> <li>• The teacher will be generally more available to assist students throughout the day through a phone call or online</li> </ul>

		<ul style="list-style-type: none"> <li>Teachers will also have time to check in with distance learning students in the afternoon and on Wednesdays.</li> <li>Assignments will be virtual(no physical product to turn in) to the maximum extent possible.</li> </ul>	<ul style="list-style-type: none"> <li>meeting.</li> <li>Assignments will be virtual unless no internet is available at the student's home.</li> </ul>
<b>Classroom Structure</b>	<ul style="list-style-type: none"> <li>Limited to no interactions with other classrooms.</li> <li>Students maintain a cohort throughout the day.</li> <li>Desks are facing the same way.</li> <li>Extra furniture is removed from the room.</li> <li>Student belongings will remain in their book bag or in a container designated for that student only.</li> <li>Middle School teachers will rotate to classrooms rather than students moving.</li> </ul>	<ul style="list-style-type: none"> <li>Limited to no interactions with other classrooms.</li> <li>Students maintain a cohort throughout the day.</li> <li>Desks are physically distant (6ft or more) in the classroom.</li> <li>Barriers between desks in any classroom that prevents full physical distancing for the number of students present.</li> <li>Learning activities will be outdoors as much as possible.</li> <li>Each class will have a designated outdoor space.</li> <li>Middle School teachers will rotate to classrooms rather than students moving.</li> <li>Student belongings will remain in their book bag or in a container designated for that student only.</li> </ul>	<ul style="list-style-type: none"> <li>No physical classroom presence.</li> <li>Teachers will use technology tools to connect with students.</li> </ul>
<b>Counseling</b>	<ul style="list-style-type: none"> <li>In person or remote individual or small group counseling will be available.</li> </ul>	<ul style="list-style-type: none"> <li>In person or remote individual or small group counseling will be available.</li> </ul>	<ul style="list-style-type: none"> <li>Remote individual or small group counseling will be available.</li> </ul>

<b>Recess</b>	<ul style="list-style-type: none"> <li>● Recess will be limited to a specific time for each class.</li> <li>● Students will interact with only their class cohort during recess.</li> <li>● Classes will have designated areas to remain in for recess period.</li> <li>● Each class would have their own playground balls etc. which would be cleaned and sanitized daily.</li> </ul>	<ul style="list-style-type: none"> <li>● Recess will be limited to a specific time for each class.</li> <li>● Students will interact with only their class cohort during recess.</li> <li>● Classes will have designated areas to remain in for recess period.</li> <li>● Each class would have their own playground balls etc. which would be cleaned and sanitized daily.</li> </ul>	<ul style="list-style-type: none"> <li>● No recess.</li> </ul>
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>● Students will participate in P.E. as a small cohort.</li> <li>● No sharing equipment within the group.</li> <li>● Equipment will be sanitized between uses.</li> <li>● P.E. will be outside to the greatest extent possible</li> </ul>	<ul style="list-style-type: none"> <li>● Students will participate in P.E. as a small cohort.</li> <li>● No sharing equipment within the group.</li> <li>● Equipment will be sanitized between uses.</li> <li>● P.E. will be outside to the greatest extent possible.</li> </ul>	<ul style="list-style-type: none"> <li>● Students will keep a log of physical activity and turn it into their teachers.</li> <li>● P.E. lessons will be provided online and in packets.</li> </ul>
<b>Electives</b>	<ul style="list-style-type: none"> <li>● Schedule modifications will not allow for electives.</li> <li>● Band and Choir will not be provided per CDPH guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>● Schedule modifications will not allow for electives.</li> <li>● Band and Choir will not be provided per CDPH guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>● No electives would be provided.</li> <li>● Music would be enrichment lessons provided online.</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>● Eat in cohorts in classrooms or areas specifically designated for that class on campus, outdoors if possible.</li> <li>● Meals will be grab and go, no salad bar use.</li> <li>● Hand washing before and after lunch.</li> <li>● Distance Learning students can order lunches for pick up</li> </ul>	<ul style="list-style-type: none"> <li>● Eat in cohorts in classrooms or areas specifically designated for that class on campus, outdoors if possible.</li> <li>● Meals will be grab and go, no salad bar use.</li> <li>● Hand washing before and after lunch.</li> <li>● Lunches will be provided for students for days of distance</li> </ul>	<ul style="list-style-type: none"> <li>● Lunches will be delivered on Mondays to cover the whole week. Lunches will be requested by parents.</li> <li>● Staff will use gloves and face coverings while handling or serving food.</li> </ul>

