

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 1/28/2021

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: El Dorado Union High School District

Number of schools: 6

Enrollment: 6,744

Superintendent (or equivalent) Name: Dr. Ron Carruth

Phone Number: 530-622-5081

Address: 4675 Missouri Flat Rd.

Email: rcarruth@eduhd.k12.ca.us

Placerville, CA 95667

Date of proposed reopening:

October 8, 2020

Grade Level (check all that

County: El Dorado

apply) 9th 10th 11th 12th

Current Tier: Purple

*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA: Public High School

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

## **For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

I, **Ron Carruth**, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

**The El Dorado Union High School operates high schools using a seven period day and four-by-four block period schedules. Meaning, at some schools students take up to seven classes per semesters or four classes per term. The district has been operating in a hybrid schedule since October following a negotiated signed memorandum of understanding (MOU) between the El Dorado Union High School District administration and the El Dorado Union High School District Faculty Association. Unlike elementary school teachers, secondary teachers receive credentials to teach specific subjects. In addition, students are allowed to choose their courses of study. These realities mean that students have different teachers and take different classes, which prevents students from remaining in small stable cohorts. Therefore, under the MOU the focus is on limiting the amount of student in a particular classroom per period and limiting the number of days students are on campus. The maximum number of persons that can be in classroom including students and staff is 20. Students attend their classes on campus twice a week. Mondays are asynchronous learning days for all students. Tuesday to Thursday approximately 50% of the students attend in-person instruction per day based on their cohort assignment.**

If you have departmentalized classes, how will you organize staff and students in stable groups?

**High schools are departmentalized. As previously stated, the signed MOU organizes students into two cohorts where students only receive in-person instruction twice a week. Teachers teach both cohorts, but with less than 20 persons in the classroom per period. Mondays remain asynchronous for all students. This arrangement reduces student contacts and allows for easier contact tracing as required.**

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

**As previously stated, students have flexibility in the courses they take at the high school level. For example, large comprehensive high schools offer career technical education classes, numerous world language classes, a wide array of visual and performing arts classes, and Advance Placement or honors courses. High schools are not one-size fits all entities. Therefore, the MOU focuses on limiting the number of students in a classroom per period and limits the number of days each cohort of students is on campus. This arrangement reduces student contacts and allows for easier contact tracing as required.**

**Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

**Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

**Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

**Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

**Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: **6** feet

Minimum: **4** feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

**The El Dorado Union High School operates high schools using a seven period day and four-by-four block period schedules. Meaning, at some schools students take up to seven classes per semesters or four classes per term. In order to provide effective in-person instruction students need to be able to attend school with some level of frequency. Given student enrollment, the available credentialed teachers, and the number of classrooms, maintaining 6 feet of distance between students would result in a school schedule where only 1/3 of the students could be on campus per instructional day. The El Dorado Union High School District and El Dorado Union High School Faculty Association reached an agreement that the infrequency of having 1/3 of the students on campus per day would not result in the desired learning outcomes. The result was the current hybrid schedules that the district has been operating under since October following the signed MOU with the Faculty Association. These schedules limit the number of persons in a classroom to 20.**

---

**Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

**Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

**El Dorado Union High School District (EDUHSD) partners with El Dorado County Office of Education (EDCOE) to provide testing opportunities for staff. District nurses work with El Dorado County Public Health and staff members to ensure that people who are exposed or have symptoms of COVID-19 are able to secure testing. Moving forward, and as of February 1st, the district will have the capacity to provide bi-weekly testing through our partnership with EDCOE and COVIDDX (testing vendor).**

**Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

EDUHSD school nurses collaborate with families and EDC Public Health to ensure that COVID-19 prevention guidelines are implemented with fidelity. EDUHSD assists families in identifying potential testing sites and monitors the outcome of testing.

