



SAN BERNARDINO CITY  
UNIFIED SCHOOL DISTRICT  
*Making Hope Happen*

## COVID-19 Safety and Prevention Plan

Reviewed and Authorized by:

---

Eric Vetere,  
Safety and Emergency Manager

Date: April, 2023

Revised:

Version: 10

# COVID-19 Safety and Prevention Program for San Bernardino City Unified School District

## Table of Contents

Scope	<b>Error! Bookmark not defined.</b>
Definitions	<b>Error! Bookmark not defined.</b>
Authority and Responsibility	4
Identification and Evaluation of COVID-19 Hazards	4
Employee participation	5
COVID-19 Screening Procedures	5
Self-Certification Screening	5
Testing	5
Correction of COVID-19 Hazards	5
Control of COVID-19 Hazards	6
Face Coverings	6
PPE used to control employees' exposure to COVID-19	7
Ventilation	7
Administrative controls	8
Cleaning and Disinfecting	8
Investigating and Responding to COVID-19 Cases	8
Single COVID-19 Exposure	8
Return to Work Criteria	9
Testing of Close Contacts	10
Notice of Covid-19 Cases	10
COVID-19 Outbreaks	11
Major Outbreaks	132
System for Communicating	133
Districtwide Communication of Case(s)	133
Training and Instruction	134
Reporting, Recordkeeping, and Access	144
References	145
Appendix A: Training Roster	16
Appendix B: Investigating COVID-19 Cases	17

# COVID-19 Prevention Program for San Bernardino City Unified School District

## Scope

San Bernardino City Unified School District (SBCUSD) has created this COVID-19 Prevention Program (CPP) to outline how the district plans to control and manage exposures to the SARS-CoV-2 virus that may occur in our schools, and worksites.

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory, or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on its Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage and will be developing supplemental guidance to assist education employers in complying with Cal/OSHA's COVID-19 related standards. Additional guidance and resources are available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/).

## Definitions

- “Personal Protective Equipment (PPE) worn by the community” means equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices.
- “COVID-19” (Coronavirus Disease 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).
- “COVID-19 case” means a person who:
  - (A) Has a positive COVID-19 test; or
  - (B) Has a positive COVID-19 diagnosis from a licensed health care provider; or
  - (C) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
  - (D) 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.
- “Close contact” means the following, unless otherwise defined by regulation or order of the California Department of Public Health (CDPH), in which case the CDPH definition shall apply:
  - (1) In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period



- during the COVID-19 case's infectious period, regardless of the use of face coverings.
- (2) In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, regardless of the use of face coverings.
  - (3) Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.
- "COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.
  - "COVID-19 symptoms" means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
  - "COVID-19 test" means a test for SARS-CoV-2 that is:
    - (A) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and
    - (B) Administered in accordance with the authorized instructions.
    - (C) To meet the return to work criteria set forth in subsection 3205(c)(5), a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).
  - "Exposed group" means all employees at a work location, working area, or a common area at work, within employer-provided transportation covered by section 3205.3, or residing within housing covered by section 3205.2, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
    - (A) For the purpose of determining the exposed group, a place where persons momentarily pass through, without congregating, is not a work location, working area, or a common area at work.
    - (B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.



- (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.
- NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.
- “Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

- “Infectious Period” means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:
  - (A) For symptomatic confirmed cases, 2 days before the confirmed case had any symptoms (symptom onset date is Day 0) through Days 5–10 after symptoms first appeared AND 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
    - Starting any time after Day 5, the infectious period has ended if the COVID-19 case has no fever for 24 hours and symptoms have improved, with no testing necessary.
    - After Day 10, the infectious period has ended if the COVID-19 case has no fever for 24 hours, whether or not other symptoms are improving, with no testing necessary.
  - (B) For asymptomatic confirmed cases, 2 days before the positive specimen collection date (collection date is Day 0) through Day 5 after positive specimen collection date for their first positive COVID-19 test.
- “Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
- “Returned case” means a COVID-19 case who returned to work and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 30 days after the initial onset of COVID-19



symptoms or, if the person never developed COVID-19 symptoms, for 30 days after the first positive test. If a period of other than 30 days is required by a CDPH regulation or order, that period shall apply.

- “Worksite,” for the limited purposes of this section and section 3205.1, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

## Authority and Responsibility

**Eric Vetere, Safety and Emergency Manager**, has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Program (CPP) in our workplace. In addition, all directors, managers, supervisors, principals, and assistant principals, are responsible for implementing and maintaining the CPP in their assigned facilities, schools, and work areas, and for ensuring employees receive answers to questions about the program in a language they understand.