	if needed.	<p>learning.</p> <ul style="list-style-type: none"> <li>○ A group meals will go home on Tuesday afternoon for W-F.</li> <li>○ B group meals will go home on Friday afternoon for M-W.</li> <li>○ Home lunches will be requested by parents.</li> </ul> <ul style="list-style-type: none"> <li>● Staff will use gloves and face coverings while handling or serving food.</li> </ul>	
<b>Distance Learning</b>	<ul style="list-style-type: none"> <li>● Full time distance learning will be an option for students throughout the school year.</li> <li>● Full time distance learning students will participate in daily assignments for classes.</li> <li>● They will have times they are required to check in with their instructor each day.</li> <li>● If a student does not log in to the class and complete work daily, they will be considered absent for the day they do not log in or complete work.</li> </ul>	<ul style="list-style-type: none"> <li>● Full time distance learning will be an option for all students.</li> <li>● Part time distance learning will be required.</li> <li>● Full time distance learning students will participate in daily assignments for classes.</li> <li>● They will have times they are required to check in with their instructor each day.</li> <li>● If a student does not log in to the class and complete work daily, they will be considered absent for the day they do not log in or complete work.</li> <li>● Part time distance learning will be on the schedule outlined above.</li> </ul>	<ul style="list-style-type: none"> <li>● Full time distance learning will be the only option.</li> <li>● Students will participate in daily assignments for classes.</li> <li>● They will have times they are required to check in with their instructor each day.</li> <li>● If a student does not log in to the class and complete work daily, they will be considered absent for the day they do not log in or complete work.</li> </ul>
<b>Independent Study</b>	<ul style="list-style-type: none"> <li>● Full time independent study</li> </ul>	<ul style="list-style-type: none"> <li>● Full time independent study</li> </ul>	<ul style="list-style-type: none"> <li>● Full time independent study</li> </ul>

