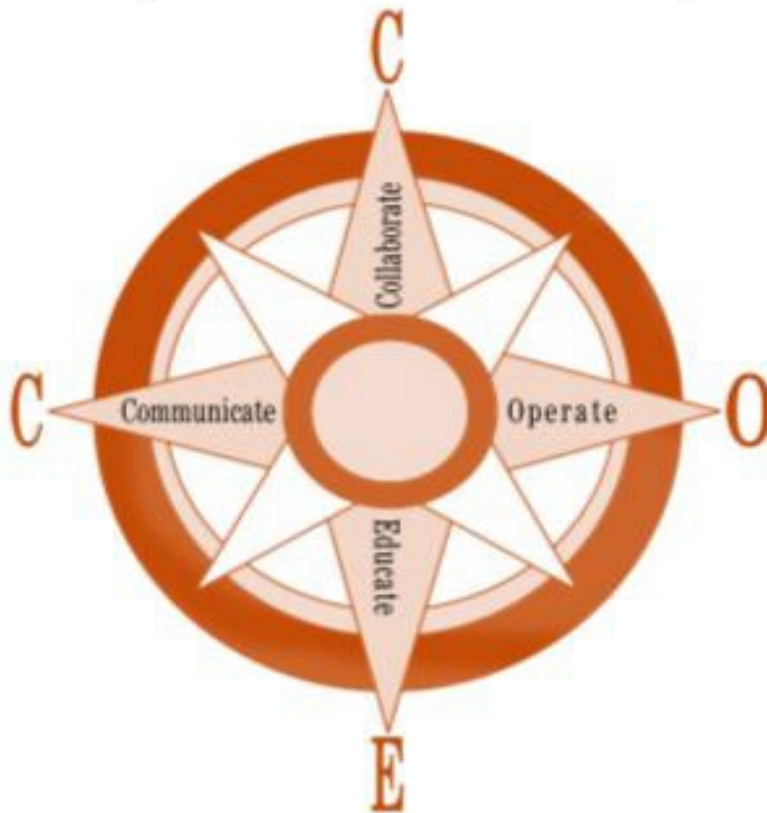


INJURY AND ILLNESS PREVENTION PROGRAM ADDENDUM COVID-19 PREVENTION PLAN

Colusa County Office of Education



**Navigating Students
Down the Path to Success**

January 1, 2021

Revised January 9, 2024

1.1. Authority and Responsibility

- 1.1.1. Cabinet members (management) of the Colusa County Office of Education (CCOE) have overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Plan (CPP) in our workplace.
- 1.1.2. All supervisors/managers are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.
- 1.1.3. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

1.2. Vaccination & Testing Policy

- 1.2.1. Effective September 19, 2022 COVID-19 testing is strictly volunteer for all CCOE employees. **As defined per California Department of Public Health (CDPH) guidelines.**
 - 1.2.1.1. Rapid Tests are available to all CCOE employees at no cost and are obtained by contacting CCOE Human Resources.
- 1.2.2. CCOE will confidentially collect and record the vaccination status of all paid and unpaid adult workers, including employees, substitutes, volunteers, and independent contractors. Workers not furnishing the required information will be considered unvaccinated.
- 1.2.3. Pursuant to the CDPH Vaccine Records Guidelines & Standards, only the following modes may be used as **proof of vaccination**:
 - A) COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention of WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered);
 - OR
 - B) a photo of a Vaccination Record Card as a separate document; OR
 - C) a photo of the worker's Vaccination Record Card stored on a phone or electronic device: OR
 - D) documentation of COVID-19 vaccination from a health care provider; OR
 - E) digital record that includes a QR code that when scanned by SMART Health Card reader displays to the reader the worker's name, date of birth, vaccine dates and vaccine type; OR
 - F) documentation of vaccination from other contracted employers who follow the CDPH Vaccination Records Guidelines & Standards.

1.3. Identification and Evaluation of COVID-19 Hazards

- 1.3.1. CCOE 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. **Revised Federal, State, and County mandates shall supersede this document upon their effective date.** The procedures in the CPP will be used to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. Orders and guidance

are reviewed collaboratively in a variety of meetings including Cabinet meetings, Superintendents' Council meetings, Human Resources and Risk Management meetings, Leadership Alliance meetings, and staff meetings. The County Superintendent and Director of Human Resources refer to Colusa County Public Health as a source of support, guidance, and collaborative communication during the pandemic.

