

2021-2022 COVID SAFETY PLAN



As a result of the ongoing COVID-19 global pandemic, Summerville Elementary has prepared a school COVID safety plan to help organize the functions of the school day to help mitigate the spread of COVID-19. This plan has been developed by the mandates, recommendations, and guidelines of California Department of Public Health (CDPH), Tuolumne County Public Health (TCPH), and the plans there were developed for school operations during the [2020-2021 school year](#). The implementation of the COVID Safety plan throughout the 2021-2022 school year will be based on the status of the virus in the community and the school's ability to adhere to the mandates, recommendations, and guidelines set forth by the state of California and the Tuolumne County Public Health Office.

Summerville Elementary School District will open, fulltime, with in person instruction on Wednesday, August 18, 2021.

2021-2022	<u>School Plans</u>
Schedule	Summerville Elementary will return to a regular school day schedule: School begins at 8:15 am and ends at 2:35 pm . Campus Buildings will reopen for use in grade-level groups (cafeteria, gym, and library). We will return to our content rich, interactive, standards based learning environments across the school campus.
School Groups and Hand Hygiene	Cohorts and cohorting will not be implemented this year. Grade levels will be organized to optimize contact tracing as necessary. Frequent handwashing and hand sanitation will be encouraged throughout each school day.
Daily Screening	All students and staff will complete a daily health screening before the start of the school day. Staff will screen online . Students will screen at each school gate prior to entry.
Masking	As mandated by the California Department of Public Health, masking is required by students and staff indoors. Masking is optional while outdoors.
Sports and Activities	After school sports will be offered during the 2021-2022 school year. Attendance to in-door sporting events will be limited this school year. Testing for all student athletes will be required before competition.
ASP and Other Program	The Summerville Elementary After School Program will return during the 2021-2022 school year. Programs like choir and additional engagement opportunities will return as well.
Optional Testing	Staff will be offered optional weekly testing on campus to help monitor the presence of the virus on campus.
Additional Details	• Transportation will be provided for students. Bus routes have been modified to transport students closer to the campus (within blocks) as well as further away from the campus. Face coverings will be <i>required</i> for all bus riders. • Food service is available for all students year long. Students will eat in the cafeteria space as well as outdoors with their grade level groups. Masking is not required while eating in-doors. • Technology and expanded learning tools are available for all students on campus. More information about devices and tech support will be through each student's teacher. • Indepent Study will be offered in accordance with AB 130. Note, this program is not the same as the Distance Learning Program from 2020-2021. Please see below for more info.

The Summerville Elementary 2020-2021 School Plan can be accessed [at this link for reference](#).

2021-2022 COVID SAFETY PLAN

School Contact Information

Summerville Elementary School District
18451 Carter St.
Tuolumne, CA 95379
(209) 928-4291
districtoffice@sumel.org



The following district employees are the main contacts for COVID and district related matters during the 2021-2022 school year:

- a. Ben Howell, Superintendent - bhowell@sumel.org, x4295
- b. Heather Shepherd - hshepherd@sumel.org x4293
- c. Nicole Guzman, District Office - nguzman@sumel.org, x4249
- d. Rebecca Questo, School Office Registrar - rquesto@sumel.org, x4275
- e. Susie Casillas, School Office Attendance - scasillas@sumel.org, x4291

As a result of the continuing COVID-19 global pandemic, our plan for structuring the school day will continue to be modified to help facilitate a clean school environment that works to slow the spread of the novel coronavirus. Summerville Elementary School District will return to a normal school operation, with modifications across the school put in place to help ensure that our staff is prepared to provide our students with the best on-campus learning opportunities possible. The school's plan is based upon the regular school day structure last implemented during the beginning of the 2019-2020 school year. The Summerville Elementary COVID Safety Plan for the 2021-2022 school year has been written based on the mandates, recommendations, and guidelines set forth by the state of California and the Tuolumne County Public Health Office.

In order to be ready to open school for the 2021-2022 school year, Summerville Elementary School has taken a thorough assessment of the school facilities and systems in order to best understand measures that can be taken in order to mitigate safety risks and concerns for our students and staff. Our main goal is to create a healthy and safe environment where our students can learn in person throughout the year. The measures outlined in our 2021-2022 COVID Safety Plan based on the plan that was implemented during the 2020-2021 school year, and the input received from staff, parents and students at the end of the 2020-2021 school year.

This document has been created in accordance with the initial [K-12 Guidance for Education published by the California Department of Public Health \(August 2, 2021\)](#) and the [Cal/OSHA Statewide Industry Guidance](#). The document will be revised and updated throughout the 2021-2022 school year to keep it relevant and applicable to the changing needs of the school community and the developing guidance from the [California Department of Public Health](#) and [Cal/OSHA](#).

This document outlines the school district's plans to reopen and the instructional options that are planned to be offered during the 2021-2022 school year. This plan will be communicated to parents and school community members through our back-to-school information handouts, through our school classrooms, and through our weekly Parent Communicator Newsletters. The plan will also be posted to our school website (www.sumel.k12.ca.us), our [Board Governance Website](#), and the [school's social media pages](#). The plan will be revisited and re-released as it is revised and refined to best meet the needs of our students and staff during this school year. Our goal is to help our entire school community, parents,

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students, teachers, and staff, engaging with the school this year, educated and informed, regarding the best practices we can all complete in order to help keep our community healthy and safe during this season and beyond.

The Summerville Elementary 2021-2022 COVID Safety Plan was presented to the Summerville Elementary Governing Board on August 10, 2021. *Future updates to this plan will be listed here.*

All conjoining links, documents, and school FAQ items can be found at the schools COVID-19 Dashboard linked on the main page of the school's website:

https://summerville-elementary-school-district.echalksites.com/groups/82245/covid_response_team/dashboard

2021-2022 School Day Plan at Summerville Elementary School

While learning on campus this year, a plan to promote space between students and between students and staff will be developed. For indoor spaces, rooms will return to traditional configurations while still allowing space between students while they work in class. Ideally students will have a minimum of 3 feet between other students. Contact between students will be minimized. Classroom's will participate in recess and grade-level activities together. Grade-level groups will be kept separate as much as practical during the school day including recess and lunch. Parents, other family members, and members of the community will be encouraged to return to campus, provided they complete a daily health screening, and have not been exposed to the virus over the past 10 days, wear a face covering, and abide by all other policies and recommendations as set forth by the Summerville Elementary School Governing Board. For more information please see the [Teacher and Staff Safety](#) section below.