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

## Identification and Evaluation of COVID-19 Hazards

SBCUSD has taken many steps in the identification and evaluation of COVID-19 hazards in all our facilities, work areas, and schools. We have implemented the following in our workplaces.

1. Conduct workplace-specific evaluations.
2. Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplaces.
3. Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
4. Evaluate existing COVID-19 prevention controls in our workplaces and the need for different or additional controls.

Conduct periodic inspections 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.

Risk assessments have been conducted by a third-party industrial hygiene firm for the facilities and work areas considered the highest risk, including Nutrition Services, Warehousing, Maintenance and Operations, and the Police Department.

The Risk Management team conducts randomized walk-throughs of work areas to continually assess and address risk.



## Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

1. Reporting potential COVID-19 hazards, symptoms, possible exposures, or concerns as soon as they arise by contacting the Safety Office at [Safety@SBCUSD.COM](mailto:Safety@SBCUSD.COM) , without fear of reprisal,
2. Anonymously report concerns via COVID Hotline 909-381-1184,
3. Unions may also contact SBCUSD Labor Relations,
4. Notify their Supervisor of the hazard(s), and assist with
5. Reviewing risk assessments and giving input on any other potential issues.

## COVID-19 Screening Procedures

### Symptom Screening

If you are experiencing one or more of the following symptoms, please follow school health policies to determine your next steps:

- |   |                              |
|---|------------------------------|
| ● Fever or chills (100.4 F or greater)        | ● Headache                   |
| ● Cough                                       | ● New loss of taste or smell |
| ● Shortness of breath or difficulty breathing | ● Sore throat                |
| ● Fatigue                                     | ● Congestion or runny nose   |
| ● Muscle or body aches                        | ● Nausea or vomiting         |
|   | ● Diarrhea                   |

### Testing

The District offers free at-home test kits in response to a COVID concern or as required by public health order or Cal/OSHA.

## Correction of COVID-19 Hazards

The Districts Safety Office and or Risk Management Department will assess all new unsafe or unhealthy work conditions, practices, or procedures. Higher risk work areas and/or facilities have already been assessed during a formal risk assessment, any identified hazards have been assigned control measures to be implemented in a timely manner based on the severity of the hazards, as indicated below.

1. The COVID-19 Hazard is identified during a walk-through, risk assessment, or by a report from a District employee.



2. If the hazard can be abated by an engineering control a work order will be issued to maintenance and operations in their work order system and assigned to an individual for completion.
3. If the hazard is easier to abate via an administrative control this task will be assigned to the supervisor, manager, or principal of the site to organize a schedule and work from home allowances.
4. If the hazard requires the use of additional face coverings, disinfectant, hand sanitizer, other related supplies, and personal protective equipment (PPE) such as a face shield, this request will go through the immediate supervisor and be fulfilled by the SBCUSD STORES system.

## Control of COVID-19 Hazards

### Face Coverings

All staff/students will wear appropriate face coverings, including masks when required by CDPH, CalOSHA or Local Health Officer, and other essential Personal Protective Equipment (PPE) as needed.

We provide clean, undamaged face coverings for staff and students to properly wear them over their nose and mouth when required by orders from the CDPH, Cal/OSHA, local health department, or requested for personal choice. Disposable face coverings are available for those who do not have a face covering and are distributed in bulk to our sites from our warehousing operation.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During 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.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.





Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

Employees who refuse to wear face coverings as required by law or written procedures will be subject to the progressive discipline process as established in the SBCUSD Personnel Commission Rule 19 which includes :1) oral warning with conference summary, 2) written warning (letter of concern or warning), 3) Letter of Reprimand, and 3) Process to suspend or dismissed from their position.

## **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We will evaluate the need for PPE, including but not limited to gloves, eye protection, and respiratory protection, as required by Cal/OSHA standards. At this time, other than in regard to those tasks previously identified that require respirators needed in accordance with Title 8, CCR § 5144, no additional respiratory protection is required for our general employees, students, and visitors

Upon request, we will provide respirators for voluntary use to all employees who are working indoors or in vehicles with more than one person

When respirators are provided for voluntary use, we will provide instructions, encourage their use, and ensure the respirator is the correct size for the employee.

## **Ventilation**

For our indoor workplaces we will:

Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments. SBCUSD will develop, implement, and maintain effective methods to prevent transmission of COVID-19.

