COVID-19 Prevention Program (CPP)
Escondido Union High School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.
The following school-site safety supervisors are responsible for maintaining our district’s COVID-19 Prevention Program and communicating with employees about our CPP at their sites:

| District Service Center               | Anne Staffieri (primary)  
|                                      | Courtney Goode (secondary) |
| Maintenance & Operations             | Michael Byers             |
| Transportation                       | Linda Rendon              |
| Del Lago Academy                     | Chris Domingo             |
| Escondido High School                 | Daniel Barajas            |
| S.T.A.R.T.                            | Carlos Saucedo            |
| Orange Glen High School               | Amy Booth                 |
| San Pasqual High School               | Jesse Hayes               |
| Cal-SAFE                              | Rachel Asman              |
| Valley High School                    | Abi Leaf                  |
| Escondido Adult School / ROP         | Tom Allison/Stacey Adame  |

**Authority and Responsibility**

**EUHSD Superintendent and/or Designee** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors 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.

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**

The following has been implemented in our workplace:

- Site safety supervisors and head custodians conduct workplace-specific evaluations to identify COVID-19 hazards.
- Documented vaccination status of employees by using a **Self-Attestation Form**, maintained as a confidential medical record in Human Resources.
- COVID-19 policies and procedures to reduce the risk of transmission in the workplace and to respond effectively and immediately to individuals at the workplace who are a positive COVID-19 case.
- Evaluate potential workplace exposures for all persons at, or who may enter, our workplace.
- 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.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional
controls.

- Site safety supervisors will conduct evaluations, as part of the monthly site safety meeting protocol and 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.

- For additional illness and injury prevention (hazard prevention and investigation), see EUHSD’s IIPP Written Injury Plan

**Employee Participation**

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

- Contacting their school-site safety supervisors with concerns or suggestions, without fear of reprisal. The supervisor will connect with Human Resources and Risk Management as needed.
- Submitting anonymous, written hazard communication, via intra-district mail to Risk Management, without fear of reprisal.

All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees.

**Employee Screening**

Employees are asked to self-screen before leaving their homes, and to stay home if they have a fever, symptoms or have had close contact with someone with a suspected or confirmed COVID-19 infection.

- Symptoms include - fever or feeling feverish (chills, sweating), cough, shortness of breath or mild or moderate difficulty breathing, sore throat, muscle aches or body aches, headache, new loss of taste or smell, fatigue, nausea or vomiting or diarrhea, congestion or runny nose.
- If an employee has symptoms, potential exposure, and/or positive COVID test, they are instructed to contact their supervisor immediately.

**Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures (COVID-related or not) are documented monthly, and corrected in a timely manner based on the severity of the hazards, as follows:

- When observed or discovered; and
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the area except those necessary to correct the existing condition. Employees assisting in correcting the hazardous condition will be provided with the necessary protection and training.

Responsible individuals for timely correction include:

- Site safety supervisor and EUHSD Risk Manager. Inspection findings and corrections to be sent to Risk.
  - Due to the severity of the hazard, site safety supervisor and Risk may together conduct inspections and implement corrections.
Control of COVID-19 Hazards

Physical Distancing
Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.

In the classroom and when school is in session we implement physical distancing to the extent possible. In general, CDC recommends that individuals who are not fully vaccinated maintain physical distance of at least 6 feet from other people who are not in their household. However, less than 6 feet of physical distance is admissible when other prevention strategies, are implemented, to include:

- Indoor masking, passive screening, improved ventilation, handwashing and covering coughs and sneezes, staying home when sick with symptoms of infectious illness including COVID-19, and regular cleaning to help reduce transmission risk.

Physical distancing requirements have been eliminated except where an employer determines there is a hazard and for certain employees during major outbreaks.

It is recommended that shared workstations and work items (phones, computers, other work tools, and equipment) be avoided, when possible.

- If they must be shared, employees should clean shared workstations and work items before and after use.

Partitions/plastic barriers will continue to be used in areas on campus (e.g., plexi-glass partitions will be appropriate in reception areas, health check stations, classrooms and high traffic areas) where in-person transactions must take place.)

Face Coverings

Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and to support full time in-person instruction in K-12 schools. SARS-CoV-2, the virus that causes COVID-19, is transmitted primarily by aerosols (airborne transmission), and less frequently by droplets.