- 1.3.2. Supervisors/managers shall periodically conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazards** form. Completed form must be kept on file at the worksite.
- 1.3.3. CCOE shall document the vaccination status of its employees as it becomes available by using a spreadsheet similar to **Appendix F: Documentation of Employee COVID-19 Vaccination Status**, which will be maintained as a confidential medical record.
- 1.3.4. Supervisors/managers shall conduct periodic inspections using the **Appendix B: 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. Completed form must be kept on file at the worksite.
- 1.3.5. Supervisors/managers who engage independent contractors or other individuals in work on CCOE worksites shall evaluate potential workplace exposures to all persons who may enter the workplace.
- 1.3.6. At regularly scheduled meetings, Cabinet members shall regularly evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- 1.3.7. 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.
- 1.3.8. Employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.
- 1.3.9. CCOE has identified Human Resources as the main contact for COVID-19 related concerns for employees. Human Resources staff have been provided with exposure and response training to respond effectively and immediately to COVID-19 in the workplace in order to prevent or reduce the risk of transmission.
- 1.3.10. CCOE has developed a document to assist HR Staff in the process of contact tracing found in **Appendix C: COVID-19 Contact Tracing Guide**. Supervisors/managers work directly with Assistant Superintendents/Directors and Human Resources in response to a confirmed positive case of COVID-19. In order to maintain confidentiality, the contact tracing document shall be maintained in a secure shared drive only accessible by individuals on a need-to-know basis.

1.4. Correction of COVID-19 Hazards

- 1.4.1. Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards.

- 1.4.1.1. The severity of the unhealthy work conditions, practices or procedures will be assessed through investigation and will be based on compliance with scientific practices known to reduce or prevent the transmission of COVID-19 as determined by state and local health guidance, regulations, and orders.
- 1.4.1.2. Interviews with individuals who may be familiar with the condition, practice or procedure being inspected may be conducted.
- 1.4.1.3. Walk-through visits may be conducted, as appropriate.
- 1.4.1.4. Meetings with individual(s) who may have valuable contributions toward the assessment of the conditions, practices or procedures may be conducted.
- 1.4.2. As a part of the inspection, specific individuals will be identified as responsible for timely correction or improvement of conditions, practices, or procedures, and will be provided instructions for completion.
- 1.4.3. Follow up measures such as check-ins or walk-through visits will be taken to ensure timely implementation of necessary changes.

1.5. Employee Training

- 1.5.1. CCOE shall educate employees on policies and procedures to protect employees from COVID-19 hazards, including but not limited to the items in this section.
- 1.5.2. Training and instruction shall be provided using methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources.
- 1.5.3. All training shall be consistent with the Center for Disease Control (CDC) and/or state and local Public Health guidance and regulation.
- 1.5.4. Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- 1.5.5. Information regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- 1.5.6. The fact that:
 - 1.5.6.1. COVID-19 is an infectious disease that can be spread through the air.
 - 1.5.6.2. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - 1.5.6.3. There is no infectious period for COVID-19 cases with no symptoms.
- 1.5.7. The right of employees to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be provided with information from the CDC and as needed.
 - 1.5.7.1. How to properly wear them.
 - 1.5.7.2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 1.5.8. 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.

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

1.5.9.1. The conditions where face coverings must be worn in the workplace.

1.5.9.2. Employees can request face coverings and can wear them at work without fear of retaliation.

1.5.10. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work for 24 hours.

1.5.11. Information on COVID-19 policies and how to access COVID-19 testing and vaccination (<https://www.dds.ca.gov/corona-virus-information-and-resources/vaccine-testing/>).

1.6. Employee Supports

1.6.1. Employees who are at high-risk from COVID-19 are entitled to engage in an interactive process meeting with their supervisor/manager and Human Resources in order to identify and determine appropriate accommodations, if any.

1.6.2. CCOE shall educate employees on leave options available for COVID-19 related absences however there is no longer Public Health Order (PHO) Paid Leave Time.

1.7. Handwashing

1.7.1. Handwashing facilities shall be evaluated to determine any need for additional facilities.

1.7.2. Employees shall be provided with effective hand sanitizer and shall be prohibited from using hand sanitizer containing methanol (e.g. methyl alcohol).

1.7.3. 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.

1.7.4. Employees shall be allowed time for regular handwashing.

1.8. Personal Protective Equipment (PPE)

1.8.1. 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.

1.8.2. Upon request, respirators will be provided for voluntary use to all employees. Employees that request a respirator for voluntary use will be encouraged to use them properly and in compliance with section 5144(c)(2) and will be provided with a respirator of the correct size.

1.8.3. 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.

1.8.4. PPE, such as but not limited to gloves, goggles, face coverings, respirators, and face shields shall not be shared.

