



# TEMPLE CITY UNIFIED SCHOOL DISTRICT

*A District of Educational Excellence and Award-Winning Schools*

## Board of Education Members

Melissa Espinoza • Donna Georgino • Mike Lin • Matt W. Smith • Mary Sneed

## Superintendent

Dr. Kimberly Fricker

## COVID-19 Prevention Program (CPP) – OSHA Guidelines

This COVID-19 Prevention Program (CPP) is designed to control the exposures, transmission and spread of the SARS-CoV-2 virus that may occur in the workplace.

### Authority and Responsibility

#### COVID Task Force:

Has the governing authority and responsibility to implementing the provisions of this CPP within the Temple City Unified School District (TCUSD) workplace.

**Dr. Kimberly Fricker** Superintendent of Schools

**Ms. Marianne Sarrail** Chief Business Officer

**Dr. Mercedes Gomez** Executive Director of Curriculum & Instruction

**Ms. Hannah Geddy** Executive Director of Student Services and Personnel

**Ms. Mari Montgomery** Director of Risk Management

In addition, all administrators, managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive timely communication.

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

### COVID-19 Protective Guidelines & Hazard Control

#### Physical Distancing

- Limit the need for workers to be in the workplace when there are high numbers of COVID-19 cases in the immediate area– e.g., telework or other remote work arrangements, whenever possible.
- All workers are to maintain at least six feet of physical distancing at all times while in the workplace.
- Post guidelines and designated areas for visitors on school sites or the district office.
- Posting of signs throughout each campus and demarking floor markings to indicate proper distancing along with identification of the directional path of travel, on all TCUSD sites.
- Stagger arrival, departure, work times, and break times.

- Adjusted work processes or procedures, to allow greater distance between employees.
- Prevent common work areas or common gathering locations for employees and students.
- In work spaces that need to be used by multiple people, new occupancy rates and signs should be clearly posted.
- At fixed work locations where there needs to be face to face interactions, the district will install cleanable solid partitions that effectively reduce aerosol transmission between individuals.

### **Face Coverings**

- Compliant face masks will be provided to all employees. Disposable face masks and face shields are available at every school and department.
- All employee must wear a face covering or a face shield with a drape or respiratory protection.
- All employees, students and visitors must wear a clean, undamaged face covering and administration will ensure that they are properly worn over the nose and mouth when indoors or outdoors as required by orders from the California Department of Public Health (CDPH) or local health department.
- For individuals who are deaf, a clear mask and shield may be worn.

### **Face Covering Exceptions**

- When an employee is alone in a room, with the door(s) closed.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Any situation that requires the removal of a face covering will need to approved by the Point of Contact from the COVID Task Force.

### **Personal Protective Equipment (PPE)**

- PPE includes gloves, masks, disposable gowns and face shields as required by CCR Title 8, section 3380 and should not be shared at any time.
- With regard to respiratory protection, needs will be evaluated in accordance with CCR Title 8 section 5144.
- Employees who must perform face to face interactions, who work in the Health Office, Food Service Department, Custodial Department, and Special Education Department will be provided with additional Personal Protective Equipment (PPE) for an added layer of protection against transmission.
- The employees on the COVID Strike Team will be provided PPE masks, shields, gloves and protective clothing to reduce contamination.

### **Facility/Engineering controls**

- The District has and will use countertop plastic shields or other plastic barriers for all areas that require face to face interactions between individuals. The use of face masks and face shields are an approved alternative in lieu of shields or barriers.
- Where allowable make-up/in-take dampers will be opened to allow a minimum of 15%

outside air, taking into consideration circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.

- Outside air will be maximized, to the extent feasible, to assist in the ventilation of the TCUSD buildings with mechanical or natural ventilation systems.
- Ventilation systems are properly maintained, replaced and adjusted, on a routine basis to ensure clean filters and optimal operation.
- All units are using maximum filtration efficiency to allow the highest level of filtration compatible with the existing ventilation systems.