Planned student testing cadence. Please note if testing cadence will differ by tier:

**El Dorado Union High School District assists families in securing testing as needed. In collaboration with EDC Public Health, school Health Offices work with families to procure testing, provide guidance, and monitor results.**

**Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

**Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**Consultation: (For schools not previously open)** Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

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

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

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

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

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

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

---

---

---

### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

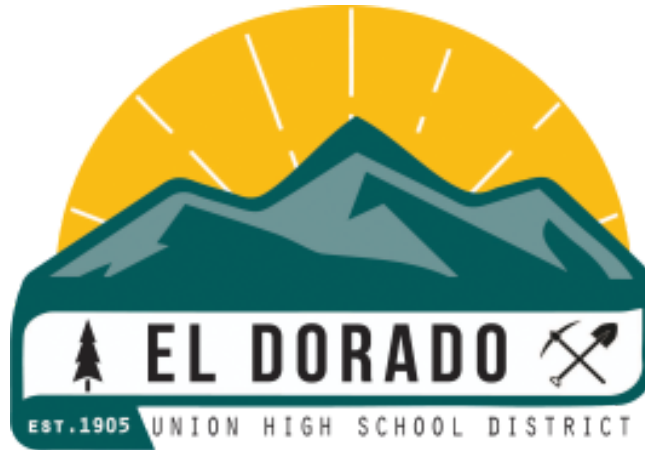
**Local Health Officer Approval:** The Local Health Officer, for (state County) Dr. Nancy Williams. County has certified and approved the CSP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

#### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

# El Dorado Union High School District



## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program

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

## Contents

(a) Scope.	4
(b) Definitions.	5
(c) Written COVID-19 Prevention Program Components.	6
(1) System for communicating	6
(A) Employee Reports	7
(B) Procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness	7
(C) Access to COVID-19 testing.	8
(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.	8
(2) Identification and evaluation of COVID-19 hazards.	11
(A) identification and evaluation of COVID-19 hazards	11
(B) Employee Symptom Screening	12
(C) Response to COVID-19 case	12
(D) Workplace Assessment	12
(E) Ventilation Systems	13
(F) Ongoing monitoring and review of orders and guidance	13
(G) Evaluate existing prevention controls	14
(H) Periodic Inspections	14
(3) Investigating and responding to COVID-19 cases in the workplace	15
(A) Procedure to investigate COVID-19 cases in the workplace.	15
(B) Response to a COVID-19 case in the workplace:	15
(C) Confidentiality of Personal Identifying Information	17
(D) Confidentiality of Employee Medical Records	17
(4) Correction of COVID-19 hazards.	17
(5) Training and instruction	18
(6) Physical distancing.	19
(7) Face coverings.	20
(8) Other engineering controls, administrative controls, and personal protective equipment.	21
(A) Partitions	21
(B) Maximize Outdoor Air	21
(C) Cleaning and Disinfecting	21

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*



(D) Handwashing Facilities	22
(E) Personal protective equipment.	22
(9) Reporting, recordkeeping, and access.	22
(A) Local Public Health	22
(B) Cal/OSHA	22
(C) Injury & Illness Prevention Program	23
(D) Access to the COVID-19 Prevention Program	23
(E) Access to COVID-19 Case Records	23
(10) Exclusion of COVID-19 cases.	23
(A) COVID-19 Cases	23
(B) COVID-19 Exposure Cases	23
(C) Earnings & Benefits while excluded	23
(D) This section does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.	24
(E) Information on Benefits & Leaves	24
(11) Return to work criteria.	24
(A) COVID-19 cases with COVID-19 symptoms shall not return to work until:	24
(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms	24
(C) A negative COVID-19 test shall not be required for an employee to return to work.	24
(D) If an order to isolate or quarantine an employee is issued by a local or state health official	24
(E) Division approval of return to work	25
§ 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks.	26
(a) Scope.	26
(b) COVID-19 testing.	26
(c) Exclusion of COVID-19 cases.	27
(d) Investigation of workplace COVID-19 illness.	27
(e) COVID-19 Investigation, review and hazard correction.	27
(f) Notifications to the local health department.	27
§ 3205.2. Major COVID-19 Outbreaks.	29
(a) Scope.	29
(b) COVID-19 testing.	29
(c) Exclusion of COVID-19 cases.	29
(d) Investigation of workplace COVID-19 illnesses.	29
(e) COVID-19 hazard correction.	29

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

(f) Notifications to the local health department.	30
Appendix A: Guidance	31
Employers - General Guidance	31
Guidance Employers – Office Workspaces	31
Guidance - K-12 Education	31
Face Covering Information	31
California Healthy Schools Act & Integrated Pest Management (IPM)	31
Americans with Disabilities Act - U.S. Equal Employment Opportunity Commission	31
Appendix B: Cal/OSHA Regulations	32
Subchapter 7. General Industry Safety Orders § 3205. COVID-19 Prevention.	32
§ 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks.	42
§ 3205.2. Major COVID-19 Outbreaks.	44
Appendix C: Return to Worksite Plan Guidance Protocols	45
Appendix D: Identification of COVID-19 Hazards	45
Appendix E: COVID-19 Inspections	47