	<p>will be an option for students.</p> <ul style="list-style-type: none"> <li>● Full time independent study students will meet with a teacher once a week.</li> <li>● They will get all of their assignments on the meeting day with approximately 20 hours of work.</li> <li>● They will complete the assignments throughout the week.</li> <li>● As long as all assignments are completed, full attendance will be given.</li> <li>● There is no daily check in requirement.</li> <li>● If a student does not complete all of the work, they will be warned. If they continue to not complete the work for a second week, they will be moved to full time distance learning or the classroom based program.</li> <li>● If a family starts in this model, they can switch back to regular school with a week's notice at any time in the school year.</li> </ul>	<p>will be an option for students.</p> <ul style="list-style-type: none"> <li>● Full time independent study students will meet with a teacher once a week.</li> <li>● They will get all of their assignments on the meeting day with approximately 20 hours of work.</li> <li>● They will complete the assignments throughout the week.</li> <li>● As long as all assignments are completed, full attendance will be given.</li> <li>● There is no daily check in requirement.</li> <li>● If a student does not complete all of the work, they will be warned. If they continue to not complete the work for a second week, they will be moved to full time distance learning or the classroom based program.</li> <li>● If a family starts in this model, they can switch back to regular school with a week's notice at any time in the school year.</li> </ul>	<p>will be an option for students.</p> <ul style="list-style-type: none"> <li>● Full time independent study students will meet with a teacher once a week.</li> <li>● They will get all of their assignments on the meeting day with approximately 20 hours of work.</li> <li>● They will complete the assignments throughout the week.</li> <li>● As long as all assignments are completed, full attendance will be given.</li> <li>● There is no daily check in requirement.</li> <li>● If a student does not complete all of the work, they will be warned. If they continue to not complete the work for a second week, they will be moved to full time distance learning or the classroom based program.</li> <li>● If a family starts in this model, they can switch back to regular school with a week's notice at any time in the school year.</li> </ul>
<p><b>Homeschool</b></p>	<ul style="list-style-type: none"> <li>● Full time homeschool will be an option for students.</li> <li>● The parent would be the primary instructor.</li> </ul>	<ul style="list-style-type: none"> <li>● Full time homeschool will be an option for students.</li> <li>● The parent would be the primary instructor.</li> </ul>	<ul style="list-style-type: none"> <li>● Full time homeschool will be an option for students.</li> <li>● The parent would be the primary instructor.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students and parents would meet with the teacher weekly.</li> <li>• The teacher would provide a suggested curriculum and an assignment schedule for the week with approximately 20 hours of work.</li> <li>• The parent would be responsible for the student completing work.</li> <li>• A parent could substitute a learning activity for an assignment on any given day.</li> <li>• The parent can also discuss possible projects or assignments with the teacher.</li> <li>• If a student does not complete all of the work, they will be warned. If they continue to not complete the work for a second week, they will be moved to full time distance learning or the classroom based program.</li> <li>• If a family starts in this model, they can switch back to regular school with a week's notice at any time in the school year.</li> </ul>	<ul style="list-style-type: none"> <li>• Students and parents would meet with the teacher weekly.</li> <li>• The teacher would provide a suggested curriculum and an assignment schedule for the week with approximately 20 hours of work.</li> <li>• The parent would be responsible for the student completing work.</li> <li>• A parent could substitute a learning activity for an assignment on any given day.</li> <li>• The parent can also discuss possible projects or assignments with the teacher.</li> <li>• If a student does not complete all of the work, they will be warned. If they continue to not complete the work for a second week, they will be moved to full time distance learning or the classroom based program.</li> <li>• If a family starts in this model, they can switch back to regular school with a week's notice at any time in the school year.</li> </ul>	<ul style="list-style-type: none"> <li>• Students and parents would meet with the teacher weekly.</li> <li>• The teacher would provide a suggested curriculum and an assignment schedule for the week with approximately 20 hours of work.</li> <li>• The parent would be responsible for the student completing work.</li> <li>• A parent could substitute a learning activity for an assignment on any given day.</li> <li>• The parent can also discuss possible projects or assignments with the teacher.</li> <li>• If a student does not complete all of the work, they will be warned. If they continue to not complete the work for a second week, they will be moved to full time distance learning or the classroom based program.</li> <li>• If a family starts in this model, they can switch back to regular school with a week's notice at any time in the school year.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Students will be able to check out a laptop to bring back and forth from school to home.</li> <li>• A limited number of internet hotspot devices will be</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be able to check out a laptop to bring back and forth from school to home.</li> <li>• A limited number of internet hotspot devices will be</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be able to check out a laptop to work from home. The laptop will need to be returned after distance learning is finished.</li> </ul>

	available to families to access distance learning.	available to families to access distance learning.	<ul style="list-style-type: none"> <li>• A limited number of internet hotspot devices will be available to families to access distance learning.</li> </ul>
<b>Sports</b>	<ul style="list-style-type: none"> <li>• Sports will be offered based on public health guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• If sports are allowed, the public health guidelines will be followed strictly for the types of sports allowed and the sport format.</li> </ul>	Sports will not be offered.
<b>Field Trips</b>	<ul style="list-style-type: none"> <li>• Field trips to local areas may be appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• No field trips.</li> </ul>	<ul style="list-style-type: none"> <li>• No field trips.</li> </ul>

### **Attendance Monitoring**

Staff and student attendance will be monitored. If there is a spike in absenteeism, the administration will consult with TCPH providing as many details as possible as well as any completed analysis of patterns. As evidenced above, anyone displaying symptoms will be immediately excluded from campus. Absences will be a way to track the potential spread of symptoms within a cohort and within the school.