### **Cleaning and disinfecting**

- Custodial routes and schedules have been developed and will continue to be monitored to ensure that all rooms, areas and frequently touched surfaces are cleaned and sanitized daily.
- Operational support staff are supplied with EPA List “N” recommended disinfectants for eradicating COVID -19 and the MSDS sheets can be located on the TCUSD Website.
- Operational support staff have been properly trained regarding the proper use and recommended contact kill time for disinfectants.
- Operational staff will inform the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
  - Identify and regularly cleaning and disinfecting of frequently touched surfaces, such as doorknobs, elevator buttons, equipment, handrails, handles, bathroom surfaces and steering wheels.
  - Sharing of Personal Protective Equipment is prohibited

### **Positive COVID-19 case “Outbreak”**

- An “outbreak” in the workplace, constituted three or more positive COVID cases on one site location within a 14-day period of time.
- Notification will be sent to LACDPH
- COVID Point-of-Contact (POC) will notify the facility services department to activate the District’s COVID-19 Strike Team to provide in-depth cleaning and sanitation measures to eradicate the SARS-CoV-2 virus.

### **Shared tools & equipment**

- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared.
- Where there must be sharing, the items will be disinfected between uses by wiping with EPA approved disinfectant wipes or approved disinfectant.
- Sharing of vehicles and golf carts will be minimized to reduce transmission and exposure, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.
- Common work spaces will be identified with a COVID maximum Occupancy allocation and all equipment will be demarked with 6 ft zone spacing.
- Pens used for sign in sheets or to sign documents will be placed in a “Used” container and not be reused until after they are sanitized.
- Devices that are turned in for repair or returned will be sanitized prior to staff working on them or provisioning them for other individuals.

### **Hand sanitizing**

- Evaluate handwashing facilities daily.
- Added hand washing signage in all restrooms, classrooms, and offices.

- Encourage and allow additional time for employee and student handwashing.
- Provide hand sanitizing stations in every classroom, office and common area. Sanitizing stations should be refilled daily and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Employees should wash their hands with soap and water for at least 20 seconds.

## Employee / Student / Visitor Screening

- Employees and Students will complete a “Daily Self-Screening Form” through the Parent Square Program to identify COVID-19 symptoms including temperature check.
- Visitors will be asked to complete the “Daily Self-Screening Form” prior to entry through an iPad device provided by the District.
- The Parent Square System communicates COVID related information and provides the platform for the Self-Screening in a variety of languages to ensure effective communication to all individuals and gather an electronically signed submission.

I would like to answer no to all questions

In the last 14 days, has anyone in your household had close contact with someone who has or is suspected to have COVID-19?

Yes

No

In the last 48 hours, have you/your child(ren) experienced any of the following symptoms?

- Headache
- Cough
- Sore throat
- Shortness of breath
- Chills
- Muscle aches
- Loss of taste and smell
- Gastrointestinal (nausea, vomiting or diarrhea)

Yes

No

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**Electronic Signature Consent**

By clicking the 'Submit' button below, I declare that the information I have provided is true

- Temperature checks will be conducted for all students, staff, and visitors prior to gaining access to the campus.
- If a staff member or visitor has an elevated temperature prior to entry or while on campus, they will be immediately sent home, if a student has an elevated temperature prior to entry or while on campus, they will be escorted to an “Isolation Tent” to await transport home from parent.