## (a) Scope.

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

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

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

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

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

- (1) Has a positive “COVID-19 test” as defined in this section;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

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

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

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

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

- fever of 100.4 degrees Fahrenheit or higher
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting, or diarrhea,

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

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

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

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

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

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

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

(1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

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

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

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

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

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

**(A) Employee Reports:** Regular and frequent communication occurs between district administration and leaders of the bargaining units. Daily reporting is facilitated through posting of our district “COVID-19 Dashboard”. School nurses communicate individually with staff who are thought to have been exposed to COVID-19 in the workplace. School nurses respond to staff concerns and questions as needed.

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

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

Methods of Reporting:

1. **To Whom:** COVID Coordinator, immediate supervisor, or the Senior Director of Student Success.
2. **How:** Completion of daily self-assessment (“COVID-19 Symptom Checklist) survey (whether working on site or remotely) for symptoms and/or exposure. Phone call and/or email to the Health Office and / or immediate supervisor and COVID Coordinator regarding possible hazards in the workplace.
3. **Where:** Online via daily symptom survey or through conference with COVID Coordinator.
4. **When:** Symptoms and/or exposures must be reported immediately and possible workplace hazards should be reported as soon as known.
5. Personnel in conjunction with the School Nurse will contact via phone all close contacts to a positive COVID-19 case as soon as reasonably possible. The “Notice of Potential Exposure Letter” will be emailed out to potential exposed employees to comply with AB 685 and the CAL/OSHA regulations
6. Potential workplace hazards, employees and authorized employees’ representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration. Joint Safety Committee Union Meetings are scheduled monthly with the Personnel Department.
7. Employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.

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

Employees who are at high-risk from COVID-19 are entitled to engage in an interactive process meeting with their supervisor, division lead, and/or Personnel Services in order to identify and determine appropriate accommodations, if any.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

**The District shall educate employees on leave options available for COVID-19 related absences including, but not limited to, those consistent with the Families First Coronavirus Response Act, when applicable.**

### **(C) Access to COVID-19 testing.**

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

Employees who have had potential exposure to COVID-19 in the workplace, as determined through contact tracing, shall be offered COVID-19 testing at no cost during their established work schedule. Testing is provided through a company called COVID DX. Employees register online [here](#) to ensure confidentiality. When registering for free testing they will be emailed a link to their results. Testing is offered three (3) times a week throughout El Dorado County during employee's work day.

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

The District has provided a return to work guidance document for all employees via email and hard copies are available in the Human Resources Office and at the local school sites.

#### **Handwashing**

- Handwashing facilities shall be evaluated to determine any need for additional facilities.
- Employees shall be provided with effective hand sanitizer and shall be prohibited from using hand sanitizer containing methanol (e.g. methyl alcohol).
- Employees shall be provided with information on, and encouraged to engage in, proper handwashing including washing their hands for at least 20 seconds each time.
- Employees shall be allowed time for regular handwashing.

#### **Personal Protective Equipment**

- An evaluation of the appropriate need for PPE as required by Title 8, Section 3380, such as gloves, goggles, and face shields, shall be conducted and such PPE shall be provided accordingly.
- Use of respiratory protection shall be evaluated in accordance with CCR Title 8, Section 5144 when the physical distancing requirements are not feasible or maintained.

#### **COVID-19 Prevention Program**

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

- Eye protection and respiratory protection shall be provided and used in accordance with Section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
- PPE, such as, but not limited to, gloves, goggles, face coverings, and face shields shall not be shared.

### **Face Coverings**

- All employees shall be required to wear face coverings consistent with state guidelines, District program decisions, and with the school site procedures adopted at their assigned workplace.
- Negative COVID-19 test results shall not be used as an alternative to face coverings.
- Exceptions to wearing a face covering while indoors include:
  - When an employee is alone in a room;
  - While eating or drinking, provided employees are six feet apart and outside air supply to the area has been maximized to the extent possible.
- Any exceptions or exemptions for use of face coverings must be authorized by division leads and shall be consistent with state and local public health guidance.
- Employees shall be provided with CDC resources on how to properly put on, remove, and launder face coverings.
- Signage on how to properly wear a face covering shall be posted in various visible locations on EDCOE premises.
- Disposable masks shall be made available to employees who do not have a face covering or who forget to bring a face covering with them to their assigned workplace.

