



SAN BERNARDINO CITY  
UNIFIED SCHOOL DISTRICT  
*Making Hope Happen*

## COVID-19 Safety and Prevention Plan

Reviewed and Authorized by:

---

Eric Vetere,  
Safety and Emergency Manager

Date: July 21, 2022

Revised:

Version: 9

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

**Table of Contents**

Scope	1
Definitions	1
Authority and Responsibility	3
Identification and Evaluation of COVID-19 Hazards	3
Employee participation	3
COVID-19 Screening Procedures	4
Self-Certification Screening	4
On-site Health Screening	4
Testing	4
Correction of COVID-19 Hazards	4
Control of COVID-19 Hazards	5
Face Coverings	5
Ventilation	5
Administrative controls	6
Cleaning and Disinfecting	6
Shared tools, equipment, and personal protective equipment (PPE)	7
Hand Sanitizing and Washing	8
PPE used to control employees' exposure to COVID-19	8
Usage of Community Protective Equipment	8
Investigating and Responding to COVID-19 Cases	9
Single COVID-19 Exposure	9
Multiple and Major COVID-19 Infections and COVID-19 Outbreaks	9
Return to Work Criteria	11
System for Communicating	12
Districtwide Communication of Case(s)	13
Training and Instruction	13
Exclusion of COVID-19 Cases	13
Reporting, Recordkeeping, and Access	14
References	14
Appendix A: Identification of COVID-19 Hazards	



Appendix B: COVID-19 Inspections (Sample Form)

Appendix C: Investigating COVID-19 Cases

Appendix D: COVID-19 Training Records

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

## **Scope**

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

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory, or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on its Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage and will be developing supplemental guidance to assist education employers in complying with Cal/OSHA's COVID-19 related standards. Cal/OSHA has also issued an Emergency Temporary Standard (ETS) for COVID-19, Title 8, California Code of Regulations (CCR) Section (§) 3205.

## **Definitions**

- “Personal Protective Equipment (PPE) worn by the community” means equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices.
- “COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- “COVID-19 case” Means a person who the following apply to.
  - (1) Has a positive “COVID-19 test” as defined in this section.
  - (2) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
  - (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
  - (4) A person is no longer a “COVID-19 case” in this section when a licensed healthcare professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or Title 17, California Code of Regulations to CDPH or the local health department.
- Close contact means Someone sharing the same indoor airspace, e.g., home, clinic waiting room, airplane etc., for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a



total of 15 minutes) during an infected person's (laboratory-confirmed or a clinical diagnosis) Infectious period. (CDPH Definition)

- “COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolized saliva or respiratory tract fluids.
- “COVID-19 symptoms” means a fever of 100.4 degrees Fahrenheit (F) or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion, or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- “COVID-19 test” means a viral test for SARS-CoV-2 that is:
  - (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus, and
  - (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
  - (3) To meet the return to work criteria set forth in subsection (c)(10), a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).
- “Exposed group” means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
  - (1) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
  - (2) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
  - (3) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working



area, or

common area are not part of the exposed group.

- “Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. For more information regarding face coverings, please refer to section 3205 (b)8 of the [California Code of Regulations, Title 8, Section 3205. COVID-19 Prevention.](#)
- “Infectious Period” means the following time period:
  - (1) For persons 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, or
  - (2) For persons who test positive who 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.
- “Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
- “Returned case” means a COVID-19 case who returned to work and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.
- “Worksite,” for the limited purposes of sections 3205 through 3205.4 only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

## Authority and Responsibility

**Eric Vetere, Safety and Emergency Manager**, has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Program (CPP) in our workplace. In addition, all directors, managers, supervisors, principals, and assistant



principals, are responsible for implementing and maintaining the CPP in their assigned facilities, schools, and work areas, and for ensuring employees receive answers to questions about the program in a language they understand.

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

## Identification and Evaluation of COVID-19 Hazards

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

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

Conduct periodic inspections using **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.

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

The Risk Management team conducts randomized walk-throughs of work areas to continually assess and address risk. These walk-throughs may also be documented on the COVID-19 Inspection forms located in Appendix B.

## Employee Participation

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

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



5. Reviewing risk assessments and giving input on any other potential issues.

## COVID-19 Screening Procedures

### Self-Certification Screening

SBCUSD has a thorough screening program for all our staff, visitors, and students. Employees complete self-screening at home and before entering the workplace, determining whether they have new symptoms of COVID-19, have come into close contact or are caring for someone with COVID-19, or are awaiting COVID-19 test results. A copy of a self-certification questionnaire is included in **Appendix E- COVID-19 Self-Certification Form**.