## Reporting, Contact Tracing and Documentation of COVID-19 Cases

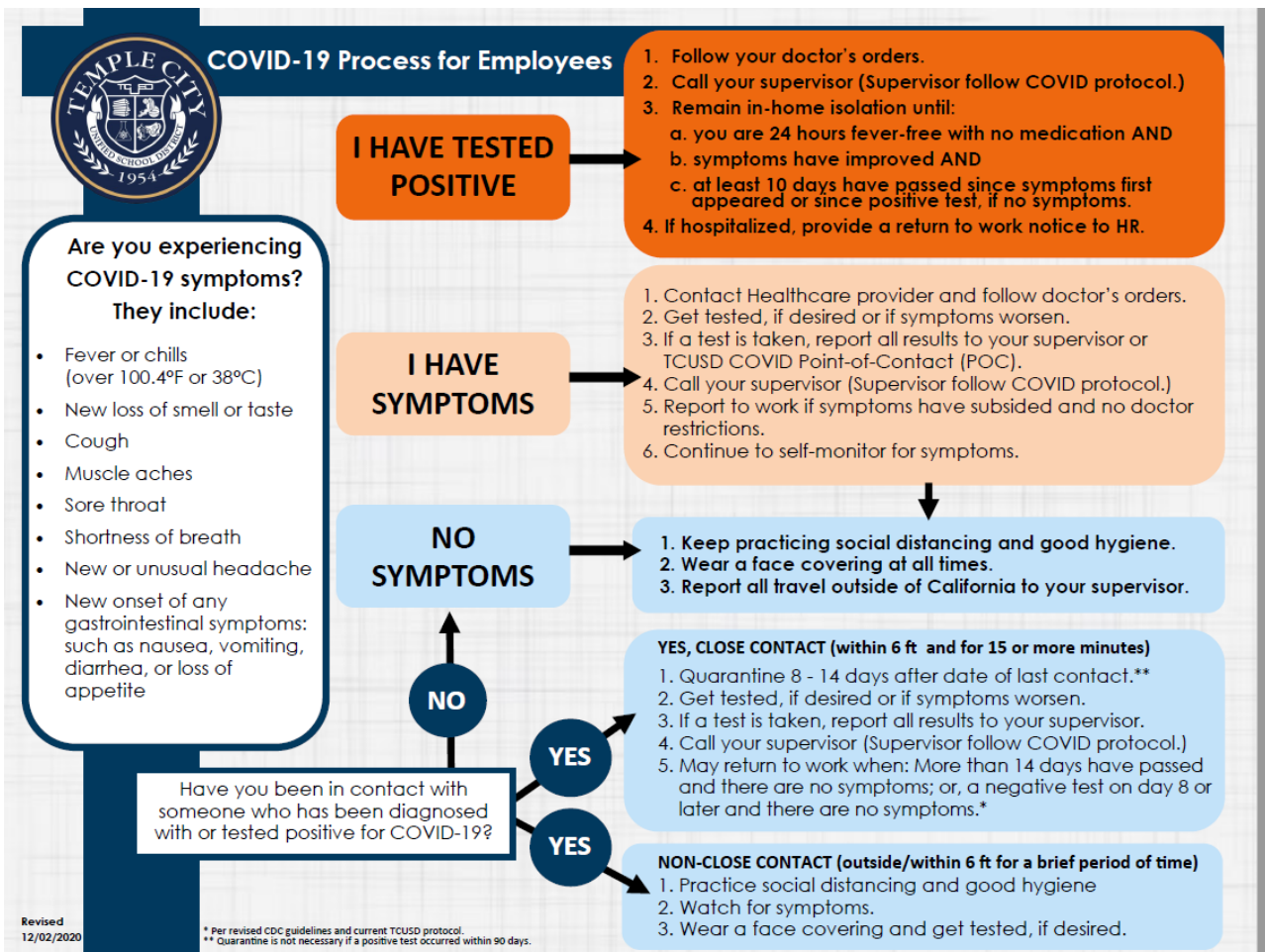
- Personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided to TCUSD will be protected to ensure the confidentiality of employees or students, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.
- All employees’ medical records will be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the

workplace, except: (1) Unredacted medical records provided to local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

### Reporting of Exposure, Symptomatic, or Positive Case

- Staff member who have been exposed to someone who has tested positive for COVID-19, are exhibiting symptoms of COVID-19 or have themselves tested positive for COVID-19 must report this information to their immediate supervisor.
- The supervisor must complete the “COVID-19 Incident Response Form” within 2 hours of the employee notification. This form outlines the information from the affected employee, and is sent to the Point of Contact for the COVID-19 Task Force to begin the contact tracing process.