Independent Study under AB/SB 130

In accordance with AB 130, an Independent Study program will be made available to parents for any student whose health would be put at risk by in-person instruction, as determined by the parent or guardian of the student. This program is NOT a traditional packet paper independent study program or the same as our whole school distance learning program from the 2020-2021 school year. Program expectations and requirements will be made available prior to the start of the 2021-2022 school year.

Assembly Bill/Senate Bill 130 requires school districts to offer Independent Study for the 2021-2022 school year if it meets your family's needs. Summerville Elementary School has updated the school independent study plan as an educational option for the 2021-22 school year. To meet the needs of our families, the district will offer a full-time Independent Study option in partnership with Sonora Elementary School and the Tuolumne County Superintendent of Schools. Full time Independent study is an addition option to in-person learning

During the 2021-2022 school year independent study will be offered to any student impacted by any of the conditions listed in [Education Code \(EC\) Section 46392](#) within ten days of the first day of a school closure or significant illness across the school that sends many students home. Special education students shall receive the services identified in their IEP pursuant to EC Section 56345(a)(9) and may participate in an independent study program. Should the school need to suddenly close because of a dramatic increase in COVID cases or because the school is directed by Public Health, independent study will be distributed to parents and students as soon as practicable. Short-term independent study (outlined below) will become the short-term option during the school's required closure window. In the event the school is required to close due to a COVID event, we will work closely with Tuolumne County Public Health to determine the soonest the school will be able to reopen in a safe manner for all students and staff. Long-term closures will only come at the direction of public health, not the school. Teachers and staff will be prepared ahead of time to transition should a major outbreak occur on campus or we are directed by public health.

K - 5th Independent Study: Summerville Elementary has partnered with Sonora Elementary School to offer students in grades K-5 Independent Study as an option. The program will include: Daily live synchronous instruction in core subjects

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using Zoom video conferencing. All other instruction will be conducted through independent study. Class sizes in independent study may vary depending on program enrollment and need in our community.

If a parent enrolled their child in the Independent Study option and chooses to have their child return to in-person instruction, the parent must notify the Enrollment Department to make the request. We will enroll students as quickly as possible (no less than 5 days).

6th - 8th Independent Study: Summerville Elementary has partnered the Tuolumne County Superintendent of schools to provide a full time independent study option for students. A TCSOS teacher will be assigned to each student enrolled and will provide synchronous and live interaction sessions for students using Zoom. The same in person daily attendance, expectations and work productivity requirements still apply though work will be completed independently, similar to a traditional independent study learning option.

If a parent enrolled their child in the Independent Study option and chooses to have their child return to in-person instruction, the parent must notify the school office to make the request. We will enroll students as quickly as possible (within 5 days).

Parents with a child with an individualized educational program (IEP) may request a time to meet with the IEP team to discuss if the Independent Study option is an appropriate placement.

For questions regarding the Independent Study option, please contact our school administration at 209-928-4291 or email our district office, DistrictOffice@sumel.org

Short-Term Independent Study

Short-term independent study (STI) is defined as a prearranged absence from school for a minimum of three days to a maximum of 14 days. A request for traditional short-term independent study and signed master agreement should be filed 5 days prior to the prearranged absence. Please contact our school's front office for more information about obtaining a short-term independent study contract.

During the 2021-2022 school year, students may request and may be placed on short-term independent study because of quarantine and isolation requirements based on COVID exposures or contracting COVID. In the event of a required quarantine or isolation, short-term independent study may be initiated by contacting the school's front office. The master agreement requirement for the program must be signed no more than 30 days after the student returns to in-person instruction. During short-term independent study, student will receive all work via email, reminder, and Google Classroom. All school books, worksheets, Chromebooks, and hotspots may be requested and will be placed in the school's distance learning boxes by the side of the cafeteria. Parents or guardians may pick up the work through the no contact drop off/pick up system and may pickup/return work through this system for the duration of the short-term independent study. For more information, please contact our school's attendance office.

In-Person Learning School Day Organization and Structure

- a. **Beginning of the School Day:** The school day will begin at the traditional start time, 8:15 am. Student drop offs will occur no earlier than 7:45 am. No students should arrive on campus before this time. Students will be dropped off at the beginning and end of the school day in two locations: at the Front Parking Lot Gate at the front of campus or at the Red gate off of Apple Colony Road. Students gate access will not be restricted to pre-grade level (students may be dropped off at any school gate). During student drop off, students may report to the school cafeteria for breakfast or the blacktop to be monitored by school staff before school begins. Campus monitors will screen students prior to campus entry at each of the identified locations. [Screening questions](#) and touchless thermometers may be used at each location to pre-screen students and staff before entry. This option

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will be implemented based on health conditions, the recommendation of the Tuolumne County Public Health Department, and the school Governing Board.