Physical distancing is generally used to reduce only droplet transmission, whereas a mask is an effective measure for source control of both aerosols and droplets. Therefore, masks best promote both safety and in-person learning by reducing the need for physical distancing. Additionally, under the new guidance from the CDC, universal masking also permits modified quarantine practices under certain conditions in K-12 settings, further promoting more instructional time for students.

Employees are provided clean, undamaged (disposable) face coverings to be properly worn over the nose and mouth at all times and where/when required by orders from the California Department of Public Health (CDPH) or local health department. Additionally, employees may use their own face coverings at all times, while at work. Disposable face coverings may be obtained from the Assistant Principal over Facilities.

Per CDPH:

- Face coverings are required, regardless of vaccination status, while indoors at K-12 schools when sharing spaces with K-12 students. This applies for all school sites with students in grades K-12 (Escondido, San Pasqual, Orange Glen, and Valley High Schools, and Del Lago Academy)

- Face coverings are required, regardless of vaccination status, while there is a major outbreak

- Face coverings are not required for fully vaccinated individuals, but are required for unvaccinated
individuals, while indoors at non-K-12 school facilities. This includes the District Service Center, Maintenance and Operations, Transportation, Warehouse, Escondido Adult School, and START.

- Face coverings are not required, but are recommended for unvaccinated persons, outdoors at all EUHSD locations
- Face covering are required on all district vehicles and buses
- Additional PPE provided for employees, depending on work classification/accommodations.
- Visitors are required to wear face coverings.
  - If an employee encounters a non-employee that is not wearing a face covering, employees shall offer a disposable mask to the non-employee.
  - If an employee encounters an employee that is not wearing a face covering, they should inform their site supervisor. Face coverings are required of all employees, visitors and students, unless otherwise exempt

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- 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 (N95s) in accordance with CCR Title 8 section 5144, COVID-19 Prevention Emergency Temporary Standards or other safety orders.
- 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. Alternatives will be considered on a case-by-case basis.
- 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.

An employee is not prevented from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment. Face coverings will be provided to any employee that requests one, regardless of their vaccination status.

**Engineering Controls**

We implement the following mitigation strategies to protect workers by removing the hazardous condition or by placing a barrier between the worker and the hazard.

- Workstation relocation or redirection
- Plexi-glass barriers
- We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
  - Ensuring all HVAC systems operate in the mode which delivers the most, fresh air changes per hour. Units will begin each day at 100% outside air and modulate down to 15%, as weather dictates. Air filter shall be MERV-13 and changed at recommended intervals. HVAC systems are located at each school site and operated and maintained by trained Maintenance and Operations Personnel.
- Provide rooms that do not have HVAC systems, that are compatible with MERV-13 filters, with a
portable air purifier with HEPA filtration.

- Provide staff the option of requesting a previously purchased HEPA air filter for use in their workspace/classroom/office.
  - Priority will be given in the following order: An individual who is high risk; unit members in PE locker rooms, dance and music/band rooms; all others by submitting their name to Human Resources (distribution and in order of first come first serve).

- Allow manual adjustment as needed to maintain fresh air indoors, should the outside air intake/circulation need to be minimized due to other hazards such as heat or wildfire, smoke, or when the EPA Air Quality Index is greater than 100 for any pollutant.

- Follow applicable orders and guidance from the State of California and local health department related to COVID-19 hazards and prevention, including CDPH Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.

- Instruct employees to notify their site safety supervisor regarding units for HVAC service/maintenance requests, with the supervisor then inputting a work order via School Dude, if needed.

- Ensure that all areas used as isolation space/room for an individual presenting COVID-19 symptoms use minimal recirculated air and utilize outdoor spaces as feasible.

- Change the HVAC filters in impacted areas, in the event of a specific known COVID-19 case.

### Cleaning and Disinfecting

Employees can protect themselves by keeping their workstations clean. All employees are encouraged to clean their workstation at the start of each shift and at any time they feel it is necessary.

For general workstation cleaning: spray bottles (soap and water solutions) and paper towels are readily available and kept stocked in each site’s custodial office. Employees should contact their site Assistant Principal over Facilities or their Head Custodian to obtain cleaning supplies for their work area.

We have established cleaning and sanitization standards in conjunction with the Centers for Disease Control (CDC) recommendations to provide for the health and safety of all employees and visitors.

- **CLEANING** - Physical removal of soil (dirt and debris) from surfaces which can include the use of water and detergent.