The district will be more lenient on our absentee policy to ensure persons exhibiting symptoms do not feel compelled to come to campus when not feeling well.

Students and staff will be encouraged to get an influenza vaccination. The district would welcome working with TCPH on this as we have in the past.

### **Plan in Case of Infection**

There is a site based team to assist TCPH in completing full investigations of any staff or students identified by a test as positive for COVID-19. The onsite team consists of the superintendent and the principal. Additional team members will be trained as appropriate.

The site based team will contact TCPH to report any positive cases of COVID-19. The site based team will fully cooperate with TCPH staff to ensure timely and proper completion of their investigation.

If a student or staff member tests positive for COVID-19, the cohort(s) and other individuals that this person had significant contact with, including siblings or other household members, will immediately begin a 10 day quarantine period with distance learning as the only instructional model. This process will be handled with advice from and in conjunction with the Tuolumne County Public Health department.

If 5% or more of students and staff are COVID positive within 14 days, the entire school will move to a distance learning only model.

Please see the appendices for more information.

In all situations, the confidentiality of the affected person(s) will be maintained in accordance with state and federal regulations, particularly FERPA and HIPPA requirements.

### **Persons with Medical, Access, and/or Functional Needs**

A student or staff member with access or functional needs will be accommodated as per CDPH guidelines. In addition, staff will work to create individualized plans to outline additional precautions which may be necessary for working with certain individuals. These plans will be decided upon by the staff members most familiar with the individual and their needs.

A student or staff member who has medical needs that prevent full participation will be accommodated to the maximum extent possible. Students will be allowed to participate in distance learning for the school year. Staff will be allowed to work from home when practicable.

### **Staff and Student COVID-19 Testing**

The no-cost state testing site is open at the Tuolumne County Fairgrounds 7am to 7pm each day. Appointments can be scheduled ahead of time at [www.lhicare.com/covidtesting](http://www.lhicare.com/covidtesting). Appointments are strongly recommended as walk-ins are extremely limited.

CUSD will offer testing for all employees on a weekly basis. Testing will not be mandatory, but can accommodate all employees if needed.

This information will be updated as this situation changes.

### **What is Considered a Face Covering?**

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Per the CDC: A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand, or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. A small number of face shields will also be available for staff for phonics instruction or similar instructional settings. Face coverings must be worn outside of the classroom by the staff member.

### **Face Covering Exemptions**

To be exempt from wearing a face covering, a student or staff member will need to provide documentation from a physician. A student or staff member with access or functional needs will be accommodated as per CDPH guidelines.

### **Non-Compliance with Face Covering**

We will educate each student on the importance of face coverings in slowing the transmission of COVID-19. If a student does not wear their face covering as expected, they will be excluded from campus and be required to participate in distance learning until they can/will comply with the face covering guidelines.

### **External Organizations**

Any external organization wishing to use CUSD facilities will be required to follow this plan in addition to any industry specific guidelines that have been issued by CDC or CDPH.

### **Anti-Discrimination**

CUSD prohibits discrimination based on actual or perceived medical conditions or disability status. Individual staff or students will not be identified in accordance with HIPPA and FERPA laws.

### **Plan Compliance**

Compliance with this plan will be monitored by supervisors in each department and each teacher in the classroom. Staff will be provided the plan and training on its implementation. Supervisors and/or Teachers will address non-compliance directly with the staff member, community member, or student. If the non-compliance is on the part of the school district, the supervisor will immediately notify the superintendent and the situation will be corrected. Any non-compliance with this plan will be addressed as soon as practicable.

### **Revision Process**

This plan will be reviewed at least monthly and revised as appropriate. Revisions will be suggested by the administration with consultation with parents, students, staff, and the governing board.