- b. **End of the School Day:** The school day will end at 2:30 pm for students in grades 1st - 3rd and at 2:35 pm for students in grade 5th - 8th. (TK students release at 12:30pm, Kindergarten students release at 1:30 pm). All students will be released from school at 1:30 pm on Fridays. Each classroom will put in place routines to minimize direct contact with others grade levels to help minimize contact tracing if necessary during the school year.
- c. **Classroom Spaces:** In the classroom, student desks will be arranged in configurations that are more traditional while helping to create distance between students with a minimum of 3 feet apart. Distance between students will be measured from back of chair to back of chair in the classroom. Students will sit in the same desk each day, there will be no desk sharing. Student belongings in desks will be kept to a minimum (pencil, pen, eraser, pencil box, personal textbooks, personal papers, and other school supplies. Toys, trinkets, and other miscellaneous personal items must be kept at home). The classroom door(s) will remain open to increase classroom air flow. The classroom air-conditioning/heating will remain on while class is in session. Teachers will be encouraged to instruct outside as practicable as weather and weather conditions permit. Masks will be required to be worn by students and school staff while indoors **as required by** CDPH and CalOSHA.
- d. **Campus and Playgrounds:** All teachers and staff will be encouraged to utilize the school's outdoor spaces for learning. The campus will continue to be divided and sectioned, allowing teachers and grade-level groups to have ample space outside to learn. Outdoor spaces will be utilized for instruction, recess, breaks, and lunch time eating as much as possible. Outdoor spaces will be utilized as practicable per weather conditions during each instructional day. Masking is not required while learning outdoors or during recess time.
- e. **Transportation:** All students riding bus transportation to and from school will be required to wear face coverings and to adhere to distancing. School vehicles will be equipped with extra unused face coverings for students who may have inadvertently failed to bring one. Students will be provided with a face covering before they load if they do not have one. While on school transportation, students must sit in their own seats and not move to another seat. The bus will load from the rear to the front of the bus, and the bus will unload from front to rear. Students will be encouraged to sit with siblings with the exception of those sitting across the aisle. Students who are not feeling well should stay home and not ride the bus. Bus windows will remain open during transportation to promote air flow.
- f. **Food Service:** Food will be available to all students during the school year. Classrooms will return to eating in the school cafeteria in grade-level groups. Outdoor eating options will be available for classes throughout the year. Masking will not be required while eating.
- g. **Technology:** Access to technology and tech learning tools has been expanded during the 2021-2022 school year. More devices have been made available for student use across the campus. Devices and hotspots have also been made available for check out at home, for use on independent study, or for use when out on short-term independent study. For more information about technology and tech access, please contact our [IT department coordinator](#). Access to the school internet will continue to be made available 7 days a week between the hours of 7:00 am and 8:00 pm. Students will be able to access the internet through the school's wireless network using their personal devices. A teacher or administrator can help connect students if needed. All terms of the [Summerville Elementary Technology Use Agreement for Devices and Connecting to the Internet](#) apply. Traffic and user connection will be monitored on a routine basis. Public wireless internet access is also in the city of Tuolumne and can be accessed by contacting the [Tuolumne County Public Library System](#).
- h. **Student Study Team Meetings and Support Struggling Learners:** Student study team meetings (SST) will be conducted both in person and remotely. Both options will be utilized to help maximize parent engagement through a format that helps meet the needs of the parent, staff member, and student. Parents may request access and

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assistance connecting to these remote meetings.

- i. **Title I Reading Program:** The Title I Reading and Intervention program will continue to be utilized to support struggling readers and those identified to be significantly behind in reading and other primary skills due to the school closure. Please contact [Mrs. Kelley Gracia](#) for more information.
 - ii. **English Language Learners:** Support for English Language learners will be provided through the EL Support Team. Please contact [Mrs. Cali Bayers](#) for more information.
 - iii. **Homeless and Foster Youth:** Support for Homeless and Foster youth will be provided by the district homeless and foster youth liaison. Please contact the school counselor, [Mrs. Kristi Zimmerman](#) for more information.
- i. **After School Program:** The Summerville Elementary After School Program will return during the 2021-2022 school year. Please contact [Mrs. Alannah Norans](#) for more information about the program.

Creating a Safe Learning Environment and Promoting Healthy Hygiene Practices at Summerville Elementary School District

- a. **Healthy Hygiene Practices:** Face-to-face learning will include health and safety precautions such as social distancing (3 feet), handwashing/hygiene practices, classroom cleaning protocols, daily health monitoring and masking while indoors. Cleaning will be completed at the end of each day and between meals in the cafeteria. Students will be taught and encouraged to practice handwashing/hygiene practices while at home and on campus.
- b. **Face Coverings:**
 - i. **Students:** Face coverings are required for **all students and staff** while indoors on campus as required by the California Department of Public Health and Cal/OSHA. Instruction will be provided on proper wear and disposal. Face covering promptings, reminders, and redirects will be provided often to encourage and maintain healthy classroom environments.
 1. **Transportation:** all students will wear face covering while on Summerville Elementary Transportation vehicles. Students who do not have a face covering before getting on the bus will be provided with one. Entry to the bus will be restricted without a face covering.
 2. **Campus and Classroom:** students who do not bring a face covering to school will be provided with one upon entry to the school campus. If a student's face covering becomes soiled, torn, or is unwearable, a new face covering will be provided.
 3. **Outdoors:** Face coverings are not required for students and staff while outdoors.
 - ii. **Staff:** It is required that all staff wear face coverings while indoors. Teaching staff will wear cloth face coverings. Face shields with the appropriate skirting will be an acceptable alternative. Office staff, custodial staff, cafeteria staff, and transportation staff will utilize face coverings appropriate to the level of exposure in their assigned area while indoors. Food service workers will wear appropriate PPE when preparing and handling food. Appropriate PPE will include face coverings, face shields, and disposable gloves as appropriate and applicable.
- c. **Teacher and Staff Safety:**
 - i. Teachers and staff will be required to complete the [Summerville Elementary COVID Screening Form](#) daily prior to beginning work. The form will be completed by computer or mobile device before the employee arrives to work. Daily monitoring of this data will be performed by district office staff. Confidentiality and privacy of this data and documentation and information will be maintained at all times. The County Public Health Office will be notified of any COVID-19 related outbreaks.
 1. **Summerville Elementary Screening Information:** All employees, school connected staff, workers, parent volunteers, and other officials entering the school must be asked the questions on the screening form. Records from the screening form will be maintained

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for 14 days from completion of this form. Form responses will be made available upon request from the Public Health Department.

