



# 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.

**Date: January 1, 2021**

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) Olga West (secondary)
Maintenance & Operations	Michael Byers
Transportation	Linda Rendon
Del Lago Academy	Dan Barajas
Escondido High School	Anne Fusco
S.T.A.R.T.	Carlos Saucedo
Orange Glen High School	Christopher Domingo
San Pasqual High School	Kristin Kramer
Cal-SAFE	Rachel Asman
Valley High School	Lou Landaverde
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

We will implement the following in our workplace:

- Site safety supervisors will conduct workplace-specific evaluations to identify COVID-19 hazards.
- Evaluate employees’ potential workplace exposures to 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 employees' 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. 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

We screen our employees using the CDPH measures recommended for COVID-19 including:

- Passive 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.
- Active Health Screening will include (upon arrival to work):
  - Employees will confirm any symptoms - 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 the employee will be sent home and instructed to contact their supervisor.
  - Employees will confirm whether they have been exposed to anyone with a suspected or confirmed COVID-19 infection.
    - If an employee answers yes to potential exposure, the employee will be sent home and instructed to contact their supervisor.
  - Employees will have their temperatures taken (by no-touch thermal scanner or no-touch infrared hand-held thermometer). Temperatures will only be logged where there is a fever.
    - If an employee has a fever of 100 degrees Fahrenheit or higher, the employee will be sent home and instructed to contact their supervisor.

Note: Health Screening areas will be equipped with portable plexi-glass shields positioned in front of the Administration Building. Shields will be sanitized daily. Stand-alone hand sanitizer for staff will be available upon entrance. Health Screening logs will be kept confidential.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be 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, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct 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**

Keeping 6 feet away from one another is another important tool in preventing asymptomatic and pre-symptomatic spread of the virus. Office, room, and classroom layouts have been reworked per industry guidelines. Signs and markers have been placed to help with implementation of physical distancing strategies (visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel). Schools may utilize intercom system for verbal announcements and to promote social distancing.

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Employees avoiding shared workstations and work items (phones, computers, other work tools, and equipment) when possible.
  - If they must be shared, employees should clean shared workstations and work items before and after use.
- Utilizing partitions in areas on campus where physical distancing cannot be accomplished by altering the room layout, or when it is difficult to maintain physical distancing during the work that is required. (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.)
- Asking employees to practice distancing outdoors including, but not limited to the following: before starting the work shift, after the work shift, coming and going from vehicles, entering, working and exiting physical buildings or other structures, during breaks and lunch periods, when other work activities including using various tools.
- Staff holding/conducting virtual or telephonic meetings versus in-person meetings.
- Staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, may be provided reasonable options such as telework, where appropriate, or teaching in a virtual learning or independent study context. Employees are advised to contact Human Resources to engage in the interactive accommodations process for determining potential accommodations.
- Minimizing the number of persons (staff, student, visitor) in an area at one time, reception and lounge area capacity have been reduced to meet physical distancing guidelines.

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth at all times, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Face Coverings prevent the spread of airborne moisture particles that could be inhaled by others by trapping them in the wearer's face covering. Face coverings do not protect the wearer from inhaling contaminated particles so physical distancing should be maintained, even when wearing a face covering.

- Because COVID-19 can be spread by people who are not experiencing symptoms (asymptomatic and pre-symptomatic transmission), face coverings must be worn by all employees while on district property or when working on property. Employees are reminded not to touch the face covering while in use.
- Employees are provided face coverings or may use their own face coverings at all times, while at work.
  - Additional PPE provided for employees, depending on work classification/accommodations.
  - Students and visitors will also be required to wear face coverings.
- Disposable masks will be provided as needed.
- Disposable masks can be found daily at the health screening station and additional stock may be obtained from the Assistant Principal over Facilities.
- 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 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.

## **Engineering Controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- 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.
- Manually adjusting 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,
- Instructing 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.
- Ensuring 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.

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

## **Cleaning and Disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- 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.
- Trained custodial staff will clean and disinfect high-touch surfaces at school at least daily and, as practicable. High-touch surfaces include, but are not limited to: door handles, light switches, sink handles, bathroom surfaces, tables, student desks, chairs, etc.
- Classrooms (including P.E. & Locker Rooms if used):
  - Students are to use hand sanitizer located on the wall at the entrance of every classroom before entering and exiting the classroom and as needed.
  - Night custodial crew will check daily and stock hand sanitizer, dawn cleaning solution and paper towels.
  - Special Education classrooms, including START: custodian will clean, sanitize and stock supplies throughout the day.
  - Classrooms will be cleaned and sanitized nightly.
- Classrooms, restrooms, staff kitchens, offices and office spaces:
  - Cleaned and sanitized at least once per day and nightly.
  - Student Nutrition personnel will maintain routine cleaning requirements for food surfaces/storage in Student Nutrition kitchens.