Figure 1.1



\*\* COVID-19 Flow chart of Procedural Guidelines for Employees and Supervisors

## **Contact Tracing Process**

- Contact Tracing includes the information outlined in **Appendix C: Investigating COVID-19 Cases** form.
- Employees / students should contact their Health Care Provider for testing.
- Employees / students who are symptomatic or test positive for COVID-19 they are referred to “In Home Isolation” for a period of 10 days since symptoms have first appeared or if a period of 10 days from the day of the positive test result. In addition, the employee or student must be fever free for 24 hours without medication and your symptomology has improved. If the individual has been hospitalized, a doctor’s note is required upon re-entry to school or work.
- Employees will be provided information regarding District benefits.
- Students will be provided information regarding the Districts protocols and procedures for absences and counseling support.

## **Reporting Process**

- Positive cases that have occurred on campus must be reported to Los Angeles County Department of Public Health (LACDPH) and the Joint Powers Authority (JPA).
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

## **Notification Process**

- Staff and parent notifications are sent out when someone tests positive for COVID-19 and have been on campus 48 hours prior to being symptomatic.
- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits including workers compensation whenever we’ve demonstrated that the COVID-19 exposure is work related.
- Employees will be entitled to allowable federal leaves as well as sick leave and extended illness leave as applicable.
- Providing employees at the time of exclusion with information on available benefits.
- Employees are notified of the “Return to Work” procedures and requirements.
- Students are notified of the “Return to School” procedures and requirements.

## **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; and
  - COVID-19 symptoms have improved; and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will 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.
- A negative COVID-19 test will not be required for an employee to return to work.
- May return to work when, more that 14 days have passed and there are no symptoms; or a negative test on day 8 or later and there are no symptoms.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will 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 will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

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## Inspection, Identification & Notification of Potential TCUSD COVID-19 Hazards on Campus

- Encourage a process for workplace observation, identification and notification of Hazards to Site Administration (Principal).
- Administration should review all applicable orders and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention and communicate that to students, staff and visitors.
- District adheres to the K-12 Guidelines from LACDPH.

### Inspections (conducted by principal and M&O/Custodial supervisors)

- Weekly inspections will be conducted to identify workplace exposures for any persons; students, staff and visitors who may enter a TCUSD campus.
- Inspections will evaluate existing COVID-19 prevention controls in the TCUSD workplace and the need for different or additional preventative control measures.
- **Appendix B: COVID-19 Inspections form** will be completed weekly by M&O/Custodial supervisors and submitted to Director of Risk Management (Mari Montgomery) of the COVID-19 Task Force to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- The appropriate District department or staff member will be notified to implement the solution or remediation needed to address founded claims for COVID-19 hazards.

### Employee participation

- Employees or authorized representatives are encouraged to participate in the identification of COVID-19 hazards and report them to the proper authorities in order to ensure the safety of all employees, students and visitors.
- Staff should complete the IIPP, **Appendix G Form**:
- Staff members are encouraged to identify and report any potential COVID-19 hazards to site principal

### Correction of COVID-19 Hazards

- Unsafe or unhealthy work conditions, practices or procedures will be documented and corrected in a timely manner based on the severity of the hazards, as follows:
- Inspection form (Appendix B) will be completed by District M&O/Custodial supervisors and Site administration on a weekly basis.
- Reports will be provided to District and Site administrators for review and implementation of corrective action.

## Communication System

- Create effective two-way communication with our employees, students and families.
- All communications will be available in English, Mandarin and Spanish

- Created the COVID-19 process for employees and supervisors
  - If an employee has been in contact with someone who has been diagnosed with or tested positive for COVID-19 they should follow the district guideline “COVID-19 Process for Employees” and contact their supervisor.
  - When a supervisor receives a report from an employee, they should follow the district guideline “Supervisor Response to Potential of Confirmed COVID-19 Case Exposure.”
  - The COVID Incident Form is to be completed within two (2) hours of notification from employee
- Communicate to employees and non-employees regarding the COVID-19 preventative safeguards and guideline requirements while on District locations.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with COVID-19 illness.
- COVID-19 testing is available through health plans and testing centers, a list of resources, guidance and directions will be provided to all staff and students.
- COVID-19 symptoms directions for reporting exposure, symptoms or illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Outlining guidelines, designated locations and signage for safeguards while on campus.
- Communication regarding staff training or critical information regarding COVID-19.
- Communication regarding exposures identified in the Contact Tracing process and positive COVID-19 cases related to specific locations.