- **SANITIZATION** - Treating a surface to effectively reduce microorganisms of public health significance. Cleaning before sanitizing is recommended.

- **DISINFECTING** - Destroying or inactivating microorganisms, including bacteria and viruses on surfaces.
  - Frequently touched surfaces (desks, seats, light switches, doorknobs, etc.) will be cleaned nightly by the custodial crew.
  - Restrooms will be cleaned on a regular basis.
  - Offices/classrooms will be cleaned nightly.

- Custodians will follow CalOSHA requirements including proper ventilation during cleaning and disinfecting.

- Cleaning products used by trained custodial staff are FDA approved. Each product is vetted, and its use is identified for specific cleaning purposes. Safety precautions and information on the makeup of each cleaning product can be found in the Safety Data Sheet (SDS) for the product. Product SDS information can be found in the employee lounge and online in the operations section of the District website.
Where there is a confirmed COVID-19 case in our workplace, the following procedures are implemented:

- General area(s) where the positive case worked and/or materials and equipment used by a COVID-19 case during the high-risk exposure period will be cleaned and disinfected if the area, material, or equipment is indoors and will be used by another employee, within 24 hours of the COVID-19 case.
  - Cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with an EPA approved for use, disinfectant.
    - Cleaning product used for COVID-19 sanitation: 730 HP Disinfectant Cleaner (Safety Data Sheet available upon request and in paper form at each site).
- All personnel cleaning the area have completed the required OSHA, CalDPR, and Manufacturer trainings. This allows them to safely and effectively clean and sanitize. Additionally, applicable personnel are equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if being utilized) in addition to PPE required for cleaning products per manufacturer guidelines.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools should not be shared, to the extent feasible. Where there must be sharing, the employee should clean shared workstations and work items before and after use using the soap and water cleaning solution. For items that cannot be cleaned (e.g., copier) employees may use hand sanitizer or wash their hands after use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) should be cleaned between users.

Hand Sanitizing

The virus that causes COVID-19 cannot be transmitted through your skin, but it can be transferred from surfaces to your nose, eyes, or mouth by way of your hands. Frequent hand washing is the best form of prevention.

In order to implement effective hand sanitizing procedures, we:

- Provide handwashing facilities in restrooms, faculty and student nutrition kitchens, and certain classrooms.
- Provide hand sanitizer for individual desks
- Installed hand sanitizer stations at each school entrance, in classrooms and at communal areas and areas with shared office equipment (e.g., copiers, printers, and break rooms).
- Encourage employees to wash their hands for 20 seconds with soap and water.
- Instruct staff that hand washing should occur after using the restroom, before and after eating, when coming and going to and from work, after interactions with others, after contacting shared surfaces or tools and after blowing nose or sneezing.
- Encourage employees to wash their hands or use hand sanitizer each time they enter a room, and each time they return to their workstation after using shared materials or equipment and immediately after removing or adjusting protective items like face coverings or disposable gloves.

Personal Protective Equipment (PPE) Used to Control Employees’ Exposure to COVID-19
We evaluate the need for PPE (such as gloves, respirators, goggles, and face shields, etc.) as required by CCR Title 8, sections 3380 and 5144, and provide such PPE as needed. Use of eye protection and respiratory protection is in accordance with section 5144 when employees are or may be exposed to procedures that may aerosolize potentially infectious material, during the cleaning and disinfecting process.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

Upon employee request, respirators are provided for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Additionally, respirators will be provided to any employee in an exposed group, during a major outbreak (for voluntary use).

To request/receive an N95:
1. Email Human Resources Director
2. Self-attestation records will be confirmed
3. Risk Management will provide training
   - Medical clearance, fit testing and training is required for all employees utilizing the N95.
4. Site Administrator will provide Respirator supplies

For the complete respiratory plan, visit: EUHSD Respiratory Plan.

**Investigating and Responding to COVID-19 Cases**

The District has developed procedures to investigate COVID-19 cases that include seeking information from employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using our Investigating COVID Cases Form. Site supervisors complete this form with the employee and the form is then submitted to Human Resources. Human Resources will contact site supervisor for additional information/details (if needed); and, will then contact the employee to discuss next steps. Reporting information and medical records are kept confidential and stored within Human Resources.