- a. Symptomatic employees (vaccinated and unvaccinated) showing signs of one major symptom or two minor symptoms as indicated on the [student and employee screening response form](#) will be sent home: Major symptoms include Fever (greater than 100.4 degrees), Chills or Repeated shaking with chills, Shortness of breath or difficulty breathing, New loss of taste or smell. Minor symptoms include Cough, Fatigue, Muscle pain, Headache, Sore throat, Congestion, Runny nose, Nausea, vomiting or Diarrhea. If an employee becomes symptomatic at work, they should be sent home immediately.
 - i. If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.
 - ii. Supervisors will review the Staff Scenario Matrix to determine when it is safe for the employee to return to work.
- b. Asymptomatic employees who are not vaccinated and have been exposed: If an asymptomatic employee of an essential business has had contact with a confirmed COVID-19 case, and it is possible for them to remain quarantined at home, that is preferred. In-person, non-mandatory activities should be delayed until the resumption of normal operations. If the absence of this asymptomatic employee would result in the failure of essential business operations, they should contact the Health Officer to determine if they may be allowed a 'modified quarantine' (may report to work and back home only).
 - i. If modified quarantine is approved, the employee must adhere to the following practices prior to and during their work shift.
 - ii. Pre-Screen: Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
 - iii. Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
 - iv. Wear a Mask: The employee should wear a face mask at all times while in the workplace and in public.
 - v. Social Distance: The employee should maintain 3 feet and practice social distancing as work duties permit in the workplace.
 - vi. Disinfect and Clean Workspaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
 - vii. Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

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- ii. Staff will be provided with healthy hygiene practices training prior to the start of school. Grade-levels will create grade level training for their classrooms and students that will be appropriate for the age and necessary practices of the students. Training will include protocol in the following: enhanced sanitation practices; physical distancing guidelines; the importance of physical distancing; proper face covering use; proper face covering removal; proper washing of face coverings. District screening practices (including the [daily screening form](#), the [COVID-19 Student Screening Flowchart](#)); information regarding how COVID-19 is spread; [COVID-19 specific symptom identification](#); preventing the spread of COVID-19 if you are sick; the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID19; COVID-19 specific symptom identification; when to seek medical attention. The district's plan and procedures to follow when students or staff are a [close contact](#) or [become sick at school](#); and the district's plan and [procedures to protect workers from COVID19 illness](#). Training will be provided in conjunction with tools and methods provided by the Tuolumne Joint Power Authority and the Tuolumne County Public Health Office.
 - iii. Campus volunteers will be allowed during the 2021-2022 school year. Parents may walk their students to class, but are encouraged to keep distance from other students. Parents are encouraged to volunteer in class, but must complete the school volunteer training prior to volunteering in class, complete a daily self-screening, wear a face covering while indoors, and abide by all board policies and regulations as approved by the Summerville Elementary Governing Board. All approved volunteers will fill out the [Summerville Elementary COVID Screening Form](#) prior to campus entry. District vendors and other frequent and necessary utilized service providers will be instructed to contact the district office and their district contact prior to campus entry. Prior to entry they will be informed of appropriate protocol for campus entry.
 - iv. Staff absenteeism will be monitored through the [daily health screening](#), grade-level meetings, weekly staff meetings, and administrative check-ins frequently throughout the year.
 - v. COVID-19 Surveillance Testing will be offered to all Summerville Elementary Employees on Thursdays afterschool between 2:30 pm and 3:30 pm. All staff who are unvaccinated are encouraged to be tested weekly. All other staff are encouraged to be tested every other week. Surveillance Testing is being offered through COLOR Labs at no cost to district employees.
- d. **Campus Cleaning, Disinfection, and Ventilation:** Staff will clean and disinfect frequently-touched surfaces at school and on school buses daily and as practicable throughout the day. Custodial staff will be used throughout the day in shifts to disinfect frequently touched surfaces including: Door handles, Light switches, Sink handles, Bathroom surfaces, Tables, Student Desks, Chairs, Outside sitting areas, and Playground equipment. Disinfecting products used will be those approved for use against COVID-19 as published by the Environmental Protection Agency (EPA)- approved list "N." All products will be applied following the product instructions and stored in accordance with the proper storage guidelines for each product and local, state, and federal requirements and laws. Appropriate personal protective equipment will be provided to staff in each work location according to their specific job duties and requirements, including face coverings, face shields, disposable gloves, gowns, and hand sanitizer.
- i. **Class Instruction, Lunch, and Recess in Outside Areas:** Classrooms will be encouraged to conduct class outside as practical for the instructional unit, outside breaks, recess, and eating. Outside spaces will be divided to allow for ample space outdoors.
 - ii. **Class Instruction, Lunch, and Recess in Indoor Areas:** While on campus and learning or interacting indoors, ventilation systems will be set to bring in fresh outside air when cool. Doors can remain open as practicable during instruction. Teachers and staff will be encouraged to provide frequent outdoor breaks.
 - iii. **Student Belongings:** Within the classroom, sharing of items will be minimized. Students will be encouraged to bring their own materials like paper, pencils, scissors, erasers, and other such items, to be used for their own personal use during the school day. Students will be provided classroom materials if they do not have them, and materials will be limited to a student's own use. Students will store items in

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- their own desks or backpacks without interference from other students. Instructional curriculum and textbooks will be checked out to students for their own use (no sharing).
- iv. **Chromebooks and Technology Grades 2nd - 8th:** Students will have one chromebook that will be assigned for their own use during the school day. The chromebook will be cleaned with an approved sanitary wipe at the end of each day. The chromebook will be used by the same student from day to day.
 - v. **Chromebooks and Technology Grades TK-2:** Technology, including iPads and Chromebooks, will be limited to direct instructional purpose, a part of the same classroom only. Devices will be cleaned with an approved sanitary wipe between student uses.
 - vi. **Transportation:** Buses and other school vehicles will be sanitized thoroughly before the start of the school year and after each transportation service. Seats, windows, handles, and all other touch surfaces will be disinfected by the driver after each run. Riders will be required to wear facemasks and to maintain distancing guidelines.
 - vii. **Food Service:** The cafeteria (and other common food services spaces) will be open during the 2021-2022 school year. The environment will be cleaned during each point of service. Food is available for all students during the 2021-2022 school year.
 - viii. **Handwashing:** Hand sanitation stations are distributed across the camps. Hand sanitizer bottles are available in each classroom. Handwashing sinks are available in all classrooms and bathrooms on campus.
 - ix. **Bathrooms:** Bathrooms will be cleaned frequently during the school year. Handwashing after using the bathroom will be encouraged and instructed in the classroom. Bathrooms will be cleaned by custodial staff in between breaks during the school day, and deep cleaned on days the school is closed.
 - x. **Drinking Fountains:** Cups and water bottles are recommended as an alternative to using drinking fountains in classrooms and on campus. While on campus, students will be encouraged to bring their own water bottles for personal use during the school day. Water fountains on campus and in classrooms will be frequently cleaned and maintained to ensure the health and safety of the water system. Hydration status for filling water bottles have been installed across the campus.