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# Appendix



# 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*

Columbia Union School District

22540 Parrotts Ferry Rd.

Revised: January 8, 2021

Columbia, Ca 95310

209-532-0202

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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

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- 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.**

Columbia Union 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 (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 to, without fear of reprisal, report to their Supervisor or Manager any of the following:

1. **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
2. **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.
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:

1. To Whom: Immediate Supervisor
2. How: Email or phone
3. Where: The School Office or The District Office
4. When: Please report as soon as the hazard is identified

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

The District will provide alternate assignments for employees if applicable.

#### (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.

The District will provide a current list of testing facilities, paid time off to get tested, and paid mileage.

#### (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 current COVID-19 Plan is located on the Columbia Elementary School Website ([www.cusd49.com](http://www.cusd49.com))

*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 participation in the identification and evaluation of COVID-19 hazards as follows;

A physical copy of our IIPP Plan is located in the District Office as well as on the Columbia Elementary School website ([www.cusd49.com](http://www.cusd49.com))

### **(B) Employee Symptom Screening**

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

An online screening form or a physical form are required to be filled out upon arrival or at the start of the work day.

### **(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.

The District's policy is to shut down the cohort and notify close contacts. Parents and staff are immediately notified of a positive case.

### **(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.
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.
3. The District's current COVID-19 plan is located on the Columbia Elementary School's website ([www.cusd49.com](http://www.cusd49.com)) with more details on the assessment process.

### **(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.

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The District has provided increased air circulation and installed MERV 13 Filters to all classrooms.

#### (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.

The District Superintendent has weekly meetings with Public Health for updates and guidance.

#### (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.

The District continually monitors and updates its COVID-19 Plan. As the district operationalize and identify areas of need, the plan will be modified accordingly.

#### (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.

The District's Maintenance Operations Department inspects and maintains the campus weekly.

### (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.

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

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

3. Give notice of the potential COVID-19 exposure, **within one business day**, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
  - a. All employees who may have had COVID-19 exposure and their authorized representatives.

- b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees 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).
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

### (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.

Section II, part B of the IIPP Plan is our hazard procedure and is located in the District Office and on our website ([www.cusd49.com](http://www.cusd49.com))

### (5) Training and instruction.

The District provides in-person training, web based training, and staff meetings to make sure that the staff is up to date on all current procedures and instructions.

The District has developed a training program for all employees with 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.

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- 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 COVID19 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.

## (6) Physical distancing.

(A) All employees will be separated from other persons by at least six feet (except where it can be demonstrated that six feet of separation is not possible, and except for momentary exposure while persons are in movement)

Methods of physical distancing include:

- Telework or other remote work arrangements, where feasible;
- 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's COVID-19 plan is located in the District Office and on the Columbia Elementary School website.

## (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.
- Ensure face coverings are clean and undamaged.
- 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:
  1. When an employee is alone in a room.
  2. 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.
  3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
  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, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

*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) Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. COVID-19 testing cannot be used as an alternative to face coverings when face coverings are otherwise required.

(D) 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.

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

Signs are posted in every entryway and throughout the campus.

(F) 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;

All information that is obtained through Public Health is shared and reviewed with staff immediately. Signs are located throughout campus that provides guidance for proper social distancing and mask wearing requirements.

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

Personal Protective Equipment is provided for every staff member and student.

### (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:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, 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.
2. 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 between uses by different people. 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.
3. 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.

1. 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.
2. 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.

3. The District will provide and ensure use of respirators in accordance 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 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.**

**Insert Policies & Procedures to protect employees in this section ...**

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 section 11 are met.

### (B) COVID-19 Exposure Cases

The District will exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

### (C) Earnings & Benefits while excluded

For employees excluded from work 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 and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

*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) This section 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 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.

Insert Policies & Procedures to protect employees in this section ...

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

**(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
- 14 days from the time the order to quarantine was effective.

**Guidance from the California Department of Public Health:**

[Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)

[Self-Quarantine Instructions for Individuals Exposed to COVID-19](#)

[Self-Quarantine Guidance for Individuals Exposed to COVID-19](#) These instructions are for people who have been in close contact with someone who has been diagnosed with COVID-19.

