

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program

*In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7.  
General Industry Safety Orders Section 3205, COVID-19 Prevention*

Buckeye Union School District

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## (a) Scope.

(1) This program applies to all employees and all places of employment, with the following exceptions:

- (A) Places of employment with one employee who does not have contact with other persons.
- (B) Employees working from home.
- (C) Employees when covered by section [5199, Aerosol Transmissible Diseases](#).

## (b) Definitions. The following definitions apply:

**“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:

- (1) Has a positive “COVID-19 test” as defined in this section;
- (2) Is subject to 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.

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.

**“COVID-19 exposure”** means 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” defined by this section. This definition applies regardless of the use of face coverings.

**“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 aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

**“COVID-19 symptoms”** means the following unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

- fever of 100.4 degrees Fahrenheit or higher
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache

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- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting, or diarrhea,

**“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.

**“Exposed workplace”** means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksites” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

**“Face covering”** means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

**“High-risk exposure 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.

## (c) Written COVID-19 Prevention Program Components.

Buckeye Union School District (BUSD) has developed this written COVID-19 Prevention Program, in accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention.

The District’s Prevention Program has been developed in accordance with the issued guidance from the State of California Department of Public Health and Cal/OSHA (Appendix A).

Elements of the COVID-19 Prevention Program include:

### (1) System for communicating.

BUSD will do all of the following in a form readily understandable by employees:

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## (A) Employee Reports:

All employees of BUSD are to, without fear of reprisal, report to their Supervisor or Manager any of the following:

1. **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
2. **Possible COVID-19 exposures:** If any employee has been exposed or possibly exposed to an individual who is positive for, or has been diagnosed with COVID-19.
3. **Possible COVID-19 hazards at the workplace:** If any employee becomes aware of a possible hazard in the workplace that could increase the likelihood of exposure to COVID-19.

Methods of Reporting:

1. To Whom: Immediate supervisor and/or designee.
2. How: Completion of daily self-assessment survey (whether working on site or remotely) for symptoms and/or exposure. Phone call and/or email to immediate supervisor and/or designee regarding possible hazards in the workplace.
3. Where: Online via daily symptom survey.
4. When: Symptoms and/or exposures must be reported immediately and possible workplace hazards should be reported as soon as known.
5. School Nurse in conjunction with other designated Personnel will contact via phone all close contacts to a positive COVID-19 case as soon as reasonably possible. The "Notice of Potential Exposure Letter" will be emailed out to potentially exposed employees to comply with AB 685 and the CAL OSHA regulations
6. Potential workplace hazards: Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration.
7. Employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.

## (B) Procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

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

BUSD shall advise employees on leave options available for COVID-19 related absences including, but not limited to, those consistent with the Families First Coronavirus Response Act, when applicable.

## (C) Access to COVID-19 testing.

If testing is required in accordance with this written program, BUSD shall inform any affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

Employees who have had potential exposure to COVID-19 in the workplace, as determined through contact tracing, shall be offered COVID-19 testing at no cost during their established work schedule.

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Testing is currently being provided through a company called COVID DX. Employees register online to ensure confidentiality and will be provided a link to do so at the time of testing. When registering for free testing they will be emailed a link to their results. Testing is offered three (3) times a week throughout El Dorado County during employee's work day.

## (D) COVID-19 hazards.

BUSD's COVID-19 policies and procedures to protect employees and other employers, persons, and entities within or in contact with the employer's workplace.

BUSD has provided work guidance and training opportunities for all employees for proper use of PPE in the workplace, use of disinfectants and other health and safety directives such as the following:

### **Handwashing**

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

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

Employees shall be provided with information on, and encouraged to engage in, proper handwashing including washing their hands for at least 20 seconds each time.

Employees shall be allowed time for regular handwashing.

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

An evaluation of the appropriate need for PPE as required by Title 8, Section 3380, such as gloves, goggles, and face shields, shall be conducted and such PPE shall be provided accordingly.

Use of respiratory protection shall be evaluated in accordance with CCR Title 8, Section 5144 when the physical distancing requirements are not feasible or maintained.

Eye protection and respiratory protection shall be provided and used in accordance with Section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

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

### **Face Coverings**

All employees shall be required to wear face coverings consistent with state mandates.

Negative COVID-19 test results shall not be used as an alternative to face coverings.

Exceptions to wearing a face covering while indoors include:

When an employee is alone in a room and the room is not readily accessible to the public and the work environment does not otherwise require a face covering be worn, such as in nutrition services.