Signs and Symptoms Monitoring and Notification if a Student or Staff Member Becomes Sick

Summerville Elementary School District has developed a school response team who will be responsible for communicating to district staff, the county public health office, and all other appropriate parties in the event that a student or staff member becomes sick. Confidentiality and privacy of this data and documentation and information will be maintained at all times. The County Public Health Office will be notified of any COVID-19 related outbreaks. The District communication charts outline the sequences that will be used in the event of a suspected sickness on campus. Please reference the [COVID-19 Illness Screening Flowchart](#) and the [COVID-19 Close Contact Screening Flow Chart](#) for more information.

All students will be screened prior to the entry on campus. Students respondents who indicate any of the following signs or symptoms in the screening process or on the will be immediately sent to designated isolation room on campus:

COVID-19 Signs and Symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills or Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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- New loss of taste or smell

After campus entry, if a teacher or staff member recognizes any of the above signs or symptoms, they will immediately contact the front office by radio. The front office will prepare the isolation room on campus to receive the student. The student will be immediately sent to the office isolation room for further assessment.

Once in the office, staff will monitor the student. Office staff will monitor the student for 10 minutes. If the student displays severe signs or symptoms, 911 will be called immediately. If the student displays signs or symptoms but is stable, the student's parents will be contacted for immediate pickup. Parents will be directed to pick up the student via the outside isolation room door so as to avoid contact with the front office and other school staff members. Maintenance and custodial staff will be called in to clean and disinfect the area.

A secondary isolation room has been identified in the same building. The room will be designated and put into use if/when needed. Students will enter, be monitored, and exit in the same manner as described above.

Staff will complete the [daily COVID screening form](#) prior to beginning work. Staff members who indicate any of the signs for symptoms indicated above or who indicate any possible exposure to COVID-19 will be directed to immediately contact their supervisors. Staff members who indicate signs or symptoms after beginning work will immediately report their change in condition to their supervisor. The staff members will be sent home. If with a class, students will be directed to an alternative classroom location which has been designated for cohorts in the event of a potential on-campus exposure event. Maintenance and custodial staff will be contacted to close off the classroom to be cleaned and disinfected. The district will contact the Tuolumne County Department of Public Health to work with the employee.

Other School Considerations in the 2020-2021 COVID SAFETY Plan for Educational Planning

- Sports and Extracurricular Activities:** After school sports will resume during the 2021-2022 school year. Planned sports include Boys and Girls Basketball, Volleyball, Crosscountry, and Track. Weekly student testing may be required to participate (as required by CDPH), and public attendance at sporting events may be limited. The ability to host sports will be reevaluated throughout the year based on the mandates, recommendations, and guidelines set forth by the state of California and the Tuolumne County Public Health Office.
- Field Trips:** In-person field trips will resume during the 2021-2022 school year. Class field trips will be planned on a class by class and grade-level by grade-level basis. All planned field trips will be structured to facilitate the guidelines of the plan and to limit the exposure of students to other members of the public. The school's ability to conduct field trips will be reevaluated based on the status of the virus in the community and our ability to adhere to the mandates, recommendations, and guidelines set forth by the state of California and the Tuolumne County Public Health Office.
- Outside organizations and Facility Use:** Outside organizations may complete facility use agreements to use facilities on the Summerville Elementary School main campus. Organizations must have a safety plan that is submitted with the facility use agreement and abide by all plans in the 2021-2022 Summerville Elementary COVID Safety Plan.

Considerations for Change in the School's Instructional Format

The implementation of the COVID Safety Plan and all learning plan options will be based on the status of the virus in the community and any mandates set forth by the state of California and the Tuolumne County Public Health Office. The school is committed to maintaining a healthy and safe learning environment for all students during the 2021-2022 school year. Any changes in instructional offerings will be based on the approval of the Summerville Elementary School District Governing Board after input from staff, parents, and community members.

Summerville Elementary School 2021-2022 COVID Safety Plan

Our Goal: *"We will meet the needs of our students by working together to find creative ways to serve, connect, and maintain the social-emotional and educational resources required for learning. Together, we can make a difference."*



2021-2022 Education Plan COVID-19 Prevention Program

An Addendum to the Injury and Illness Program outlined in Summerville
Elementary 2020-2021 Education Plan

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

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(a) Scope.

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

- (A) Work Locations with one employee who does not have contact with other persons.
- (B) Employees working from home.
- (C) Employees with occupational exposure as defined by section 5199, Aerosol Transmissible Diseases, when covered by that section.
- (D) Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

(b) Definitions. The following definitions apply:

“Close Contact” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

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

“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; or has a positive COVID-19 diagnosis from a licensed health care provider; or
- (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

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

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

- fever of 100.4 degrees Fahrenheit or higher
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting, or diarrhea,

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

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed group” means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

- (A) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
- (B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
- (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must, cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer fabric.

“Fully vaccinated” means the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

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

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

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

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

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

(c) Written COVID-19 Prevention Program Components.

Summerville Elementary School District (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 close contacts:** If any employee has been 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. This definition applies regardless of the use of face coverings.
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: As soon as the employee is aware of any of the above situations, the employee shall communicate via email, text message, or phone to the Superintendent, Chief Business Official, and any other direct supervisor.