[Self-Isolation Instructions for Individuals Who Have or Likely Have COVID-19](#)

[Self-Isolation Guidance for Individuals Who Have or Likely Have COVID-19](#) These instructions are for people who have or likely have COVID-19. They include information for households, families, caregivers, or close contacts.

**(E) Division approval of return to work**

If there are no violations of local or state health officer orders for isolation or quarantine, 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 possible, the use of respiratory protection in the workplace.

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

## § 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.

Insert District testing procedures here

(1) 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.

(2) COVID-19 testing shall consist of the following:

(A) 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.

(B) 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).

(C) 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:

- (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 the outbreak continues, 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 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.

- (1) 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.
- (2) 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.
- (3) 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.

Insert District testing procedures here

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:

- (1) 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.
- (2) 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.
- (3) The District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

(4) 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 A: Guidance

### Employers - General Guidance

- [California Blueprint for a Safer Economy](#) - Find the status of activities in your county
- [Follow the Employer Playbook for a Safe Reopening](#)
- [Industry guidance to reduce risk](#)
- [Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)
- [Responding to COVID-19 in the Workplace for Employers](#)
- [Side by Side Comparison of COVID-19 Paid Leave](#)

### Guidance Employers – Office Workspaces

- Follow this [guidance for office workspaces](#) to create a safer environment for workers.
- Review the guidance, prepare a plan, and post the [checklist for office workspaces](#)

### Guidance - K-12 Education

- Follow this [guidance for schools and school-based programs](#)
- Review the guidance, prepare a plan, and post the [checklist for schools](#)
- Check the answers to [frequently asked questions](#) about guidance for schools.
- Follow the [guidance related to cohorts](#) of children and youth.
- See the [California Interscholastic Federation statement](#) for information about seasonal sports.
- Some schools may have reopened based on the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools](#). These schools should follow the guidance on school closure provided in that framework when determining whether to close due to COVID-19 spread.
- Elementary education waiver: See the [Waiver Process Overview](#) for details.
- Local health officers will need to submit the [Waiver Notice Form](#) to CDPH.
- Schools seeking a waiver can use the template [Waiver Letter and Cover Form](#).

### Face Covering Information

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

### California Healthy Schools Act & Integrated Pest Management (IPM)

- [Do I need training to use a disinfectant?](#)
- [IPM Training for School Staff](#) - Online [Training Options](#)
- [Reminders for Using Disinfectants for Schools and Child Care](#)

Revised: January 8, 2021

- [What About Hand Sanitizers?](#)
- [EPA Approved Cleaners](#)
- [Disinfecting Fogger Tips](#)
- [EPA Supports Healthy Indoor Environments in Schools During COVID-19 Pandemic](#)

#### Americans with Disabilities Act - U.S. Equal Employment Opportunity Commission

- [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
- [What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#)

## Appendix B: Cal/OSHA Regulations

### Subchapter 7. General Industry Safety Orders § 3205. COVID-19 Prevention.

(a) Scope.

(1) This section applies to all employees and 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.

(2) Nothing in this section is intended to limit more protective or stringent state or local health department mandates or guidance.

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

“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.

Revised: January 8, 2021

“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 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.

“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. Employers shall establish, implement, and maintain an effective, written COVID-19 Prevention Program, which may be integrated into the employer's Injury and Illness Program required by section 3203, or be maintained in a separate document. The written elements of a COVID-19 Prevention Program shall include:

(1) System for communicating. The employer shall do all of the following in a form readily understandable by employees:

(A) Ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.

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

(C) Provide information about access to COVID-19 testing. If testing is required under this section, section 3205.1, or section 3205.2, the employer shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

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

*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) The employer shall allow for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.

(B) The employer shall develop and implement a process for screening employees for and responding to employees with COVID-19 symptoms. The employer may ask employees to evaluate their own symptoms before reporting to work. If the employer conducts screening at the workplace, the employer shall ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.