We maximize, to the extent feasible, the quantity of outside air and filtration for air for our buildings with mechanical or natural ventilation systems by the following items.

1. Cleaning and replacing HVAC equipment filters and components on a regular preventative maintenance schedule pursuant to the manufacturer's recommendations/specifications.
2. Installing filters with the highest compatible MERV rating in our existing HVAC systems
3. The addition of appropriately sized and maintained High-Efficiency Particulate Air (HEPA) filtration units have been installed in all classrooms and shared office spaces, as requested, to enhance further filtration.
4. Ensuring that all HVAC filters properly fit each HVAC system, limiting the potential for air to by-pass filtration.



5. Conducting Indoor Air Quality (IAQ) investigations to ensure proper functionality of the HVAC system in a location, if complaints are filed.

## Administrative controls

The following administrative controls are employed to help promote a safe work environment. These includes, but is not limited to the following:

- Self-screening reminders to employees and students to remain home and test if experiencing symptoms.
- Free OTC test kits provided to all staff and students for rapid testing
- Isolation protocols for suspected cases on-site and at our schools,
- Education in the form of training, and signage.

## Cleaning and Disinfecting

The SBCUSD Maintenance and Operations team has worked tirelessly to ensure that strong cleaning and disinfection measures are being followed. Each school and worksite has assigned custodial staff who clean classrooms and work areas based on agreed upon protocols and schedules. In the event of a known COVID exposure, additional cleaning may be performed.

## Investigating and Responding to COVID-19 Cases

### Single COVID-19 Exposure

SBCUSD takes potential COVID-19 cases and exposures seriously and will thoroughly investigate them. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.

The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.

1. The COVID-19 positive employee will be required to self-isolate at home immediately.
2. The COVID-19 positive employee will be excluded from the workplace until all the return-to-work requirements, time/symptoms, are met according to state and local guidance.
3. Employee Relations will work with the site/department to determine the day and time the COVID-19 case was last present at a site and, to the extent possible, the date of the positive COVID-19 test and/or diagnosis, and the date the COVID-19 case first had one or more of the COVID-19 related symptoms.
4. Employee Relations will then determine, and communicate, who may have had a COVID-19 exposure through a system of individual and group notification as allowed by CDPH/CalOSHA.



5. Employees exposed to COVID-19, regardless of vaccination status, do not need to self-quarantine as long as they have no symptoms.
6. The exposed employee must test for COVID-19 within 3-5 days and must wear a face covering for 10 days after last exposure. Employees will be offered COVID-19 testing at no cost during their working hours based on the testing requirements.

## **Return to Work Criteria**

Per the Cal/OSHA COVID-19 Non-Emergency Standards, the following is the return-to-work criteria to be followed by SBCUSD for COVID-19 cases:

1. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
2. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
  - a. The infectious period.
  - b. Through 5 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
3. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
4. Elements 1. and 2. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
5. A negative COVID-19 test is no longer required for an employee to return to work.
6. 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 in accordance with the return to work periods listed above.

For employees excluded from work because of exposure at work, and are otherwise able and available to work, SBCUSD 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.

Upon excluding an employee from the workplace based on COVID-19 or a close contact, SBCUSD will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and SBCUSD leave policies and leave guaranteed by contract. The above does not apply if the employee's absence is due to reasons other than protecting persons from possible workplace transmission of COVID-19 or if SBCUSD has demonstrated that it is not a work-related exposure.



## Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace.

Exceptions are returned cases as defined in the Definitions section above.

## Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements are met.

When Labor Code section 6409.6 or any successor law is in effect, SBCUSD will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
  - The COVID-19 case and of any employee who had a close contact.
  - All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

## COVID-19 Outbreaks

This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a 14-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period.

This section will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

### COVID-19 testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid



time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s).

Additional testing is made available on a weekly basis to all employees in the exposed group who remain at the workplace.

Employees who had close contacts will have a negative COVID-19 test taken within three to five days after the close contact or will be excluded and follow our return-to-work requirements starting from the date of the last known close contact.

### **Face Coverings**

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

### **Respirators**

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

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

SBCUSD will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient supply of outdoor air to indoor workplaces.
  - Insufficient air filtration.
  - Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing the outdoor air supply when work is done indoors.
  - Improving air filtration.



- Increasing physical distancing to the extent feasible.
- Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
- Other applicable controls.