1.9. Face Coverings

- 1.9.1. Employer shall provide face coverings and ensure they are worn by employees when **required by orders from CDPH.**
 - 1.9.1.1. All employees shall be required to wear face coverings consistent with state guidelines, CCOE program decisions, and with the school site procedures adopted where they are assigned to work.
- 1.9.2. Employer shall ensure that required face coverings are clean and undamaged, and that they are worn over the nose and mouth. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
- 1.9.3. Employees required to wear face coverings in the workplace may remove them under the following conditions:
 - 1.9.3.1. When an employee is alone in a room or a vehicle;
 - 1.9.3.2. While eating or drinking at the workplace.
 - 1.9.3.3. Employees wearing Cal/OSHA-compliant respirators required by the employer.
 - 1.9.3.4. 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.
 - 1.9.3.4.1. 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. Human Resources will utilize the interactive process with any employee requesting a medical accommodation due to circumstances involving COVID-19 related requirements.
 - 1.9.3.5. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.
- 1.9.4. No employer shall prevent any employee from wearing a face covering when not required by this section.
- 1.9.5. Employer will implement measures to communicate to non-employees the face coverings requirements on their premises.
- 1.9.6. Employees shall be provided with CDC resources on how to improve how your mask fits you.

1.10. Wellness Screening

- 1.10.1. All CCOE employees, substitute employees, and volunteers shall engage in a passive screening daily prior to coming to work that includes a self-assessment wellness check and should not attempt to enter the workplace if any of the following are present:
 - 1.10.1.1. Symptoms of COVID-19
 - 1.10.1.2. Fever equal to or higher than 100.4 degrees (F)
 - 1.10.1.3. Are under evaluation for COVID-19 (for example, waiting for the results of a viral

test to confirm infection or under quarantine order)

- 1.10.1.4. Have been diagnosed with COVID-19 and not yet cleared to discontinue exclusion from work.
- 1.10.2. All CCOE employees, substitute employees, volunteers, and visitors will be required to engage in on-site active screening procedures consistent with the host school site or program adopted procedures.
- 1.10.3. Colusa County Public Health will be consulted only if an outbreak occurs.
- 1.10.4. CCOE shall maximize, to the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems.
 - 1.10.4.1. Employees shall be informed to keep doors and windows open to the extent feasible.
 - 1.10.4.2. Employees shall be informed about circumstances where the amount of outside air needs to be minimized due to other hazards such as air pollution including wildfire smoke, and excessive heat or cold.
 - 1.10.4.2.1. Air pollution is defined as when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant.
 - 1.10.4.3. Ventilation systems have been equipped with ionizers and will receive regular maintenance to ensure cleanliness and functionality.
 - 1.10.4.4. Assessments will be conducted to determine the possibility to increase filtration efficiency to the highest level compatible with existing ventilation systems.
 - 1.10.4.5. Filters for ventilation systems will be checked and replaced regularly to ensure cleanliness.
 - 1.10.4.6. Any mechanical ventilation systems compatible with HEPA will receive regular maintenance to ensure cleanliness and functionality. High level HEPA will be considered.
 - 1.10.4.6.1. In the event of a COVID-19 outbreak, MERV 13 level HEPA filters will be installed, as practicable, and if compatible with the ventilation system.
- 1.10.5. CCOE shall regularly review information on CDC <https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance.html>) and state and local public health guidance on matters of air and shall implement recommendations. Topics reviewed shall include but are not limited to those listed below.
 - 1.10.5.1. Air filtration.
 - 1.10.5.2. Natural and forced air circulation.
 - 1.10.5.3. Natural air and environmental conditions.
- 1.11. Sanitizing and Disinfecting**
 - 1.11.1. CCOE has established routine schedules to clean and disinfect common surfaces and objects in the workplace.
 - 1.11.1.1. Common surfaces and objects include but are not limited to tools, machinery,

containers, counters, tables, chairs, benches, door handles, knobs, drinking fountains, refrigerators, bathroom surfaces, CCOE-owned vehicles, and trash cans.

1.11.2. Certain staff, such as custodians and maintenance staff, shall receive specialized training and be required to disinfect common surfaces and objects in the workplace at least daily and as needed.

1.11.2.1. All staff expected to disinfect areas compromised by exposure to individuals diagnosed with COVID-19 shall receive specialized training.

1.11.2.2. 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.

1.11.2.3. Specialized training for custodians and maintenance staff will include *Coronavirus: Cleaning and Disinfecting Your Workplace* online training module.

1.11.2.4. Disinfecting training and supplies shall be made available to staff, including but not limited to custodial and maintenance staff.

1.12. Good Sanitation Practices

1.12.1. Restroom facilities shall be checked regularly to ensure they are cleaned, sanitized, and clutter-free.

1.12.2. Certain staff, such as custodians and maintenance staff, shall be assigned to check restrooms, open doors and windows, re-stock toilet paper, and clean and sanitize as necessary.