(C) The employer shall develop 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.

(D) The employer shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Employers shall 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.

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.

(E) For indoor locations, the employer shall 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.

(F) The employer shall 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.

(G) The employer shall evaluate 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), and (c)(6) through (c)(8).

(H) The employer shall 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.

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

(A) Employers shall have an effective 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) The employer shall take the following actions when there has been a COVID-19 case at the place of employment:

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

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

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

a. All employees who may have had COVID-19 exposure and their authorized representatives.

b. Independent contractors and other employers present at the workplace during the high-risk exposure period.

4. Offer COVID-19 testing at no cost to employees 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).

5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

(C) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the 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) The employer shall ensure that all employee medical records required by this section and sections 3205.1 through 3205.4 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. Employers shall implement effective 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 subsection (c)(6) through (c)(8).

(5) Training and instruction. The employer shall provide effective training and instruction to employees that includes the following:

(A) The employer's COVID-19 policies and procedures to protect employees from COVID-19 hazards.

(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 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.

(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) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

(E) 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.

(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.

(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.

(6) Physical distancing.

(A) All employees shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not possible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other

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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.

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

(7) Face coverings.

(A) Employers shall provide face coverings and 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. Employers shall ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection. The following are exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. 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.
3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
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, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

*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) Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. Employers may not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

(D) No employer shall 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.

(E) Employers shall implement measures to communicate to non-employees the face coverings requirements on their premises.

(F) The employer shall develop 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.

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

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

(B) For buildings with mechanical or natural ventilation, or both, employers shall 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) Employers shall implement cleaning and disinfecting procedures, which require:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The employer shall inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. 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 between uses by different people. 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.
3. 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) To protect employees from COVID-19 hazards, the employer shall 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.

1. Employers shall 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.
2. Employers shall 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.
3. Employers shall provide and ensure use of respirators in accordance 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.

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

(D) 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) The employer shall 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. The purpose of this subsection is to limit transmission of COVID-19 in the workplace.

(A) Employers shall ensure that COVID-19 cases are excluded from the workplace until the return to work requirements of subsection (c)(11) are met.

(B) Employers shall exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

(C) For employees excluded from work under subsection (c)(10) and otherwise able and available to work, employers shall continue and maintain an 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.

Employers may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

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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) Subsection (c)(10) does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

(E) At the time of exclusion, the employer shall provide the employee the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).

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.

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

(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 14 days from the time the order to quarantine was effective.

(E) If there are no violations of local or state health officer orders for isolation or quarantine, 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 employer shall 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 possible, the use of respiratory protection in the workplace.

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

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

### (a) Scope.

(1) This section applies to a place of employment covered by section 3205 if it 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.

(1) The employer shall 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.

(2) COVID-19 testing shall consist of the following:

(A) 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.

(B) After the first two COVID-19 tests required by (b)(2)(A), employers shall 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).

(C) Employers shall 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. Employers shall ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with subsections 3205(c)(10) and (c)(11) and local health officer orders if applicable.

(d) Investigation of workplace COVID-19 illness. The employer shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with subsection 3205(c)(3).

(e) 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. 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 the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

(3) 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.

(f) Notifications to the local health department.

(1) The employer shall 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.

(2) The employer shall 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 employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

(3) Effective January 1, 2021, the employer shall 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 section 3205 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. Employers shall 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 shall be provided at no cost to employees during employees' working hours.

(c) Exclusion of COVID-19 cases. Employers shall ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with subsections 3205(c)(10) and (c)(11) and any relevant local health department orders.

(d) Investigation of workplace COVID-19 illnesses. The employer shall comply with the requirements of subsection 3205(c)(3).

(e) COVID-19 hazard correction. In addition to the requirements of subsection 3205(c)(4), the employer shall take the following actions:

(1) 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.

(2) The employer 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.

(3) The employer shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

(4) 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.*

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