## Ventilation

Buildings or structures with mechanical ventilation will have recirculated air filtered 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, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

## Major Outbreaks

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the San Bernardino Health Department. Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period. We will then follow weekly testing requirements until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
  - Telework or other remote work arrangements.
  - Reducing the number of persons in an area at one time, including visitors.
  - Visual cues such as signs and floor markings to indicate where



employees and others should be located or their direction and path of travel

- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.

## System for Communicating

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

- Who employees should report COVID-19 symptoms, possible close contacts, and possible hazards to, and how to directly report, without the fear of reprisal,
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness,
- Where testing is not required, employees can access testing through community testing sites, or at-home-test kits,
- When 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 and the possible consequences of a positive test.
- 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.

### **Districtwide Communication of Case(s)**

When COVID-19 community cases are high or there is a COVID-19 outbreak in a school, the principal or designee will communicate with students/parents in the event of a positive COVID case at their respective campus.

- Utilize classroom/close contact notification letters indicating the positive case and inform families (and students if applicable) of resources and options to consider
- A ParentSquare post is sent to identified parents (and students if applicable) that have emails on file with the District indicating the positive case and inform them of resources and options to consider.

## Training and Instruction



SBCUSD has and is committed to providing effective training and instruction.

Training and instruction on COVID-19 prevention is provided:

- a. When this CPP was first established.
- b. To new employees.
- c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
- d. Whenever new COVID-19 hazards are introduced.
- e. When we are made aware of new or previously unrecognized COVID-19 hazards.
- f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

Appendix A - COVID-19 **Training Roster** will be used to document this training.

Training is available on-line to all employees, and guidance and policy documents outlining SBCUSD's COVID-19 prevention protocols and efforts have been put forth to students and their families. Training records are kept by each employee's supervisor.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Ensure confidentiality of our employees,
- Follow state and local health department reporting requirements,
- Report information about COVID-19 cases at our workplaces to the local health department whenever required by law, and provide any related information requested by the local health department,
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring in our place of employment or in connection with any employment,
- Make our written COVID-19 Prevention Program available at all workplaces to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.
- Appendix B **Investigating COVID-19 Cases** will be used to keep a record of and track all COVID-19 cases. These records will be kept by the Labor Relations and Compliance Department or Workers' Compensation and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3. The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

## References





California Division of Occupational Safety and Health (Cal/OSHA). COVID-19 Prevention Non-Emergency Regulations FAQs: <https://www.dir.ca.gov/DOSH/Coronavirus/Covid-19-NE-Reg-FAQs.html> March 13, 2023

California Division of Occupational Safety and Health (Cal/OSHA). COVID-19 Prevention Non-Emergency Regulations – What Employers and Workers Need to Know <https://www.dir.ca.gov/dosh/coronavirus/Non-Emergency-regs-summary.pdf> December 15, 2022.

California Division of Occupational Safety and Health (Cal/OSHA). COVID-19 Prevention Non-Emergency Regulations - Fact Sheets, Model Written Program and Other Resources. [https://www.dir.ca.gov/dosh/coronavirus/Non\\_Emergency\\_Regulations/](https://www.dir.ca.gov/dosh/coronavirus/Non_Emergency_Regulations/) March 13, 2023

California Code of Regulations, Title 8, Section 3205. COVID-19 Prevention. [https://www.dir.ca.gov/oshsb/documents/\\_COVID19-Prevention-Non-Emergency-txtbrdconsider.pdf](https://www.dir.ca.gov/oshsb/documents/_COVID19-Prevention-Non-Emergency-txtbrdconsider.pdf)

California Code of Regulations, Title 8, Section 3380. Personal Protective Devices. <https://www.dir.ca.gov/title8/3380.html>

California Code of Regulations, Title 8, Section 5144. Respiratory Protective Equipment. <https://www.dir.ca.gov/title8/5144.html>

CDPH Guidance on Isolation and Quarantine for COVID-19 <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx> March 13, 2023



## Appendix A: COVID-19 Training Roster

Date training completed: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature



## Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Date COVID-19 case (suspect or confirmed) became known:**

**Date investigation was initiated:**

**Name of person(s) conducting the investigation:**

### COVID-19 Case Summary

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

Summary of employees, independent contractors, and employees of other employers that came in close contact **[CCR Title 8, section 3205 does not require recordkeeping for close contacts. These tables are included to assist employers in keeping track of which close contacts they have notified to meet the notice requirements.]**

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.

Name	Date notified



**Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).**

Name	Date 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 the local health department notified? Date?