## **Training and Instruction**

The district will provide effective training and instruction that includes:

- Ongoing training regarding COVID-19, precautions, policies and procedures to protect employees from COVID-19.
- Identifying and reporting COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws as well as District leave policies and leaves guaranteed by labor contracts.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks, vocalizes, sneezes, coughs or exhales.
  - 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of not coming to work if the employee has COVID-19 symptoms.
- Training Rosters are maintained in Human Resources.

### **Reporting, Recordkeeping, and Access**

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-10 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 will be kept confidential in accordance with subsections (c) (3) (c) and (c) (3) (D). The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases.
- SB 1159 report provided to workers comp insurance as needed.

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## **Additional Considerations**

### **#1. Multiple COVID-19 Infections & COVID-19 Outbreaks**

A COVID-19 outbreak, signifies that there are three or more COVID-19 cases on one work site within a 14-day period. Reference section 3205.1 for details. This section of the CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

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

- We will provide COVID-19 testing to all employees in our 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.

- COVID-19 testing will be provided at no cost to during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in the exposed area will be tested and then tested one week later.
  - Negative COVID-19 test results for employees with COVID-19 exposure will not reduce the quarantine period or order issued by the health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

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

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

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

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

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

In addition to our CPP *Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards*, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes to prevent the spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Leave policies and practices that discourage staff from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on evaluation.
  - 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.

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

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

## **Additional Consideration**

### **#2. Major COVID-19 Outbreaks**

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.

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

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

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

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

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

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

Comply with the requirements of CPP *Investigating and Responding to COVID-19 Cases*.

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

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

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We

will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.

- We will evaluate whether to stop some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA through Issuance of Order to Take Special Action in accordance with title 8 section 332.3

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

We will comply with the requirements of our *Multiple COVID-19 Infections* and *COVID-19 Outbreaks-Notifications to the Los Angeles County Department of Public Health*.



# Appendix A: Identification of COVID-19 Hazards

All persons regardless of symptoms or negative COVID-19 test results will be considered potentially infectious. Attention will be paid to areas where people may congregate or come in contact with one another, for work assignment or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break / eating areas, and waiting areas.

Evaluation of potential workplace exposure is a responsibility of all individuals at the workplace or who may enter the workplace, including coworkers, employees of other members of the public, customers or clients, and independent contractors. This includes how individuals enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Name(s) of employee or authorized representative:** (Anonymous submission accepted)

**Person conducting the evaluation:** [Enter Name\(s\)](#).

**Date:** [Enter Date](#)

[Enter Name\(s\)](#)

Potential COVID-19 Exposure			
IDENTIFICATION & DESCRIPTION OF HAZARD	LOCATION DATE & TIME	AFFECTED INDIVIDUALS	POSSIBLE SOLUTIONS
Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards		employees affected, including members of the public and employees of other employers	Additional COVID-19 prevention controls, including barriers, partitions and ventilation

<b>Signature Line:</b>	<b>Date:</b>
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# Appendix B: COVID-19 Site Inspection Report

Date: [Enter date](#)

Name of person conducting the inspection: [Enter names](#)

Work location Site evaluated: [Enter information](#)

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Filter replacement Date			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Custodial Schedules / Routes			
Signs, floor markings, directional path of travel			
Students remaining in cohort groupings			
<b>PPE</b>			
Face coverings - available, worn, not shared			
Face shields			
Partitions, barriers			
Gloves			

Inspector Signature(s)