1.12.3. Certain staff, such as custodians and maintenance staff, shall be assigned to make sure handwashing areas have plenty of soap, paper towels and that the area is cleaned and sanitized at least twice daily and as needed.

1.12.4. Certain staff, such as custodians and maintenance staff, shall be assigned to make sure handwashing supplies are re-stocked regularly.

1.12.5. Certain staff shall be assigned to stock and provide appropriate PPE including but not limited to gloves and disposable masks.

1.12.6. All staff shall be trained and assigned to sanitize frequently.

1.13. COVID-19 Cases

As defined per CDPH Guidelines

1.13.1.1. All employees shall immediately report to Human Resources if they have symptoms of COVID-19 or have been diagnosed with COVID-19.

1.13.1.2. Supervisors/managers shall inform employees they must go home if they are visibly exhibiting symptoms consistent with COVID-19 and not due to a known or chronic condition.

1.13.1.3. CCOE shall provide employees with appropriate resources on COVID-19 including how to seek medical care and what to do in the event they have symptoms, such as that provided on CDC about what to do if you are sick

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when->

[sick.html](#)).

- 1.13.1.4. CCOE has an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for information from employees regarding COVID-19 cases and close contacts, COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.
- 1.13.1.5. CCOE shall take the following actions where there has been a COVID-19 case at the place of employment:
 - 1.13.1.5.1. 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.
 - 1.13.1.5.2. For major outbreaks only, determine who may have had close contact. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
- 1.13.1.6. Within **one (1) business day** of the time the employer knew or should have known of a COVID-19 case, the employer shall give written notice, in a form readily understandable by the employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the disinfection plan required by Labor Code section 6409.6(a)(4). The notice (see sample templates, including case letter) **Appendix D: Staff Notification Letter** must be sent to the following:
 - 1.13.1.6.1. All employees at the worksite during the high-risk exposure period. If the employer should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, the employer shall provide verbal notice, as soon as practicable, in a language understandable by the employee.
 - 1.13.1.6.2. Independent contractors and other employers at the worksite during the high-risk exposure period.
- 1.13.1.7. All confirmed cases of COVID-19 will be reported to the employee's exclusive bargaining unit representative within **one (1) business day** of the time the employer knew or should have known of the COVID-19 case, as required by law (AB 685). The work location of the bargaining unit member(s) that was exposed during the high-risk period will be provided along with the Cal/OSHA Form 300 to the current bargaining unit President (CCESP or ECCOE).
- 1.13.1.8. All confirmed cases of COVID-19 will be reported to the CCOE Workers' Compensation carrier within **three (3) business days** after knowledge of the diagnosis, as required by law (SB 1159).

- 1.13.1.8.1. CCOE will make COVID-9 testing available at no cost during paid time to all employees of the employer who had a close contact in the workplace and provide them with the information on applicable benefits.
- 1.13.1.9. CCOE will investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- 1.13.1.10. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, and NIOSH immediately upon request.
- 1.13.1.11. **A determination to close an entire worksite will be made in consultation with the administrator(s) of the worksite, County Superintendent, and Colusa County Public Health.**
- 1.13.1.12. Any physical space that has been identified as exposed to an individual with COVID-19 shall be disinfected by staff trained and wearing proper Personal Protective Equipment (PPE).
- 1.13.2. **Exclusion of COVID-19 cases and employees who had a close contact, and return to work criteria.** The purpose of this subsection is to limit transmission of COVID-19 in the workplace. Please note: CCOE employees assigned to school district worksites must adhere to the case, close contact, and return to work protocols of said school district, unless determined otherwise by the County Superintendent.
 - 1.13.2.1. Employers shall ensure that COVID-19 cases are excluded from the workplace until the return to work requirements are met.
- 1.13.3. **Exclusion requirements for employees who test positive for COVID-19. *Applies to all employees regardless of vaccination status, previous infection or lack of symptoms.**
 - 1.13.3.1 Employees who test positive for COVID-19 must be excluded from the workplace for 24 hours from the day of symptom onset.
 - 1.13.3.1.1 The exclusion period ends if an employee has not had a fever for 24 hours without taking fever-reducing medication; and
 - 1.13.3.1.2 Any other symptoms are improving or no symptoms are present.
 - 1.13.3.2 Once returning to work, employees must wear face coverings indoors for a total of 10 days from the start of symptoms, OR if the person did not have COVID-19 symptoms, 10 days from the date of their first positive COVID-19 test.
 - 1.13.3.3 If COVID-19 symptoms recur or worsen, restart the 24 hour exclusion period .
 - 1.13.3.3.1 COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever reducing medications and
 - 1.13.3.3.2 Their symptoms are mild and improving.
- 1.13.4 **CDPH no longer recommends testing for all close contacts and instead testing only for:**