Employees who had potential COVID-19 exposure in the workplace will be:

- Given written notice of the potential COVID-19 exposure, within one business day of District being notified of a positive COVID-19 case.
  - Notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period.
  - When there is a positive COVID case or close contact in the workplace, transmission will be limited by:
    - Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
    - Excluding employee close contacts from the workplace until return-to-work criteria have been met, with the following exceptions:
      - Employees that are fully vaccinated before the close contact occurs and who do not develop COVID-19 symptoms.
      - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
● Offered COVID-19 testing at no cost, during their working hours. Testing may be obtained at the local health department, through an employee’s health plan, or at a community testing center. (See Systems for Communicating section below for additional testing location information)
  o Employees who are fully vaccinated (before the close contact exposure) and who do not have symptoms are not required to test.

● Provided at the time of exclusion, information on available benefits during leave.
  o For employees excluded from work, employee 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, will be maintained. Employer-provided employee sick leave shall be used for this purpose to the extent permitted by law.
  o When an employee is excluded from work, the employee may continue to work remotely if it is feasible to do so. If employees are not able to work remotely, they may be entitled to COVID-19 benefits under applicable federal, state, or local laws, including, but not limited to, COVID-19 related leave, regular sick leave, state-mandated leave, supplemental sick leave, negotiated leave provisions and workers compensation.
    ▪ Accrued sick/vacation/comp time may be used. If an employee has exhausted accrued sick/vacation/comp time, then differential pay (classified) or sub-pay deduct (certificated) may be used for time off work.

System for Communicating

Our goal is to ensure an effective two-way communication with our employees:

● Employees should report possible COVID-19 safety hazards to their site safety supervisor, without fear of reprisal.
  o The supervisor will work to remedy the hazard at the site level. If not possible to remedy with existing supplies, together with Risk Management, hazards will be further evaluated and corrected/removed.

● Employees have the option to submit anonymously, a written, hazard communication via intra-district mail to Risk Management.

● All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees.

● Employees should report COVID-19 symptoms and possible close contacts to their supervisor and Human Resources.
  o If symptoms or fever develop while at work, employees are to inform their supervisor, isolate and return home.

● Our procedures or policies accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. Employees should contact Human Resources to initiate the Interactive Accommodation Process and to discuss reasonable accommodations.

● Employees may access voluntary, no cost, COVID-19 testing, accessible during work hours:
  o Through their individual or group health plan (testing is covered at no cost to the individual seeking a test)
  o Through free local testing sites (See: county’s public testing sites).
Human Resources will communicate how to access COVID-19 testing (including required frequency) when testing is required.

**Multiple COVID-19 Infections and COVID-19 Outbreaks**

Per Section [3205.1](#), this section of the CPP applies 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.

This section will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

**COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed group, at no cost to the employee, during employee work hours, except for employees who were not present during the relevant 14-day period, employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms, and COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria (no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test).
- All employees in our exposed workplace will be provided immediate testing and then provided testing again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- 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.

During an outbreak, we will continue to comply with the applicable elements of our CPP, as well as the following:

- Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
- We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
- We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

**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.

**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 as needed to prevent further spread of COVID-19.

The investigation and review 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 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 or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- **Implementing changes to reduce the transmission of COVID-19 based on the investigation and review.** We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration (evaluating potential need for additional, portable air filtration devices)
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

**Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we 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, 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.

**Major COVID-19 Outbreaks**

Per section 3205.2, this section of CPP applies should 20 or more employee COVID-19 cases in an exposed group visit your workplace during the high-risk exposure period within a 30-day period. This section will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks section above, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.
In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks section above, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for changes to our existing respiratory protection program under section 5144, to address COVID-19 hazards.

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

- Provide (if not already in place) cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.

- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

- Implement any other control measures deemed necessary by Cal/OSHA.

Training and Instruction

Training and instruction include:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.

- Information regarding COVID-19-related benefits to which the employee may be entitled, under applicable federal, state, or local laws.

- What COVID-19 is and how it is spread, signs and symptoms of COVID-19, when to seek medical attention if not feeling well, and that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - COVID-19 may be transmitted between individuals in close contact with one another.
  - An infectious person may have no symptoms.

- Methods of physical distancing of at least six feet and the impacts 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, and why mitigation strategies, including face coverings, hand hygiene, and increased ventilation have been implemented.

- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear respirators, 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.

- The importance of frequent hand washing with soap and water for at least 20 seconds, 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 N95s and the purpose of each item (face coverings are not respiratory protective equipment and N95s offer more protection from airborne disease)
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.