Should we have a confirmed COVID-19 case in our workplace, we will implement the following procedures:

- General area where the infected employee worked will be temporarily closed until cleaning is completed. If possible, custodial personnel will wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
- If waiting 24 hours is not feasible, custodial personnel are instructed to wait as long as possible. During this waiting period, outside doors and windows will be opened to increase air circulation in these areas, if possible.
- Deep 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).
  - Deep cleaning involves application of 730 HP Disinfectant Cleaner (once employees are cleared of the area). Cleaner is left to dry on all surface areas prior to activity in the area.
- All personnel cleaning the area have completed the required OSHA, CalDPR, and Manufacturer training. 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.
- Each site custodial department has been equipped with adequate cleaning and PPE supplies. Supplies are housed in the Custodial offices, located at each site.

## **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 must also 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.) will be disinfected 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 way to prevent this.

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 and installed hand sanitizer stations at the school entrance as well as in 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 make a habit of washing their hands or using hand sanitizer each time they enter a room, and each time they return to their workstation after using shared materials or equipment.
- Encouraging employees that hand washing or hand sanitizer should also be used 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, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144. We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are or may be exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

For the complete respiratory plan, visit: [EUHSD Respiratory Plan](#).

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

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

- Given notice of the potential COVID-19 exposure, within one business day of District being notified of a positive COVID-19 case; and, sent home to quarantine.

- During quarantine, the employee may continue to work remotely. If employees are not able to work remotely, 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.
- Offered COVID-19 testing at no cost during their working hours.
- Provided information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.

## System for Communicating

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

- Employees should report possible COVID-19 safety hazards to their site safety supervisor.
- 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, 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.
- Employees should report COVID-19 symptoms to their supervisor and Human Resources.
  - If symptoms or fever develop while at work, employees are to inform their supervisor isolate and return home.
    - If a student develops symptoms or fever while at school, they will be placed in the site designated isolation room until they are picked up by parent/guardian.
- 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 COVID-19 testing:
  - Through their individual or group health plan.
  - Local testing sites, see: [county's public testing sites](#).
- In the event we provide testing because of a workplace exposure or outbreak, Human Resources will communicate next steps.
  - EUHSD will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s) as applicable. COVID-19 testing is provided at no cost to employees during an employee's working hours. Human resources will provide information on testing sites and expectations. As referenced above, employees may also access information on testing sites via the [county's public testing sites](#).

## In the Event of Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP is only applicable if a workplace in the district is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in a workplace within a 14-day

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

### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- 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.

### **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.
- 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.

### **In the Event of Major COVID-19 Outbreaks**

This section of CPP is only applicable if a workplace in the district experiences 20 or more COVID-19 cases within a 30-day period. This section will stay in effect until there are no new COVID-19 cases detected in the affected workplace for a 14-day period.

### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- Employees in the exposed workplace shall be provided testing immediately; positive cases and exposures will be excluded.
- 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 to employees who remain at the workplace, twice weekly, or more frequently if recommended by the local health department, and until there are no new cases detected for a 14-day period/workplace no longer qualifies as an outbreak.
- Risk to conduct hazard assessment on ventilation systems and respiratory program.
- We will provide additional testing when deemed necessary by Cal/OSHA.

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

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

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

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

## COVID-19 investigation, review and hazard correction

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

## Training and Instruction

We will provide effective training and instruction that includes:

- 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 is COVID-19 and how is it 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.
  - An infectious person may have no symptoms.

- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of/care of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Recommended Personal Protective Equipment (PPE) by employee category and storage location
- 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 for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits per guidelines laid out in Cal/OSHA Emergency Temporary Standards. 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.
- All COVID-19 Cases will be recorded and tracked. 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

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - Symptoms, negative PCR test: employees may return 24 hours have passed without fever and symptoms have started improving.
  - Symptoms, positive test (antigen or PCR) or no test: employees may return when 24 hours without fever of 100 degrees Fahrenheit or higher (without the use of fever-reducing medications), and symptoms are improving and at least 10 days from symptom onset or test date.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- All persons without COVID-19 symptoms who have had close contact with a COVID-19 patient must immediately quarantine themselves in their home or another residence.
  - Employees may end quarantine and return to school/work after:
    - 14 days (e.g., on the 15th day) after the date of last exposure
- A negative COVID-19 test will not be required for an employee to return to work.
- 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.