### **Physical Distancing**

- Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting close contact between people.
- For COVID-19, the current distance recommended by CDC is at least 6 feet.
- EDUHSD employees will be provided with information from CDC on physical distancing and shall be directed to engage in physical distancing at all times to the extent possible.
- Signage reminding employees to maintain physical distancing shall be posted in various visible locations on EDUHSD premises.
- Where physical distancing is not feasible, employees shall be required to wear a face covering and physical barriers will be put in place where appropriate to help stop the spread of COVID-19.
- To prevent individuals from accessing workspaces other than their own, managers may consider purchasing free-standing signage limiting access.

### **COVID-19 Prevention Program**

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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

- Meetings are virtual to the extent feasible.
- In-person meetings shall be limited to room capacity that allows for 6 feet of distance between each participant and face coverings are required at all times.
- All meeting rooms shall be measured for room capacity to allow for 6 feet of distance and maximum room capacity signs shall be posted.
- To the extent feasible, visitors must be approved before arrival.
- Visitors shall be instructed to wear proper face coverings over the nose and mouth at all times.
- Visitors shall be instructed to maintain physical distancing to the extent possible.
- To the extent feasible, visitation must be by appointment only and visitors shall be informed of all EDCOE health and safety procedures prior to arrival.
- To the extent feasible, visitor appointments shall be limited in time to minimize potential exposure.
- All shared equipment such as tables and chairs utilized by a visitor shall be sanitized promptly once the visitor has departed.
- EDCOE shall limit any unnecessary travel with multiple passengers, including that in personal employee vehicles and LEA-provided vehicles.

## **Disinfecting**

- The District has established routine schedules to clean and disinfect common surfaces and objects in the workplace.
- Common surfaces and objects include, but are not limited to, tools, machinery, containers, counters, tables, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, company automobiles, and trash cans.
- Certain staff, such as custodians and maintenance and operations staff, shall receive specialized training and be required to disinfect common surfaces and objects in the workplace daily.
- All staff expected to disinfect areas compromised by exposure to individuals diagnosed with COVID-19 shall receive specialized training and shall wait 24 hours before disinfecting the areas affected.

## **COVID-19 Prevention Program**

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*



- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use, and review and compliance with manufacturer instructions for proper use.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools shall not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected daily.
- Disinfecting training and supplies shall be made available to certain staff including, but not limited to, custodial and maintenance staff.
- All staff shall be trained to sanitize shared spaces or items after each use including, but not limited to, copiers, refrigerators, microwaves, water coolers, vending machines, breakrooms, etc.
- Sanitizing supplies shall be made available in all communal areas and near all shared spaces or items.
- All staff required to sanitize shall be properly trained and provided with the appropriate PPE including gloves.

*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;

The Facilities Department and the Plant Supervisors at each site shall periodically conduct workplace-specific evaluations using the **Appendix D: Identification of COVID-19 Hazards** form. The contact in Facilities is Dan Augino, Director Maintenance & Operations/Facilities, at 530-622-7300 or [daugino@eduhd.k12.ca.us](mailto:daugino@eduhd.k12.ca.us).

The Facilities Department and Plant Supervisors at each site shall conduct periodic inspections using the Appendix E: COVID-19 Inspections form, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

Employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.

### (B) Employee Symptom Screening

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

In accordance with guidelines prescribed by the CDC, OSHA, CDPH, and EDCPH, the El Dorado Union High School District Health Team has trained staff in COVID-19 response protocol. These training sessions included guidance pertaining to the identification of symptoms and related responses. School nurses created and monitor a “Symptoms Checklist” available on our website and through online platforms (Google Drive) available to staff. Staff have been provided with training relating to symptom identification and response. School nurses have provided their contact information and are available for staff to answer questions and provide guidance.

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

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.

Staff have been informed to notify the School Nurse, their supervisor, the Senior Director of Student Success or the Human Resources Department with information regarding COVID-19 positivity. Upon receipt of this information the School Nurses and Health Technicians engage in contact tracing and notification of impacted staff and families. School Nurses and the Human Resources Department maintain the “EDUHSD Dashboard” on which cases of COVID-19 and quarantine are documented and tracked.

All identified positive COVID cases or close contacts to a positive COVID case are reported to El Dorado County Public Health by the school nurse.

### (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

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

independent contractors. Employers shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Facilities shall conduct periodic inspections using the Appendix E: COVID-19 Inspections form, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration.

**Employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.**

### (E) Ventilation Systems

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

When possible:

- -Increase air filtration using Merv 13 rated filter or higher (replaced regularly)
- -Maximize air exchanges per hour
- -Maximize outdoor air (Smoke/Pollutant considerations)
- -Bi-Polar Ionization units used to improve IAQ (Indoor Air Quality)
- -Stay up to date on current ASHRAE recommendations

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

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

The District regularly reviews applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention. The El Dorado County Public Health Department has designated a Public Health Liaison and a Physician as a source of support, guidance, and collaborative communication during the pandemic.

Facilities shall periodically conduct workplace-specific evaluations using Appendix D: Identification of COVID-19 Hazards form.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

Facilities shall conduct periodic inspections using the Appendix E: COVID-19 Inspections form, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### (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.

Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration.

### (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.

Facilities shall periodically conduct workplace-specific evaluations using the **Appendix D: Identification of COVID-19 Hazards** form.

**Facilities shall conduct periodic inspections using the Appendix E: COVID-19 Inspections form, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.**

**Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration.**

Safety inspections are essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action. Facilities do daily walkthroughs and inspections during the cleaning process and assesses that COVID-19 practices are in place.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

## Scheduled Inspections

Inspections of El Dorado Union High School facilities will be conducted as follows:

Site/Facility	Frequency	Inspection Conducted by
School/Program sites	Quarterly	Program/Maintenance
Maintenance Shop	As needed	Facilities Director/Plant Supervisor
Multi-purpose rooms	As needed	Program/Maintenance

## Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should be reported immediately to the Maintenance Department and Plant Supervisor. Immediate action will be taken to eliminate the safety concern.

## Documentation of Inspections

Copies of completed inspection reports should be filed in the office of the Director of Facilities.

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

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

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

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

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

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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

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

3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
  - a. All employees who may have had COVID-19 exposure and their authorized representatives.
  - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

The EDUHSD Health Team implements the prescribed investigation and response for potential COVID-19 cases in the workplace.

The District will investigate whether any work conditions contributed to the risk of COVID-19 exposures. new or unabated. by reviewing the following:

- Review leave policies and practices and whether employees are discouraged from remaining home when sick
- Review COVID-19 surveillance testing policies
- Review outdoor air flow
- Review air filtration
- Review that each employee completed a district health symptom check
- Review the mandatory health symptom check of each employee and determine if all employees who had symptoms remained home
- Review that employees complied with workplace guidelines for mandatory face coverings
- Review that employees complied with social distancing guidelines
- Review workspaces to assess that physical barriers continue to remain in place
- Review all cleaning procedures to ensure all high-contact surfaces in common areas (door handles, counters etc.) are cleaned and disinfected often
- Review and determine that all high-contact surfaces in individual work areas used by employees, desks, phones, etc. are cleaned and disinfected often
- Review and determine that kitchens, bathrooms, tables and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19
- Review and determine that the county is continuing to provide sanitizing materials and ensure they are kept in adequate supply

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely
  - Increasing outdoor air supply when work is done indoors
  - Improving air filtration
  - Increasing physical distancing as much as possible
  - Different face covering protection

### (C) Confidentiality of Personal Identifying Information

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

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

### (D) Confidentiality of Employee Medical Records

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

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

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

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

The District has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

The County has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

The District records hazards, corrects hazards and tracks completion of hazard correction by facilities completing periodic inspections and recording them on forms found in Appendix D & E.

Facilities shall periodically conduct workplace-specific evaluations using the **Appendix D: Identification of COVID-19 Hazards** form.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

Facilities shall conduct periodic inspections using the **Appendix E: COVID-19 Inspections** form, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form should be submitted to the Facilities Director. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

### **Imminent Hazards**

Whenever possible, it is the El Dorado County Office of Education's intent to immediately abate any hazard which gives rise to a risk of imminent harm. When such a hazard exists, which the El Dorado County Office of Education cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