## Appendix C: Investigating COVID-19 Cases

Personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided to TCUSD will be protected to ensure the confidentiality of employees or students, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, except: (1) Unredacted medical records provided to local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** [Enter date](#)

**Name of person conducting the investigation:** [Enter name\(s\)](#)

COVID-19 Case Investigation Information			
Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may			

have been exposed (attach additional information):	
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<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

**\*\*NOTE:** If made aware of a non-employee infection source COVID-19 status the district must report.





## Appendix D:

# Potential COVID-19 Exposure Contact Tracing

Name/Title of Person Being Traced: \_\_\_\_\_

Date Form was Completed: \_\_\_\_\_

<b>Date I was within 6 feet (with or without a mask) of this person</b>	<b>Duration (Total number of minutes during a 24-hour period)</b>	<b>Name/Title of the Person Involved</b>	<b>Location/Task Where Contact was Made</b>



# Appendix E: COVID-19 Training Roster

Date: [Enter date](#)

Person that conducted the training: [Enter name\(s\)](#)

Title of Training Session: [Enter Name/Title](#)

Employee Name	Signature



## Appendix F: COVID-19 Definitions

COVID-19	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
COVID-19 Case	<p>A person who:</p> <ul style="list-style-type: none"> <li>(1) Has a positive “COVID-19 test” as defined in Section 3205</li> <li>(2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or</li> <li>(3) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.</li> </ul> <p>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.</p>
COVID-19 Exposure	Being within 6 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 applies regardless of the use of face coverings.
COVID-19 Hazard	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 a person 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	Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
COVID-19 Test	<p>A viral test for SARS-CoV-2 that is:</p> <ul style="list-style-type: none"> <li>(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</li> <li>(2) Administered in accordance with the FDA approval or FDA Emergency Use Authorization as applicable.</li> </ul>
Exposed Workplace	<p>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, waiting areas. The exposed workplace does not include buildings or facilities not entered by COVID-19 case.</p> <p>Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksites” of COVID-19 case as defined by Labor Code Section 6409.6(d)(5), which states:</p>

	<p>“Worksite” means the building, store, facility, agricultural field, or other location where a worker worked during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a qualified individual did not enter. In multiworksite environment, the employer need only notify (per AB685) employees who were at the same worksite as the qualified individual.</p>
Face Covering	<p>A tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.</p>
High-Risk Exposure Period	<p>The following time period:</p> <ul style="list-style-type: none"> <li>(1) For persons who develop COVID-19 symptoms: from 2 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</li> <li>(2) For persons who test positive who never develop COVID-19 symptoms: for 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.</li> </ul>
Injury, Illness Prevention Program (IIPP)	<p>Employers are required to have an Injury Illness Prevention Program as a preventative measure to keep employees safe while at work and to provide guidance and direction to employees how to address an injury or illness that occurs at the work place or that effects the work place.</p>



# Appendix G: Notice of Hazard / Safety Concerns

**STOP!** Do not use this form to report an emergency.  
You may remain anonymous if you wish.

Name of reporter (not required): \_\_\_\_\_

Date of report: \_\_\_\_\_ Time of report: \_\_\_\_\_

Site: \_\_\_\_\_

Contact information (phone, e-mail – optional): \_\_\_\_\_

\_\_\_\_\_

### TYPE OF HAZARD / SAFETY CONCERN

Check only one.

- |  |  |
|--|--|
| <input type="checkbox"/> GENERAL HEALTH & SAFETY | <input type="checkbox"/> ENVIRONMENTAL |
| <input type="checkbox"/> SECURITY                | <input type="checkbox"/> OTHER         |
| <input type="checkbox"/> FIRE CODE               |  |

### DESCRIPTION OF HAZARD / SAFETY CONCERN

Location/Building \_\_\_\_\_ Floor \_\_\_\_\_ Room# \_\_\_\_\_

(1) Please describe the unsafe condition or unsafe action you observed, the date and time you observed it, and any action(s) you have taken to address it:

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(2) Please **describe any suggestions** regarding how a process or duty you perform in your work environment can be performed more safely.

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**Send completed form to site principal**