- 1.13.4.1 All people with new COVID-19 symptoms
- 1.13.4.2 Close contacts who are at higher risk of severe disease or who have contact with people who are at higher risk of severe disease.
- 1.13.4.3 If an exposed employee tests positive for COVID-19 they must follow the exclusion requirements as listed above.
- 1.13.5 For employees who are symptomatic. *Applies to all employees regardless of vaccination status.
 - 1.13.5.1 Symptomatic employees must be excluded and test as soon as possible.
 - 1.13.5.2 If the employee is unable to test or choosing not to test, exclusion must continue for 24 hours.
 - 1.13.5.2.1 CCOE Rapid tests are available at no cost to the employee.
 - 1.13.5.3 For employees excluded from work, employers shall continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Employers may use employer-provided employee sick leave or exclusion leave for this purpose to the extent permitted by law. Wages due under this subsection are subject to existing wage replacement obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under this subsection are subject to enforcement through procedures available in existing law. If an employer determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception.
 - 1.13.5.3.1 Exception 1: Does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.
 - 1.13.5.3.2 Exception 2: Does not apply where the employer demonstrates that the close contact is not work related.
- 1.13.6 This does limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.
- 1.13.7 At the time of exclusion, the employer shall provide the employee the information on benefits as previously described.
- 1.13.8 The option for telecommuting of certain **required** duties during the above-mentioned group of workers' quarantine period will be at the discretion of the program Director, Deputy Superintendent, or Superintendent. A system for documenting the time spent telecommuting during the quarantine period shall be communicated to the worker prior to commencement of telecommuting.
- 1.13.9 CCOE Human Resources reserves the right to take additional pertinent factors into consideration when clearing an employee to return to work, so as to ensure a prompt and safe return to the employee's work assignment. All notes regarding the case shall be clearly and accurately documented by Human Resources staff.

- 1.13.10 If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods previously stated.
- 1.13.11 If no violation of local or state health officer orders for isolation, quarantine, or exclusion would result, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the employer shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.

1.14 Outbreaks

1.14.1 Scope

- 1.14.1.1 This section applies to a workplace if three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period.
- 1.14.1.2 This shall apply until there are not new COVID-19 cases detected in the exposed group for a 14-day period.

1.14.2 COVID-19 testing.

- 1.14.2.1 The employer shall make COVID-19 testing available at no cost to its employees within the exposed group, during employees' paid time, except:
- 1.14.2.1.1 Employees who had close contacts must test negative or be excluded from the workplace until the return to work requirements for COVID-19 cases are met.
- 1.14.2.1.1.1 Employees who refuse to test and have symptoms must be excluded for at least 24 hours from symptom onset and can return to work only when they have been fever free for at least 24 hours without the use of fever-reducing medications and symptoms are mild and improving.
- 1.14.2.1.2 The employer no longer needs to consider the use of barriers or partitions to reduce COVID-19 transmission in outbreaks.
- 1.14.2.2 COVID-19 testing shall consist of the following:
- 1.14.2.2.1 Immediately upon being covered by this section, testing shall be made available to all employees. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
- 1.14.2.2.2 After the first two COVID-19 tests required herein, employers shall make COVID-19 testing available once a week at no cost, during paid time, to all employees who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer

applies.

- 1.14.2.3 Employers shall give notice to employees in the exposed group of their right to request a respirator for voluntary use.
- 1.14.3 COVID-19 Investigation, review and hazard correction. The employer shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:
 - 1.14.3.1 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.
 - 1.14.3.2 The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
 - 1.14.3.3 The employer shall implement changes to reduce transmission of COVID-19 based on the investigation and review. The employer shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as feasible, requiring respiratory protection, and other applicable controls.
- 1.14.4 In buildings or structures with mechanical ventilation, employers shall filter recirculated air with 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 HEPA filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

1.15 Major Outbreaks

- 1.15.1 Scope.
 - 1.15.1.1 This section applies to any workplace if 20 or more employee COVID-19 cases in an exposed group visited the workplace during their high-risk exposure period within a 30-day period.
 - 1.15.1.2 This section shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.
 - 1.15.1.3 All employees in the exposed group must test negative or be excluded from the workplace for 24 hours.
 - 1.15.1.4 Similar to the regular outbreak section, partition and barrier requirements have also been deleted and no longer required.
- 1.15.2 CCOE Rapid Test will be made available at no cost to employees.
- 1.15.3 In addition to these requirements, the employer shall take the following actions:

- 1.15.3.1 The employer shall provide a face mask for use to employees in the exposed group for 10 days from the start of symptoms, OR if the person did not have COVID-19 symptoms, 10 days from the date of their first positive COVID-19 test.
- 1.15.3.2 The employer shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

1.16 Systems for Communicating

- 1.16.1 CCOE's goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand.
 - 1.16.1.1 Employees should report COVID-19 symptoms, possible close contact, and possible hazards to Human Resources.
 - 1.16.1.2 Employees can report symptoms and hazards without fear of reprisal.
 - 1.16.1.3 Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request an interactive process meeting with the employee's supervisor/manager and Human Resources.
 - 1.16.1.4 Resources about where to obtain a COVID-19 testing and vaccinations as needed.
 - 1.16.1.5 Information about COVID-19 hazards including COVID-19 policies and procedures is readily available to all employees.

1.17 Reporting, Recordkeeping, and Access

- 1.17.1 CCOE shall document and maintain a variety of information required by state and local public health in order to ensure compliance with health and safety measures.
- 1.17.2 CCOE shall report information about COVID-19 cases and outbreaks at the workplace to the local public health department when required by law and/or Labor Code, and provide any related information requested by the local public health department.
- 1.17.3 CCOE shall maintain records of the steps taken to implement the written COVID-19 Prevention Program (CPP).
- 1.17.4 CCOE shall make the written CPP available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- 1.17.5 CCOE shall use the [Appendix E: Investigating COVID-19 Cases](#) form to keep record of and track all COVID-19 cases. The information will be made available via the Cal/OSHA Form 300 to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

1.18 COVID-19 Prevention in Employer-Provided Transportation

- 1.18.1 Scope.
 - 1.18.1.1 This section applies to employer-provided motor vehicle transportation, which is any transportation of an employee during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by an employer regardless of the travel distance or duration involved.

- 1.18.2 Face coverings and respirators. Employers shall ensure that: (1) all employees are provided with and wear a face mask as required, (2) upon request, employers shall provide respirators for voluntary use.
- 1.18.3 Screening. Employers shall maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.
- 1.18.4 Cleaning and disinfecting. Employers shall ensure that: (1) all high-contact surfaces (door handles, shifter, steering wheel, seatbelt buckles, armrests, etc.) are cleaned to prevent the spread of COVID-19.
- 1.18.5 Hand hygiene. Employers shall provide hand sanitizer in each vehicle.

Appendix A: CCOE 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 Colusa County Office of Education 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:

Identify: <u>Interaction, area, activity, work task, process, equipment and material</u> that potentially exposes employees to COVID-19 hazards, or state "NONE"	Places and times	Identify: Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Identify: Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: CCOE 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 (Add Items as Needed)	Status (Adequate, Deficient, or N/A)	Person Assigned to Correct Deficiencies	Date Corrected
Engineering			
Ventilation (fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
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			
PPE (not shared, available and being worn)			
Disposable face masks			
Gloves			
Face shields with cloth drape/goggles			
Respiratory protection or N95 masks			
Disposable or re-useable coveralls or aprons			

Appendix C: CCOE COVID-19 Contact Tracing Guide

*This document contains sensitive medical information and should not be emailed

Report

HR Employee Completing Report: _____ Case #: _____
Date of Report: _____ Time: _____

Case Information

Name of person: _____

ID#: _____ Phone contact: _____

Have you had close contact with an individual who tested positive? Y N (choose one)

Date of last close contact with the individual: _____

Do you live with the individual? Y N (choose one)

If yes, most recent date of symptoms of household member: _____

Do you work with the individual? Y N (choose one)

Are you experiencing or have you experienced any symptoms? Y N (choose one)

If yes, type and first date of symptoms? _____

Last date of symptoms, if applicable: _____

Have you been diagnosed as COVID-19 positive within the last 90 days? Y N (choose one)

Date (month and year): _____

Testing

Have you had or will you seek healthcare provider support? Y N (choose one)

COVID-19 Rapid Test Offered

Have you obtained a COVID-19 test from Human Resources? Y N (choose one)

If yes, test date: _____

Have you had a positive COVID-19 test? Y N (choose one)

If yes, test date: _____

Worksite Exposure

At which CCOE locations have you been working, starting two days prior to the onset of your symptoms (if any) to now?

Since the date of exposure, with which colleagues have you had **close contact (shared the same indoor airspace for a cumulative total of 15 minutes or more in any 24-hour period during an infected person's infectious period)?** List all.