### **(5) Training and instruction.**

COVID-19: How to Protect Yourself and Others Training Course is required for all employees. This 25 minute course examines health-and-safety issues related to Coronavirus Disease 2019 (i.e., COVID-19). All information in this course is pulled directly from the Centers for Disease Control and Prevention (CDC) website. After taking this course you will understand: where the COVID-19 situation currently stands and how the CDC is responding to it; why there has been a rise in cases; how COVID-19 spreads; how to clean your hands properly and why doing so is crucial to curb the spread of the disease; why it's important to avoid close contact with other people; why you should stay home if you're sick; why covering coughs and sneezes and throwing away tissues are important; when you need to wear a facemask, if one is available; the difference between cleaning and disinfecting; how to clean and disinfect hard (non-porous) surfaces; how to clean and disinfect soft (porous) surfaces; how to clean and disinfect electronics; how to clean and disinfect linens, clothing and other items that go in the laundry; what COVID-19 symptoms you should watch for; how to use the CDC's "Coronavirus Self-Checker" tool, which leads you through a series of questions about your symptoms; when you should seek medical attention; whether someone who has been quarantined for COVID-19 can spread the illness to others; whether the virus that causes COVID-19 can be spread through food, including refrigerated and frozen food; if warm weather will stop the outbreak of COVID-19; if there's a specific temperature that kills the virus that causes COVID-19; where, on the CDC website, you can find answers to frequently asked questions about COVID-19; how you, as an educator, can plan and take action if a COVID-19 outbreak occurs in your community; how to talk to children about COVID-19, and what facts you should discuss; what general principles for talking to children you should apply when talking to children about the

### **COVID-19 Prevention Program**

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*



disease. In addition, a second, optional section of this course also discusses what you should do if you're sick.

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.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

## (6) Physical distancing.

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

Methods of physical distancing include:

- Telework or other remote work arrangements, where feasible;
- Reducing the number of persons in an area at one time, including visitors;
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
- Staggered arrival, departure, work, and break times;
- Adjusted work processes or procedures, to allow greater distance between employees.

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

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

EDUHSD has trained staff, students, and the general public on COVID-19 precautions. Whenever possible meetings are held virtually or in a space that is large enough for people to sit at least 6 feet apart. Visual cues are present on campuses and in offices. We are actively limiting the number of people permitted in physical spaces.

## (7) Face coverings.

(A) The District will:

- Comply with all public health orders regarding face coverings
- Provide face coverings to all employees as needed
- Ensure they are worn by employees over the nose and mouth when;
  - indoors,
  - when outdoors and less than six feet away from another person,
  - and where required by orders from the CDPH or local health department.
- Ensure face coverings are clean and undamaged.
- Ensure face shields are not used as a replacement for face coverings, although they may be worn together for additional protection.
- The following are exceptions to the face coverings requirement:
  1. When an employee is alone in a room.
  2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
  3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
  4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
  5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

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

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

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

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

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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

EDUHSD has used the following communication strategies to disseminate information to the learning community regarding COVID-19 prevention:

- Global telephone, email, and text messaging via our online communication platform.
- Postings on all websites and on school site campuses
- Teacher education of students in the classroom
- Site Administration messaging (video)
- Site protocol enforcement by staff

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

The EDUHSD requires all persons on district premises to wear a CDC-approved face covering.

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

The District is scheduled to have bi-polar ionization devices installed in all HVAC units throughout the District Office and at all school sites.

### (A) Partitions

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

### (B) Maximize Outdoor Air

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

### (C) Cleaning and Disinfecting

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

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The District will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected daily.

3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

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

#### (D) Handwashing Facilities

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

#### (E) Personal protective equipment.

1. The District will evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.
2. The District will evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements in subsection (c)(6) are not feasible or are not maintained.
3. The District will provide and ensure use of respirators in accordance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.
4. The District will provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

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

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

#### (A) Local Public Health

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

#### (B) Cal/OSHA

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

#### (C) Injury & Illness Prevention Program

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

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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

The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request. It will also be made available on the District's website.

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

The District will keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D). The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

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

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

EDUHSD is collaborating with EDC Public Health to respond to potential COVID-19 exposure. This process includes contact tracing and documentation of duration of exclusion. The school Health Team coordinates with the Human Resources Department and EDC Public Health to monitor exclusions to limit potential transmission in the workplace.

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

### (A) COVID-19 Cases

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

### (B) COVID-19 Exposure Cases

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

### (C) Earnings & Benefits while excluded

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

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

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

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

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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

### (E) Information on Benefits & Leaves

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

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

### (11) Return to work criteria.

EDUHSD is following CDC, OSHA, CDPH, and EDCPH guidelines relating to an employee's return to work.