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While eating or drinking, provided employees are six feet apart and outside air supply to the area has been maximized to the extent possible.

Any exceptions or exemptions for use of face coverings must be authorized by the supervisor and shall be consistent with state and local public health mandates.

Employees shall be provided with CDC resources on how to properly put on, remove, and launder face coverings, upon request.

Signage on how to properly wear a face covering shall be posted in various visible locations on BUSD premises.

Disposable masks shall be made available to employees who do not have a face covering or who forget to bring a face covering with them to their assigned workplace.

## **Physical Distancing**

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting close contact between people.

For COVID-19, the current distance recommended by CDC is at least 6 feet.

BUSD employees will be provided with information on physical distancing and shall be directed to engage in physical distancing at all times to the extent possible and consistent with state and local public health mandates.

Signage reminding employees to maintain physical distancing shall be posted in various visible locations on BUSD premises.

Where physical distancing is not feasible, employees shall be required to wear a face covering and physical barriers will be put in place where appropriate to help stop the spread of COVID-19.

## **Limit Non-Essential Visitors and Travel**

In-person meetings shall be limited to room capacity that allows for 6 feet of distance between each participant and face coverings are required at all times, consistent with state and local public health mandates.

To the extent feasible, visitors must be approved before arrival.

Visitors shall be instructed to wear proper face coverings over the nose and mouth at all times or provide proof of a medical exemption and in that case wear a face shield.

Visitors shall be instructed to maintain physical distancing to the extent possible.

To the extent feasible, visitation must be by appointment only and visitors shall be informed of all BUSD health and safety procedures prior to arrival.

To the extent feasible, visitor appointments shall be limited in time to minimize potential exposure. All shared equipment such as tables and chairs utilized by a visitor shall be sanitized once the visitor has departed.

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BUSD shall also limit any unnecessary travel with multiple passengers, including that in personal employee vehicles and LEA-provided vehicles.

## **Disinfecting**

BUSD has established routine schedules to clean and disinfect common surfaces and objects in the workplace consistent with state and local public health guidance.

All staff expected to disinfect areas compromised by exposure to individuals diagnosed with COVID-19 shall receive specialized training. The process of disinfecting includes providing disinfecting products, any PPE required for their safe use, and review and compliance with manufacturer instructions for proper use.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools shall not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees properly trained in disinfecting procedures.

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

Sanitizing supplies shall be made available in all communal areas and near all shared spaces or items. All staff required to sanitize shall be properly trained and provided with the appropriate PPE including gloves.

*NOTE: See subsections (c)(3)(C) and (c)(3)(D) for confidentiality requirements for COVID-19 cases.*

## **(2) Identification and evaluation of COVID-19 hazards.**

### **(A) Identification and evaluation of COVID-19 hazards**

BUSD has and will continue to include opportunities for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards as follows:

The Facilities Department shall periodically conduct workplace-specific evaluations 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. The contact in Facilities is Brian McCahon, Director, at 530-985-2183, Ext. 1037 or [bmccahon@buckeyeusd.org](mailto:bmccahon@buckeyeusd.org).

Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration.

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Employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.

## (B) Employee Symptom Screening

BUSD has implemented a process for screening employees for and responding to employees with COVID-19 symptoms. BUSD mandatory workplace symptom screening includes:

- BUSD requires symptom screenings for all employees and substitutes daily. An online checklist is emailed daily to all staff before the start of their work day and all staff are required to complete this survey whether they are working on site or remotely. A paper version is available if needed.
- Any employee who displays signs of illness shall report this directly to their immediate supervisor and leave work or stay home, as directed by health care professionals such as the school nurse, etc.
- Signage is displayed reminding employees of wellness protocols.

## (C) Response to COVID-19 Case

BUSD, in conjunction with the EDCOE and County Department of Health, has developed COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.

### COVID-19 Cases

If required for purposes of verification, COVID-19 individual test results and information containing specific individual names and medical information shall be maintained in a secure place and shall not be shared through insecure means such as non-encrypted email.

All employees will immediately report to their supervisor if they have symptoms of COVID-19, have been diagnosed with COVID-19, have recently had close contact with someone with a confirmed diagnosis of COVID-19 and will fill out a daily symptom screener indicating this information.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19 and are not due to a known or chronic condition, the employee shall immediately return home, go to a healthcare facility if needed, or self-isolate until they can be safely transported away from the worksite to the appropriate place, ensuring they are wearing a face covering and physically distanced from others and follow the directives of the School Nurse and/or Supervisor on a return to duty date.