1. **To Whom:** Ben Howell, Superintendent
2. **How:** bhowell@sumel.org or 209-928-4291 x4295
3. **Where:** Summerville Elementary School, 18451 Carter St, Tuolumne, CA 95379
4. **When:** Monday - Friday, 7:30 am - 5:00 pm

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

District Staff who are at a higher risk may be provided options that allow them to telework or an alternative work assignment provided the District approves of the assignment of telework and the staff member can adequately and appropriately accomplish the tasks and duties necessary for their job. The District must have a need for the assignment, which may be based upon the number of students enrolled in the Continued Distance Learning. Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should submit a written request to the District Superintendent to be considered for telework options.

(C) Access to COVID-19 testing.

Testing is required in accordance with this written program.

No cost testing is available 7 days per week through County Public Health. Employees can schedule appointments at lhi.care/covidtesting or by calling 888-634-1123. Employees can schedule appointments during school hours and release time will be arranged. Tests can also be arranged through an individual's health care provider or by calling the Adventist Health Triage Line at 209-536-5166 Mon-Fri, or 209-536- 5000 after hours. Employees can access their own results and should report those to the Principal and Chief Business Official as soon as they are received. Results will be treated in accordance with FERPA, HIPAA, and relevant state law. Upon receipt of results, employees must comply with any health orders, including isolation or quarantine, before returning to work.

No cost testing is also available on the Summerville Elementary Campus as a surveillance option (symptom free) each Thursday between 2:30 pm and 3:30 pm. Vaccinated employees are encouraged to test every other week, all other employees are encouraged to test weekly. There is no cost to use the testing option on campus.

(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.

Important information about COVID safety, including policies and procedures to protect employees from COVID-19 hazards in the workplace, are clearly posted in the District marquee and in the District Office. In addition, the Fall 2020 Education Plan is available on the school's website for review. A hard copy is available upon request in the District Office.

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 comprehensive risk assessment was conducted as part of our school reopening plan. Administration provided training and communication with workers and worker representatives on the plan. The written plan is available and accessible to workers and worker representatives as detailed above. The workplace undergoes ongoing evaluations for compliance with the plan and documentation and correction of deficiencies identified. Workers are encouraged to report deficiencies and new hazards through the procedures outlined in section 1(A).

(B) Employee Symptom Screening

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

Employees fill out a daily screening form based on the Febrile Respiratory Illness Health Order that took effect on 03/26/2020. The district maintains these records for at least 14 days from completion. Indication of any symptoms results in the employee staying or going home immediately. If an employee has COVID-19 symptoms, a follow up Confidential COVID-19 Questionnaire will be conducted by district staff with the employee. The district utilizes decision flow charts created in collaboration with Tuolumne County Public Health and Tuolumne County Superintendent of Schools for responding to employees with COVID-19 symptoms, which include return to school procedures.

(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 employee reports a positive COVID-19 case as outlined in section 1(A). The employee will provide official results to the District Office as soon as available. The COVID-19 Response Team communicates with Public Health, Joint Powers Association, and Tuolumne County Superintendent of Schools about the positive case. If the employee is a teacher, the district immediately quarantines the cohort of students associated with that teacher. The COVID-19 Response Team identifies any close contacts of the staff member and communicates the need to quarantine. Close contacts receive information provided by Public Health about testing and quarantining procedures. The COVID-19 Response Team provides the list of identified contacts to Public Health for follow up.

(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 stationary work.

The District has identified the places and times when people may congregate through our reopening plan and comprehensive risk assessment. Employees have received guidance about avoiding communal areas, limiting time in such areas when use is necessary, and maintaining social distancing at all times. All communal areas have hand washing or sanitizing stations to be used before entry and upon exit. All meetings are conducted virtually to limit contact. Bathrooms and other communal areas are subject to increased cleaning.

(E) Ventilation Systems

For indoor locations, the District will evaluate how to maximize ventilation with ~~of~~ outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

The District encourages employees to introduce fresh outdoor air as much as possible, for example, by opening windows where practicable, and if using air conditioning, to use the setting that brings in outside air. The District will replace and check air filters and filtration systems to ensure optimal air quality.

(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. These orders and guidance are both information of general application including Interim guidance for ventilation, Filtration, and Air Quality in indoor environments by the California Department of Public Health (CDPH), and information specific to the employer's industry, location, and operations.

The District Superintendent and the designee will review relevant information and disseminate it to other members of staff for action or information.

(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 Superintendent and members of the COVID-19 Response Team meet regularly to discuss current protocols and prevention controls. If there is a need for different or additional controls, the Superintendent and COVID-19 Response Team solicit feedback from other staff members as needed and inform staff of changes to procedures promptly.

(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 Superintendent and Maintenance staff regularly inspect campus before, during, and after school hours for unhealthy conditions and examine the need for changes to any controls. The District Superintendent regularly inspect different areas on campus to identify work practices and procedures to prevent spread of COVID-19 and ensure compliance with policies and procedures among staff.

(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 seeking information from employees regarding COVID-19 cases and close contacts, COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

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

Note: See subsection (c)(10) for exclusion requirements for employees after a close contact.

3. **Within one business day** of the time the employer knew or should have known of a COVID-19 case, the employer shall give written notice in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the disinfection plan required by Labor Code section 6409.6 (a) (4). The notice must be sent to the following:
 - a. All employees at the worksite during the high-risk exposure period. If the employer should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, the employer shall provide verbal notice, as soon as practicable, in a language understandable by the employee.
 - b. Independent contractors and other employers at the worksite during the high-risk exposure period.
4. Within one business day of the time the employer knew or should have known of the COVID-19 case, the employer shall provide the notice required by Labor Code section 6409.6 (a) (2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.
5. Make COVID-19 testing available at no cost during paid time, to all employees of the employer who had a close contract in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(~~940~~)(C) with the following exceptions:
 - a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
 - b. COVID-19 cases who returned to work pursuant to subsection 3205(c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
6. Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

The District communicates positive cases to all employees in accordance with FERPA, HIPAA, and relevant state law. Employees receive a Notification to Employee of Potential Exposure to COVID-19 in the Workplace within one business day. Employees who may have been exposed receive information about accessing no cost testing. Workplace conditions are reviewed to examine compliance with protocols and look for any changes to controls to reduce future exposure.