### Testing

The District offers free, on-site, testing and at home test kits in response to a COVID concern or as required by public health order for employees to show vaccination or be tested. Refer to CDPH state public health officer order for vaccine verification for workers in schools.

## Correction of COVID-19 Hazards

The Districts Safety Office and or Risk Management Department will assess all new unsafe or unhealthy work conditions, practices, or procedures, and will document them using **Appendix B: COVID-19 Inspection** forms. Higher risk work areas and/or facilities have already been assessed during a formal risk assessment, any identified hazards have been assigned control measures to be implemented in a timely manner based on the severity of the hazards, as indicated below. Concerns may be shared

1. The COVID-19 Hazard is identified during a walk-through, risk assessment, or by a report from a District employee.
2. If the hazard can be abated by an engineering control a work order will be issued to maintenance and operations in their work order system and assigned to an individual for completion.
3. If the hazard is easier to abate via an administrative control this task will be assigned to the supervisor, manager, or principal of the site to organize a schedule and work from home allowances.
4. If the hazard requires the use of additional face coverings, disinfectant, hand sanitizer, other related supplies, and personal protective equipment (PPE) such as a face shield, this request will go through the immediate supervisor and be fulfilled by the SBCUSD STORES system.





## Control of COVID-19 Hazards

### Face Coverings

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

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

### Ventilation

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

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

### Administrative controls

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

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

### Cleaning and Disinfecting

The SBCUSD Maintenance and Operations team has worked tirelessly to ensure that strong cleaning and disinfection measures are being followed. Each school and



worksite has assigned custodial staff who clean classrooms and work areas based on agreed upon protocols and schedules. In the event of a known COVID exposure, additional cleaning may be performed.

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

SBCUSD has evaluated the need for employees to use PPE (such as gloves, goggles, and face shields) as required by Title 8, CCR § 3380, and provide such PPE as needed. At this time, other than in regard to those tasks previously identified that require respirators needed in accordance with Title 8, CCR § 5144, no additional respiratory protection is required for our general employees, students, and visitors.

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

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

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

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

### **Single COVID-19 Exposure**

SBCUSD takes potential COVID-19 cases and exposures seriously and will thoroughly investigate them. The SBCUSD has contracted with AM, LLC to manage COVID investigations within the SBCUSD.

The following is a summary of steps to be taken if there is a positive COVID-19 case at a district site.

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



a system of individual or group notification as allowed by CDPH/CalOSHA.

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

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

This section is only applicable if SBCUSD is identified by the local health department as the location of a COVID-19 outbreak.

This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined previously in this document, visited the workplace during their infectious period at any time during a 14-day period. If there are 20 or more confirmed COVID-19 cases in an exposed group that visited the workplace during their infectious period within a 30-day period, then this will be considered a Major COVID-19 Outbreak.

Individual school closure may be appropriate when there are multiple cases at a school or worksite. The SBCUSD, in consultation with the local public health department, may choose to close a school or worksite based on outbreaks.

SBCUSD shall offer COVID-19 testing to all employees at the exposed site, determined to be a close contact, during the period of the outbreak identified by a local health department or contact tracing effort. Testing will be at no cost to the employees and will consist of the following items:

1. Immediately upon being covered by this section, the employer shall ensure all employees, in the exposed group, regardless of vaccination status, are tested for COVID-19; repeat the testing one week later, and continue to make tests available to employees at least weekly until there are no new COVID-19 cases detected in the exposed group for a 14-day period. However, an employer need not make testing available to employees who were absent from the workplace during the relevant 14-day period or who recently recovered from COVID-19 and do not have symptoms (returned cases).
2. Employees who are not tested within 3-5 days after a close contact must be excluded from the workplace until the return to work requirements for COVID-19 cases are met.



3. 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.
4. SBCUSD shall provide additional testing available at no cost to employees, during employees' paid time, when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, in accordance with title 8, section 332.3.
5. All employees in the exposed group, regardless of vaccination status, must wear face coverings when indoors, or when outdoors and less than six feet from another person, unless an exception applies.
6. SBCUSD shall perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.
7. SBCUSD shall implement ventilation changes to mechanical ventilation systems including increasing filtration efficiency to at least MERV-13, or the highest efficiency compatible with the ventilation system. Evaluate whether HEPA air filtration units are needed.