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

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

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

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

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

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

The employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be:

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

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

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

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

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

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

### COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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

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

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

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

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

### (a) Scope.

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

- The exposed workplace has been identified by a local health department as the location of a COVID-19 outbreak or,
- When there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

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

### (b) COVID-19 testing.

Beginning Monday, September 28, the El Dorado County Office of Education began Covid Surveillance testing and testing of symptomatic employees for public school district employees. This testing has been made possible through a collaborative partnership that includes the County of El Dorado, El Dorado Public Health, CovidDx and EDCOE. In addition to surveillance testing, any employee who is symptomatic or who has been exposed to someone who has tested positive for COVID-19, can be tested free of charge between 1:00-5:00 p.m., Monday-Thursday.

Surveillance testing allows us to meet one of the critical criteria set forth by the California Department of Public Health in the guidance issued for the reopening of schools.

The surveillance testing will be done from 1-5 p.m. and is available 3 days a week Monday-Thursday. While it is highly encouraged for team members to participate in the testing, it is not mandatory and there will not be any negative consequences for team members who choose not to participate. The intent of this testing is to not only protect our staff and students, but the health and safety of our colleagues and our organization.

The testing will be done by a local company, CovidDx, at no charge and results will be returned within 72 hours.

(1) The District will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a), as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.

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

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

### COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*



(B) After the first two COVID-19 tests required by (b)(2)(A), The District will provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies pursuant to subsection (a)(2).

(C) District will provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

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

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

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

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

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

In addition to the requirements of our COVID-19 Prevention Program the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

(1) Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.

(2) The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

(3) The District will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by our COVID-19 Prevention Program. The District will consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

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

(1) The District will contact the local health department immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.

(2) The District will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American

## **COVID-19 Prevention Program**

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The District will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

(3) Effective January 1, 2021, the District will provide all information to the local health department required by Labor Code section 6409.6.

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

## § 3205.2. Major COVID-19 Outbreaks.

### (a) Scope.

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

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

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

### (b) COVID-19 testing.

Beginning Monday, September 28, the El Dorado County Office of Education began Covid Surveillance testing and testing of symptomatic employees for public school district employees. This testing has been made possible through a collaborative partnership that includes the County of El Dorado, El Dorado Public Health, CovidDx and EDCOE. In addition to surveillance testing, any employee who is symptomatic or who has been exposed to someone who has tested positive for COVID-19, can be tested free of charge between 1:00-5:00 p.m., Monday-Thursday.

Surveillance testing allows us to meet one of the critical criteria set forth by the California Department of Public Health in the guidance issued for the reopening of schools.

The surveillance testing will be done from 1-5 p.m. and is available 3 days a week Monday-Thursday. While it is highly encouraged for team members to participate in the testing, it is not mandatory and there will not be any negative consequences for team members who choose not to participate. The intent of this testing is to not only protect our staff and students, but the health and safety of our colleagues and our organization.

The testing will be done by a local company, CovidDx, at no charge and results will be returned within 72 hours.

The District will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.

COVID-19 testing will be provided at no cost to employees during employees' working hours.

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

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

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

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

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

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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

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

(2) The District will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

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

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

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

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

## Appendix A: Guidance

### Employers - General Guidance

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

### Guidance Employers – Office Workspaces

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

### Guidance - K-12 Education

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

### Face Covering Information

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

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

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

### COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

## Appendix B: Cal/OSHA Regulations

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

#### (a) Scope.

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

(A) Places of employment with one employee who does not have contact with other persons.

(B) Employees working from home.

(C) Employees when covered by section 5199.

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

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

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

“COVID-19 case” means a person who:

(1) Has a positive “COVID-19 test” as defined in this section;

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

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

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

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

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

“COVID-19 symptoms” means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a

#### COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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

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

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

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

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

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

"High-risk exposure period" means the following time period:

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
- (c) Written COVID-19 Prevention Program. Employers shall establish, implement, and maintain an effective, written COVID-19 Prevention Program, which may be integrated into the employer's Injury and Illness Program required by section 3203, or be maintained in a separate document. The written elements of a COVID-19 Prevention Program shall include:
  - (1) System for communicating. The employer shall do all of the following in a form readily understandable by employees:
    - (A) Ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.
    - (B) Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
    - (C) Provide information about access to COVID-19 testing. If testing is required under this section, section 3205.1, or section 3205.2, the employer shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.
    - (D) In accordance with subsection (c)(3)(B)3., communicate information about COVID-19 hazards and the employer's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the employer's workplace.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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

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

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

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

(C) The employer shall develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.