(C) Confidentiality of Personal Identifying Information

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this section or by sections 3205.1 through 3205.4, shall be kept confidential, unless is required or permitted by law.

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.

(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.

Hazards identified through staff reporting as outlined in section 1(A), through identification in sections 2(D-H), or during investigation of a COVID-19 case in section 3(B) are recorded by Principal on the COVID-19 Hazard Tracking Document, including the potential hazard, the staff member who inspected the potential hazard, the method of correction, and the correction completion date.

(5) Training and instruction.

The District mandated training through the Get Safety Training program prior to the start of school. The District provides updated information as it becomes available.

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, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vacation leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract and this section.
- 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.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
- The employer's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or sections 3205.1 through 3205.4:
 1. How to properly wear the respirator provided;

2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- 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 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- Information on the employer's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

(6) Face coverings-for all employees who are not fully vaccinated.

(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 when;
 - indoors or in vehicles
 - and where required by orders from the CDPH or local health department.
- Ensure that required face coverings are clean and undamaged, and they are worn over the nose and mouth.
- 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 for unvaccinated employees:
 1. When an employee is alone in a room or in a vehicle.
 2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
 3. Employees wearing respirators required by the employer and used in compliance with section 5144.
 4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
 5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed,

(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 pursuant to the exceptions and not wearing a non-restrictive alternative when allowed under this plan, shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee. The provisions in this plan 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 not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

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

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

- Providing face coverings for any student, parent, or member of the public who comes on campus without one;
- Procedures for reporting a lack of face covering.

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

(A) 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 maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

(B) Cleaning and Disinfecting

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

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

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

(C) Handwashing Facilities

To protect employees from COVID-19 hazards, the District 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.

(D) 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. Upon request, employers shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever an employer makes respirators for voluntary use available, under this section or sections 3205.1 through 3205.4, the employer shall encourage their use and shall ensure that employees are provided with a respirator of the correct size.
3. The District will provide and ensure use of respirators in compliance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

4. The District will provide and ensure use of eye protection and respiratory protection in compliance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

NOTE: Examples of work covered by subsection (c)(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 and outbreaks at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. The employer shall report all information to the local health department as required by Labor Code section 6409.6.

(B) 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).

(C) 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.

(D) 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.

(10) Exclusion of COVID-19 cases and employees who had close contact

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 from the workplace employees who had close contact until the return to work requirements are met outlined in this document with the following exceptions:

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

(C) Earnings & Benefits while excluded

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

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

determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception.

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

EXCEPTION 2: Subsection (c)(10)(C) does not apply where the employer demonstrates that the close contact 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

(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 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
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) Persons who had a close contact may return to work as follows:

1. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
2. Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements of subsection (c)(10)(A) have been met, unless all of the following are true:
 - a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - b. At least 10 days have passed since the last known close contact; and
 - c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

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

The employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods in subsection (11) (A).

Guidance from the California Department of Public Health:

(E) Division approval of return to work

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

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

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

(a) Scope.

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

- The exposed workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, visited the workplace during their high-risk exposure period at any time during a 14-day period.

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

(b) COVID-19 testing.

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

(A) Employees who are not present at the workplace during the relevant 14-day period(s).

(B) Employees who were fully vaccinated before section 3205.1 became applicable to the workplace and who do not have COVID-19 symptoms.

(C) For COVID-19 cases who did not develop COVID-19 symptoms after returning to work pursuant to subsections 3205(c)(10)(A) or (B), no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

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

(A) Immediately upon being covered by this section, testing should be made available to all employees in the exposed group 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, isolation, or exclusion period required by, or orders issued by, the local health department.

(B) After the first two COVID-19 tests required by (b)(2)(A), The District will make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies pursuant to subsection (a)(2).

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

(c) Investigation of workplace COVID-19 illness.

The employer shall continue to comply with all applicable provisions of the COVID 19 Prevention Program, and shall also do the following:

(1) Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(c)(6)(D) applies.

(2) Employers shall give notice to employees in the exposed group of their right to request a respirator for voluntary use under this program if they are not fully vaccinated.

(3) Employers shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

(d) 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 this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- (3) The District will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by 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 feasible, requiring respiratory protection in compliance with section 5144 and other applicable controls.

(f) Buildings and structures with mechanical ventilation.

Employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

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

§ 3205.2. Major COVID-19 Outbreaks.

(a) Scope.

(1) This section applies to any workplace covered by our COVID-19 Prevention Program if:

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

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

(b) COVID-19 testing.

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

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

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

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

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

(5) Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

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

Appendix A: Guidance

Employers - General Guidance

- [California Blueprint for a Safer Economy](#) - Find the status of activities in your county
- [CDC Guidance for Travel-Domestic](#)
- [CDC Guidance for Travel-International](#)
- [CDC Guidance Masking](#)
- [Industry guidance to reduce risk](#)
- [Responding to COVID-19 in the Workplace for Employers-ETS](#)
- [Side by Side Comparison of COVID-19 Paid Leave](#)

Guidance - K-12 Education

- Follow this [guidance for schools and school-based programs](#)

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](#)
- [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) Work Locations with one employee who does not have contact with other persons.

(B) Employees working from home.

(C) Employees with occupational exposure as defined by section 5199.

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

(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.

“Close contact” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

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

“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; or
- (2) Has a positive COVID-19 diagnosis from a licensed healthcare provider; or
- (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (4) 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.

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

“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.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must, which covers the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer fabric.

“Fully vaccinated” means the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

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

- (1) For Covid-19 cases who develop COVID-19 symptoms: from two days before they first develop symptoms until all of the following are true: it has been 10 days since after symptoms first appeared; ~~and~~ 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved;

(2) For COVID-19 cases who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

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

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

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

(c) Written COVID-19 Prevention Program. 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 close contact and possible COVID-19 hazards at the workplace.