In addition to the requirements above, the SBCUSD will take the following actions during a Major Outbreak (20 or more COVID-19 cases in an "exposed group" within a 30-day period), this section shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period:

- SBCUSD shall ensure all employees in the exposed group, regardless of vaccination status, are tested for COVID-19 at least twice weekly, or more frequently if recommended by the local health department, . For employees who were not at work during the relevant period and symptom-free employees who recently recovered from COVID-19 (returned cases), testing is not required.
- Employees in the exposed group who are not tested must be excluded from the workplace until the return to work requirements for COVID-19 cases are met.
- SBCUSD shall offer respirators to all employees, regardless of vaccination status, to use on a voluntary basis;
  - Where respirators are not worn, separate employees in the exposed group from other persons by at least six feet where feasible.

At home over-the-counter (OTC) test kits may also be provided by the District, based on availability, and used by employees.

- An over-the-counter (OTC) COVID-19 test may be both self-administered and self-read if verification of the results, such as a time and date stamped photograph of the result or an OTC test that



uses digital reporting with time and date stamped results, is provided.

SBCUSD will exclude from the workplace, any COVID-19 positive cases, as defined by CDPH Guidelines, by placing in isolation/quarantine following the corresponding Collective Bargaining Agreement leaves section.

hall 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.

This review shall be updated every 30 days during the outbreak, in response to new information, or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

SBCUSD shall employ changes based on the investigation to reduce the transmission of COVID-19 which may include, but is not limited to:

- (1) Moving indoor tasks outdoors or having them performed remotely,
- (2) Increasing outdoor air supply when work is done indoors,
- (3) Improving HVAC air filtration,
- (4) Increasing physical distancing as much as possible,
- (5) Increasing the level of required respiratory protection, and /or
- (6) Other applicable controls.

SBCUSD, shall notify the San Bernardino County Department of Public Health immediately, but no longer than 48 hours after becoming aware of a COVID-19 outbreak as defined above, for guidance on preventing further spread. The following information shall also be provided to the department of health:

- (1) Total number of COVID-19 cases, and
- (2) For each COVID-19 case
  - a. Name and address of the worksite
  - b. Number of cases
  - c. Names and occupations of workers with COVID-19.
  - d. North American Industry Classification System code of the workplace of the COVID-19 case, and
  - e. any other information requested by the local health department.

SBCUSD shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

## **Return to Work Criteria**

Per the Cal/OSHA COVID-19 ETS, the following is the return-to-work criteria to be followed by SBCUSD:

1. COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are resolving, shall not return to work until:



- a. At least five days have passed from the date that COVID-19 symptoms began and symptoms have improved,
  - b. At least 24 hours have passed since a fever of 100.4 °F or higher has resolved without the use of fever-reducing medications; and
  - c. A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began.
2. COVID-19 cases who tested positive but never developed COVID-19 symptoms, shall not return to work until a negative COVID-19 test is collected on the fifth day or later from the date of their first positive COVID-19 test ; or, if unable to test or the employer chooses not to require a test, 10 days from the date of their first positive COVID-19 test.
3. A negative COVID-19 test shall not be required for an employee to return to work after 10 days.
4. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
5. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods listed above.

For employees excluded from work because of exposure at work, and are otherwise able and available to work, SBCUSD shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

SBCUSD may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights, and benefits, where permitted by law and when not covered by workers' compensation. The above does not apply if the employee's absence is due to reasons other than protecting persons from possible workplace transmission of COVID-19 or if SBCUSD has demonstrated that it is not a work-related exposure.

## System for Communicating

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

- Who employees should report COVID-19 symptoms, possible close contacts,





and possible hazards to, and how to directly report, without the fear of reprisal,

- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness,
- Where testing is not required, employees can access testing through community testing sites, or at-home-test kits,
- When we are required to provide testing because of a workplace exposure, outbreak, or unvaccinated employee testing we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test,
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures, and

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

The principal or designee will communicate with students/parents in the event of a positive COVID case at their respective campus.

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

## **Training and Instruction**

SBCUSD has and is committed to providing effective training and instruction that includes the following items.

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of those hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, that may be available to employees impacted by COVID-19. Information on COVID-19 benefits, such as paid sick leave and workers' compensation benefits, is posted on the [Department of Industrial Relations' Coronavirus Resources](#) webpage.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs or exhales;
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose or mouth, although that is less common;
  - An infected person may have no symptoms.



- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- The conditions under which face coverings must be worn at the workplace.
- Employees can request face coverings from the employer at no cost to the employee and can wear them at work regardless of vaccination status, without fear of retaliation.
- That respirators such as N95s are more effective at preventing COVID-19, an airborne disease.
  - The employer's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation and at no cost to employees.
  - When respirators are provided for voluntary use, how to properly wear them and perform a seal check, and the fact that facial hair interferes with a seal.
- The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or a handwashing facility, and that hand sanitizer does not work if the hands are soiled.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test, vaccination and not coming to work if the employee has COVID-19 symptoms.
- Information about the employer's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

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

## 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,
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work-related. This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation, and
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:





- Ensure confidentiality of our employees,
- Follow state and local health department reporting requirements,
- Report information about COVID-19 cases at our workplaces to the local health department whenever required by law, and provide any related information requested by the local health department,
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under Title 8, CCR § 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 Title 8, CCR § 3203(b),
- Make our written COVID-19 Prevention Program available at all workplaces to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request and
- Keep a record of and track all COVID-19 cases through an exhaustive contact tracing program and investigations. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## References

California Division of Occupational Safety and Health (Cal/OSHA). Emergency Temporary Standards FAQ ETS FAQs:  
<https://www.dir.ca.gov/DOSH/coronavirus/COVID19FAQs.html#iso> July 7, 2022

California Division of Occupational Safety and Health (Cal/OSHA). COVID-19 Isolation and Quarantine – What Employers and Workers Need to Know  
[https://www.dir.ca.gov/dosh/dosh\\_publications/Isolation-and-Quarantine-fs.pdf](https://www.dir.ca.gov/dosh/dosh_publications/Isolation-and-Quarantine-fs.pdf) May 6, 2022.

California Division of Occupational Safety and Health (Cal/OSHA). COVID-19 Prevention Emergency Temporary Standards - Fact Sheets, Model Written Program and Other Resources. <https://www.dir.ca.gov/dosh/coronavirus/ETS.html>

California Code of Regulations, Title 8, Section 3205. COVID-19 Prevention.  
<https://www.dir.ca.gov/title8/3205.html>

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

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

Order of the State Public Health Officer Vaccine Verification for Workers in Schools  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Vaccine-Verification-for-Workers-in-Schools.aspx> August 11, 2021



CDPH Guidance on Isolation and Quarantine for COVID-19

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx> June 9, 2022



## Appendix A: Identification of COVID-19 Hazards

Evaluation of potential workplace exposures 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. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated:  
**[enter name(s)]**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, as required by CDPH, CalOSHA or SBCo DPH/



## Appendix B: COVID-19 Inspections (Sample Form)

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls (if required by mandate/laws)	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer's instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<b>Temperature Taking Stations</b>			
Sufficient number of non-contact thermometers			
Battery check/spare batteries			
Face shield/barrier			
Gloves			
<b>Signage</b>			
Occupancy			
Physical distancing			
<b>Isolation Room (school only)</b>			
No-pass through room			
Access to school exit			
Face Covering (surgical mask minimum)			
Gloves			
Hand washing/Sanitizer			



## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of un-redacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

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

**Date:** [enter date]

**Name of person conducting the investigation:** [enter name(s)]

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Has Contact Tracing been conducted and what are the affected areas/populations.</b>			



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

\*Should an employer be made aware of a non-work-related infection source COVID-19 status.



## Appendix D: COVID-19 Training Records

(Place site specific training records following)



## Appendix E:

### **SBCUSD COVID-19 Self-Certification Questionnaire**

**1. Are you experiencing any of the following symptoms?**

- |   |                              |
|---|------------------------------|
| • fever or chills 100.4 F or greater)         | • headache                   |
| • cough                                       | • new loss of taste or smell |
| • shortness of breath or difficulty breathing | • sore throat                |
| • fatigue                                     | • congestion or runny nose   |
| • muscle or body aches                        | • nausea or vomiting         |
|   | • diarrhea                   |

YES	or	NO
-----	----	----

**2. Are you in isolation due to a positive COVID-19 test or in quarantine due to COVID-19 symptoms after exposure?**

YES	or	NO
-----	----	----

**3. Are you currently waiting on the results of a COVID-19 test related to COVID-19 symptoms or illness?**

YES	or	NO
-----	----	----

If you answered **Yes** to any of the above questions, we are not able to allow you to enter this location. Please return home, self-quarantine, and contact your PCP for further instruction. Thank you for helping us protect you and others during this time.