Documentation

Please document conversations with the employee including dates/times of each interaction.

Additional Support

For Child Development purposes only and Director of Children's Services will notify:

Was Department of Social Services – Community Care Licensing Division contacted?

Laura Chavez – Laura.Chavez@dss.ca.gov Yes No (choose one)

Comment or recommendation:

Was Office of Head Start Program Specialist, Neil D'Silva contacted?

(415) 437-8416 or Neil.Dsilva@acf.hhs.gov/ Yes No (choose one)

Comment or recommendation:

Was CDE – Early Learning and Care Division Consultant, Nadia Kersey contacted?

(916) 445-7353 or NKersey@cde.ca.gov Yes No (choose one)

Comment or recommendation:

Was DHHS Infant/Toddler Program Consultant, Joycelyn Ward-Richardson contacted?

(916) 651-7347 or Joycelyn.Ward-Richardson@dss.ca.gov Yes No (choose one)

Comment or recommendation:

Appendix D: CCOE Staff Notification Letter

COLUSA COUNTY OFFICE OF EDUCATION – CASE

Date: _____

Dear _____,

Colusa County Office of Education (CCOE) learned that you tested positive for COVID-19 on _____. As a follow-up to any previous correspondence that may have taken place, please review the following information and feel free to reach out to Human Resources at hr@ccoe.net if you have any questions or concerns.

In the days that follow receipt of this notice, please continue to monitor yourself for symptoms as identified by the Centers for Disease Control include, which include but are not limited to the following:

- Fever or 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
- Diarrhea

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Testing site information can be found below:

Human Resources can provide you with an over-the counter COVID-19 rapid test kit at no expense upon request.

For more information contact Human Resources at (530) 458-0350 or hr@ccoe.net

BENEFITS: As an employee of CCOE you may be eligible for one or more of the benefits listed below, due to COVID-19-related exposure or illness. Please contact Human Resources to discuss any benefits that may be available to you.

Name of Benefit
Up to 12 workweeks of leave pursuant to the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)
Personal Sick, Personal Necessity, or Vacation Leave.
Up to 60 workdays of Worker’s Compensation / Industrial Accident Leave <i>A diagnosis of COVID-19 would be considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. If this were the case, then you may be entitled to workers' compensation benefits which may include: full hospital, surgical and medical treatment; temporary disability; permanent disability; Supplemental Job Displacement Benefits; and death benefits.</i> If you feel that you may be entitled to this benefit, please report the incident to Company Nurse at (877) 518-6702 to initiate a workers' compensation claim.

Appendix D: CCOE Staff Notification Letter

Continuation of pay, benefits, and seniority while on isolation or quarantine if determined through contact tracing to be a work-related incident

The disinfection and safety plan that CCOE plans to implement and complete per the California Department of Public Health (CDPH) and CDC guidelines related to this specific incident is:

- Attached COVID-19 Prevention Plan
- Frequently touched surfaces and objects like tables, desks, and other surfaces, chairs, doorknobs and handles, light switches, phones, keyboards, toilets, faucets, rails, and touch screens will be cleaned and then disinfected using an EPA-approved disinfectant.
- Other indoor surfaces and objects will be cleaned.
- Games/toys, art supplies, and other instructional materials will be cleaned and disinfected.
- Employees who **test positive** for COVID-19, must be excluded from work for a minimum of 24 hours from the day of symptom onset:
 - COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND
 - Their symptoms are mild and improving.
- Your return to work date is scheduled for: _____
- Soft and porous materials like carpet or fabric will be thoroughly cleaned or laundered.
- Vehicles will be cleaned and disinfected.
- Playground equipment will be cleaned and disinfected.
- HVAC filters will be changed.
- Devices that are used by students and/or employees will be sanitized.
- In the case of an outbreak (3 or more cases) or major outbreak (20 or more cases), CPP protocols will be followed.
- Other (*specify*): _____

The safety of our students, staff, school community, and community at large is our priority. Please contact your healthcare provider or Colusa County Public Health if you have any additional medical questions or concerns. For work-related questions please contact your supervisor/manager, Assistant Superintendent/Director, or Human Resources.

Thank you for your attention to this matter.

Sincerely,

Human Resources Representative
345 5th Street
Colusa, CA 95932
(530) 458-0350 or hr@ccoe.net

Retaliation or discrimination against any worker for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate is prohibited pursuant to Labor Code section 6409.6(f). HIPAA and the confidentiality of medical information prohibit CCOE from the disclosure of any individual/s who have tested positive with COVID-19 except as allowed by law.