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

(C) Provide information about access to COVID-19 testing, as described in this document when testing is required under this section, section 3205.1, or section 3205.2.

(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 indoors at the workplace, the employer shall ensure that face coverings are used during screening by both screeners and employees who are not fully vaccinated 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 stationary work.

(E) For indoor locations, the employer shall evaluate how to maximize ventilation with outdoor air. The highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

(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. These orders and guidance are both information of general application, including interim guidance for Ventilation, Filtration, and Air Quality in indoor Environments by the California Department of Public Health (CDPH), and information specific to the employer's industry, location, and operations.

(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), (c)(6) and (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 seeking information from employees regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

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

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

3. Within one business day of the time the employer knew or should have known of a COVID-19 case, the employer shall give written notice in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case,. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the disinfection plan required by Labor Code section 6409.6(a)(4). The notice must be sent to the following:

a. All employees at the worksite during the high-risk exposure period. If the employer should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, the employer shall provide verbal notice, as soon as practicable, in a language understandable by the employee.

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

4. Within one business day of the time the employer knew or should have known of the COVID-19 case, the employer shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.

5. Make COVID-19 testing available at no cost, during paid time, to all employees of the employer who had a close contact in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(910)(C), with the following exceptions:

- a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
- b. COVID-19 cases who returned to work pursuant to subsection 3205(c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.

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

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

(4) Correction of COVID-19 hazards. 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, and how to participate in the identification and evaluation of COVID-19 hazards under subsection (c)(2)(A).

(B) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract, and this section.

(C) The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that 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.

(D) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.

(E) The employer's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or sections 3205.1 through 3205.4:

- 1. How to properly wear the respirator provided;
- 2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.

(F) The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

(G) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.

(H) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

(I) Information on the employer's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

(J) The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

(6) Face coverings.

(A) For all employees who are not fully vaccinated, Employers shall provide face coverings and ensure they are worn when indoors or in vehicles.

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

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

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

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
3. Employees wearing respirators required by the employer and used in compliance with section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

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

(F) Any employee not wearing a face covering shall be at least six feet apart from all other persons unless the unmasked employee either fully vaccinated or is tested at least weekly for COVID-19 during paid time and at no cost to the employee. Employers may not use as an alternative to face coverings when face coverings are otherwise required by this section.

(G) 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.

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

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

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

(A) 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 maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

(B) Employers shall implement cleaning and disinfecting procedures, which require:

1. Identifying and regularly cleaning frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels. The employer shall inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection.

2. Cleaning ~~and disinfection~~ of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

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

(C) 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.

(D) 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. Upon request, employers shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever an employer makes respirators for voluntary use available, under this section or sections 3205.1 through 3205.4, the employer shall encourage their use and shall ensure that employees are provided with a respirator of the correct size.

3. Employers shall provide and ensure use of respirators in compliance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

4. Employers shall provide and ensure use of eye protection and respiratory protection in compliance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

NOTE: Examples of work covered by subsection (c)(8)(E)4. include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.

(E) Testing of symptomatic employees. Employers shall make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

(9) Reporting, recordkeeping, and access.

(A) The employer shall report information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. The employer shall report all information to the local health department as required by Labor Code section 6409.6.

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

(C) The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request.

(D) The 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

(10) Exclusion of COVID-19 cases and employees who had close contact. 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)(10) are met.

(B) Employers shall exclude from the workplace employees who had close contact until the return to work requirements in this prevention plan are met, with the following exceptions.

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

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

Employers may use employer-provided employee sick leave ~~benefits~~ for this purpose to the extent permitted by law.

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

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

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

(D) Subsection (c)(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).

(10) Return to work criteria.

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

1. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and

2. COVID-19 symptoms have improved; and

3. At least 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) Once a COVID-19 case has met the requirements in this prevention plan, a negative COVID-19 test shall not be required for an employee to return to work.

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

1. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.

2. Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements of subsection (c)(10)(A) have been met, unless all of the following are true:

a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and

b. At least 10 days have passed since the last known close contact; and

c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

3. During critical staffing shortages, when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5:

a. Health care workers who did not develop COVID-19 symptoms;

b. Emergency response workers who did not develop COVID-19 symptoms; and

c. Social service workers who did not develop COVID-19 symptoms and who work face to face with clients in child welfare or assisted living.

(E) If an order to isolate or quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods in this prevention plan.

(E) If no violations of local or state health officer orders for isolation or quarantine, or exclusions would result, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the 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 feasible, the use of respirators 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 workplace covered by section 3205 if it three or more employee COVID-19 cases within an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period at any time during a 14-day period.

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

(b) COVID-19 testing.

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

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

(B) Employees who were fully vaccinated before section 3205.1 became applicable to the workplace and who do not have COVID-19 symptoms.

(C) For COVID-19 cases who did not develop COVID-19 symptoms after returning to work pursuant to subsections 3205(c)(10)(A) or (B), no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

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

(A) Immediately upon being covered by this section, testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.

(B) After the first two COVID-19 tests required by subsection (b)(2)(A), employers shall ~~provide~~ make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace 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 **make** additional testing **available at no cost to employees, during employees' paid time**, when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8, section 332.3.

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

(1) Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(c)(6)(D) applies.

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

(3) Employers shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

(e) COVID-19 Investigation, review and hazard correction the 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 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

(3) The 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 feasible, requiring respiratory protection in compliance with section 5144, and other applicable controls.

(f) In buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

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

§ 3205.2. Major COVID-19 Outbreaks.

(a) Scope.

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

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

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

(c) In addition to the requirements of sections 3205 and 3205.1, to the requirements of subsection 3205(c)(4), the employer shall take the following actions:

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

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

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

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

(5) Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

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

Appendix C: CDPH School Guidance:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx> –Updated July 12, 2021

Appendix D: DISTRICT Mask Enforcement Policy: insert link