(D) The employer shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Employers shall treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

1. This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

2. This shall include an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. Employers shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

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

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

(G) The employer shall evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls. This includes evaluation of controls in subsections (c)(4), and (c)(6) through (c)(8).

(H) The employer shall conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.

### **COVID-19 Prevention Program**

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*



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

(A) Employers shall have an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

(B) The employer shall take the following actions when there has been a COVID-19 case at the place of employment:

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

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

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

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

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

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

4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).

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

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

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

(D) The employer shall ensure that all employee medical records required by this section and sections 3205.1 through 3205.4 are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

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

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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

(4) Correction of COVID-19 hazards. Employers shall implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted under subsections (c)(2) and (c)(3) and implementing the controls required by subsection (c)(6) through (c)(8).

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

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

(B) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.

(C) The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

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

(E) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

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

(G) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

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

(6) Physical distancing.

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

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

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

(7) Face coverings.

(A) Employers shall provide face coverings and ensure they are worn by employees over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department. Employers shall ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection. The following are exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

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

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

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

(D) No employer shall prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

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

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

(F) The employer shall develop COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

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

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

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

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

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

2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

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

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

(E) Personal protective equipment.

1. Employers shall evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

2. Employers shall evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements in subsection (c)(6) are not feasible or are not maintained.

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

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

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

(9) Reporting, recordkeeping, and access.

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

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

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

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

(E) The employer shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D). The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

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

(10) Exclusion of COVID-19 cases. The purpose of this subsection is to limit transmission of COVID-19 in the workplace.

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

(B) Employers shall exclude employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

(C) For employees excluded from work under subsection (c)(10) and otherwise able and available to work, employers shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

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

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

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

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

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

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

(11) Return to work criteria.

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

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

(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

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

(D) If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

(E) If there are no violations of local or state health officer orders for isolation or quarantine, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the employer shall develop, implement, and maintain effective control measures to prevent

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

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

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

### (a) Scope.

(1) This section applies to a place of employment covered by section 3205 if it has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

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

### (b) COVID-19 testing.

(1) The employer shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a), as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.

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

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

(B) After the first two COVID-19 tests required by (b)(2)(A), employers shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies pursuant to subsection (a)(2).

(C) Employers shall provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

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

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

(e) COVID-19 Investigation, review and hazard correction. In addition to the requirements of subsection 3205(c)(2) and 3205(c)(4), the employer shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

(1) Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*



(2) The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

(3) The employer shall implement changes to reduce the transmission of COVID-19 based on the investigation and review required by subsections (e)(1) and (e)(2). The employer shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

(f) Notifications to the local health department.

(1) The employer shall contact the local health department immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.

(2) The employer shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

(3) Effective January 1, 2021, the employer shall provide all information to the local health department required by Labor Code section 6409.6.

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

## § 3205.2. Major COVID-19 Outbreaks.

### (a) Scope.

(1) This section applies to any place of employment covered by section 3205 when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

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

(b) COVID-19 testing. Employers shall provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.

COVID-19 testing shall be provided at no cost to employees during employees' working hours.

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

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

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

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

(2) The employer shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

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

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

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

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

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

# Appendix C Return to Worksite Plan Guidance Protocols

Found [here](#)

## Appendix D: Identification of COVID-19 Hazards

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

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

Date of investigation: \_\_\_\_\_

Name and title of person conducting the evaluation:

\_\_\_\_\_

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

\_\_\_\_\_

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


**COVID-19 Prevention Program**

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

## Appendix E: COVID-19 Inspections

Date of Inspection: \_\_\_\_\_

Name(s) and title(s) of person(s) conducting the evaluation:

\_\_\_\_\_

Name and address of work location evaluated:

\_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions/plexiglass			
Ventilation (fresh air and filtration maximized)			
Additional room air filtration			
<b>[add any additional controls in workplace]</b>			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfectant and hand sanitizer being used according to manufacturer instructions			

### COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

<b>[add any additional controls in workplace]</b>			
<b>[add any additional controls in workplace]</b>			
<b>PPE</b> (not shared, available and being worn)			
Disposable face masks			
Gloves			
Face shields with cloth drape/goggles			
Respiratory protection			
N95 masks for specialized healthcare procedures			
Disposable or re-useable coveralls or aprons			
<b>[add any additional controls in workplace]</b>			

**COVID-19 Prevention Program**

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*