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

- Recommended Personal Protective Equipment (PPE) and storage location

- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination.

- Staff cleaning expectations and how to safely use cleansers and disinfectants.

- Campus Visitors protocol.

- Potential exposure protocol.

- Sanitation protocol.

### Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

- Excluding employees with COVID-19 exposure from the workplace until our return-to-work requirements are met.

- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits. Employees are advised to contact Human Resources with questions on exclusions benefits.

- Providing employees at the time of exclusion with information on available benefits:
  - Certificated (ESTA) Collective Bargaining Agreement – [Leaves of absence](#) (pgs. 38-51)
    - Additional ESTA Resources: [Negotiation & Bargaining updates](#) (Reopen, FFCRA, etc.)
  - Classified (CSEA) Collective Bargaining Agreement – [Leaves of absence](#) (pgs. 35-46)
    - Additional CSEA Resources: [Negotiation & Bargaining Updates](#) (Reopen, FFCRA, etc.)
  - Workers’ Compensation Benefits: If an employee believes they contracted a COVID-19-related illness as a result of their employment, they may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, they may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, please notify Risk Management ([aperreault@euhsd.org](mailto:aperreault@euhsd.org)) and file a DWC 1 Claim Form pursuant to Labor Code Section 5401. Claim paperwork will be provided as well as information surrounding workers compensation benefits.
Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace 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, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b). Meaning:
  - Maintaining records of scheduled and periodic inspections required to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. This documentation shall be maintained for at least one (1) year.
  - Documenting safety and health training required for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

- 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.

- Record and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

Under the guidance of the California Department of Public Health, the current county decision tree is used for return to work criteria.

- Employees displaying COVID-19 symptoms must meet the following in order to return to work:
  - Symptoms, close contact, vaccinated, negative molecular test or no test: employees may return once 24 hours have passed without fever (or use of fever-reducing medication) and symptoms have started improving.
  - Symptoms, close contact, unvaccinated, negative molecular test or no test: Return on or after Day 11 from onset of symptoms if symptoms have improved + 24 hours without fever and no use of fever-reducing medications. From Day 11 – 14, return to school/work under the additional requirements for quarantine, page 3 of above linked Decision Tree.
  - Symptoms, close contact, vaccinated/unvaccinated, positive test (antigen or PCR): Stay at home for at least 10 days after symptom onset, or the date a positive test sample was collected, whichever is earlier. Return on or after Day 11 with improving symptoms if fever free and no use of fever reducing medicines in the last 24 hours.
  - Symptoms, not close contact, vaccinated/unvaccinated, no documented pre-existing condition, positive test (antigen or PCR) or no test: Stay at home for at least 10 days after symptom onset, or the date a positive test sample was collected, whichever is earlier. Return on or after Day 11 with improving symptoms if fever free and no use of fever reducing medicines in the last 24 hours.
  - Symptoms, not close contact, vaccinated/unvaccinated, no documented pre-existing condition, negative molecular test: stay home until symptoms have improved according to
existing school policy, typically 24 hours without fever and no use of fever-reducing medicine
  o Symptoms, not close contact, vaccinated/unvaccinated, documented pre-existing condition: allow to return to work.

● Asymptomatic close contact employees must meet the following criteria in order to remain at or return to work:
  o Asymptomatic, fully vaccinated OR have recovered from COVID-19 within the last 90 days with evidence of lab-confirmed diagnosis: remain at work. Quarantine is not required. Recommend testing on Day 3, 4, or 5.
  o Asymptomatic, unvaccinated: return on day 11, test recommended on or after Day 5. This is allowed if employee does not work near individuals who are immunosuppressed and if employee can self-monitor for symptoms, distance at 6 feet, wear a mask, and sanitize hands at work through day 14.
    ▪ Employees in the above scenario, that work near individuals that are immunosuppressed may return on day 15, test recommended on or after Day 5
  o 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.

Some return to work allowances, before Day 15 may include additional requirements. For complete details see the above linked Decision Tree. Generally, for return before Day 14, the employee must agree to self-monitor for symptoms, maintain 6 feet of physical distancing at all times, and wear a face covering over their nose and mouth as required. Staff members who would be near others who have severe immunosuppressive disorder (e.g., bone marrow or solid organ transplant, chemotherapy) must quarantine for 14 days.

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

High-risk exposure period: For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.

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

Close contact: being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period”. This definition applies regardless of the use of face coverings. EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

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