Notification method (*specify*): _____

cc: Program Administrator (Employee reference copy with list of all employees receiving letter)
Facilities Supervisor (Employee reference copy with location of exposure)
COVID-19 Case Employee (Employee reference copy)

Appendix D: CCOE Staff Notification Letter

COLUSA COUNTY OFFICE OF EDUCATION – COVID-19 EXPOSURE

Date: _____

Dear _____,

On _____, Colusa County Office of Education (CCOE) learned that an individual on its premises tested positive for COVID-19. CCOE believes that this individual was present and in close contact with you at one of the worksites(s) to which you were assigned, and during that time in which the California Department of Public Health (CDPH) has determined the individual was capable of infecting others.

In the days that follow receipt of this notice, please continue to monitor yourself for symptoms and stay home if you are experiencing an influenza-like illness. COVID-19 symptoms as identified by the Centers for Disease Control include, which include but are not limited to the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Nausea or vomiting
- Diarrhea

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Testing site information can be found below:

Human Resources can provide you with an over-the counter COVID-19 rapid test kit at no expense upon request.

For more information contact Human Resources at (530) 458-0350 or hr@ccoe.net

BENEFITS: As an employee of CCOE you may be eligible for one or more of the benefits listed below, due to COVID-19-related exposure or illness. Please contact Human Resources to discuss any benefits that may be available to you.

Name of Benefit (If symptoms occur)
Up to 12 workweeks of leave pursuant to the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)
Personal Sick, Personal Necessity, or Vacation Leave.
Up to 60 workdays of Worker’s Compensation / Industrial Accident Leave <i>A diagnosis of COVID-19 would be considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. If this were the case, then you may be entitled to workers' compensation benefits which may include: full hospital, surgical and medical treatment; temporary disability; permanent disability; Supplemental Job Displacement Benefits; and death benefits.</i>
If you feel that you may be entitled to this benefit, please report the incident to Company Nurse at (877) 518-6702 to initiate a workers’ compensation claim.

Appendix D: CCOE Staff Notification Letter

Continuation of pay, benefits, and seniority if determined through work-related incident.

The disinfection and safety plan that CCOE plans to implement and complete per the California Department of Public Health (CDPH) and CDC guidelines related to this specific incident is:

- Attached COVID-19 Prevention Plan
- Frequently touched surfaces and objects like tables, desks, and other surfaces, chairs, doorknobs and handles, light switches, phones, keyboards, toilets, faucets, rails, and touch screens will be cleaned and then disinfected using an EPA-approved disinfectant.
- Other indoor surfaces and objects will be cleaned.
- Games/toys, art supplies, and other instructional materials will be cleaned and disinfected.
- For employees who are asymptomatic (applies to all employees, regardless of vaccination status).
 - There is no infectious period for the purpose of isolation or exclusion.
 - If symptoms develop, the criteria below will apply:
 - COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND
 - Their symptoms are mild and improving.
- Soft and porous materials like carpet or fabric will be thoroughly cleaned or laundered.
- Vehicles will be cleaned and disinfected.
- Playground equipment will be cleaned and disinfected.
- HVAC filters will be changed.
- Devices that are used by students and/or employees will be sanitized.
- In the case of an outbreak (3 or more cases) or major outbreak (20 or more cases), CPP protocols will be followed.
- Other (specify): _____

The safety of our students, staff, school community, and community at-large is our priority. Please contact your healthcare provider or Colusa County Public Health if you have any additional medical questions or concerns. For work-related questions please contact your supervisor/manager, Assistant Superintendent/Director, or Human Resources.

Thank you for your attention to this matter.

Sincerely,

Human Resources Representative
345 5th Street
Colusa, CA 95932
(530) 458-0350 or hr@ccoe.net

Retaliation or discrimination against any worker for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate is prohibited pursuant to Labor Code section 6409.6(f). HIPAA and the confidentiality of medical information prohibit CCOE from the disclosure of any individual/s who have tested positive with COVID-19 except as allowed by law.

- Notification method (specify): _____
- cc: Program Administrator (Employee reference copy with list of all employees receiving letter)
Facilities Supervisor (Employee reference copy with location of exposure)
COVID-19 Case Employee (Employee reference copy)

INSTRUCTIONS

- **Issue within ONE (1) business day** after receiving notice from a public health officer, licensed medical provider, or employee's emergency contact that a person with a confirmed case of COVID-19 was at the worksite.
- Provide this to employees in close contact with case who were on site during the infectious period.
- Translate this notice into the language understood by the majority of employees if required.
- Send to employees by email (with high importance and delivery receipt options), text, personal service, or other method if receipt can reasonably be anticipated within one business day.
- **Maintain a copy of this record for at least three years.**

REFERENCES

AB 685/ Labor Code Section 6409.6