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

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

Employees with a confirmed positive case of COVID-19 shall be excluded from the workplace until return-to-work requirements consistent with state and local public health guidelines have been met.

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A negative COVID-19 test shall not be required for an employee to return to work from isolation, but is preferred.

Return to work criteria for employees with a confirmed positive case of COVID-19 on isolation and who are symptomatic shall include:

At least 10 days have passed since the date of the onset of symptoms;

At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medication;

COVID-19 symptoms have improved.

Return to work criteria for employees with a confirmed positive case of COVID-19 on isolation and who are asymptomatic shall include:

A minimum of 10 days has passed since the date of the specimen collection of their first positive COVID-19 test.

If an order to isolate or quarantine an employee is issued by the local or state health official, the employee so ordered 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 relevant return-to-work criteria shall be met.

Employees excluded from the workplace due to a positive confirmed case of COVID-19 or a close contact exposure to COVID-19 that is work related, if medically able shall perform duties vis-à-vis telework and as such shall maintain earnings, seniority, and all other employee rights and benefits for the duration of the isolation or quarantine where permitted by law and when not covered by workers' compensation. Employees excluded from the workplace due to a positive confirmed case of COVID-19 or a close contact exposure to COVID-19 that is not work related, if medically able shall perform duties vis-à-vis telework (if such work is available) and shall be permitted to use their leaves as permitted by law.

Employees excluded from the workplace shall be provided with a staff notification letter within 24 hours from knowledge of the need for exclusion. Employees have been provided information in general on where and how free COVID-19 tests can be obtained, available leaves and benefits, and the disinfection and safety plan that BUSD will implement or complete.

Employees who have had potential exposure to COVID-19 in the workplace, as determined through contact tracing, shall be offered COVID-19 testing at no cost during their established work schedule.

Employees who have had potential exposure to COVID-19 in the workplace shall be provided with information on COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. Employees who have had potential exposure to COVID-19 in the workplace shall be provided with information on available benefits at the time of exclusion from the work environment, upon request.

BUSD shall work closely with the El Dorado County Public Health Department so that they may engage in proper contact tracing and timely notification to any individuals who may be affected by a COVID-19 case.

Employee information shared with Public Health may include the employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing,

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and the last day the employee was at work. The employee's name and date of birth will not be disclosed unless asked by the health officials.

Additional information provided to Public Health may include which others have been in close contact with the individual with COVID-19.

## (D) Workplace Assessment

BUSD has and will continue conduct a workplace-specific assessments to identify all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

BUSD will take universal precautions and treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

1. This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
2. This shall include an evaluation of employees' potential workplace exposure 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. Employers shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Facilities shall periodically conduct workplace-specific evaluations 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.

Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration.

Employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.

## (E) Ventilation Systems

For indoor locations, BUSD will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

When possible:

- Increase air filtration using Merv 13 rated filter or higher (replaced regularly)
- Maximize air exchanges per hour

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- Maximize outdoor air (Smoke/Pollutant considerations)
- Bi-Polar Ionization units used to improve IAQ (Indoor Air Quality) installed at all sites
- Stay up to date on current ASHRAE recommendations

## (F) Ongoing monitoring and review of orders and guidance

BUSD will monitor and review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the employer's industry, location, and operations.

BUSD regularly reviews applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention. Orders and guidance are reviewed collaboratively in a variety of countywide group meetings including Superintendents' meetings, Human Resources Network meetings, Risk and Safety Management meetings, Countywide School Nurse meetings, staff meetings, and other Job-Alike meetings. The El Dorado County Public Health Department has designated a Public Health Liaison and a Physician as a source of support, guidance, and collaborative communication during the pandemic.

Facilities shall periodically conduct workplace-specific evaluations 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.

## (G) Evaluate existing prevention controls

BUSD will evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls. Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration.

## (H) Periodic Inspections

BUSD will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.

Facilities shall periodically conduct workplace-specific evaluations 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.

Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration.

## (3) Investigating and responding to COVID-19 cases in the workplace.

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## (A) Procedure to investigate COVID-19 cases in the workplace.

This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

## (B) Response to a COVID-19 case in the workplace:

BUSD will take all of the following steps in response to a COVID-19 case in the workplace.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

*Note: See subsection (c)(10) for exclusion requirements for employees with COVID19 exposure.*

3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
  - a. All employees who may have had COVID-19 exposure and their authorized representatives.
  - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C), upon request.
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

BUSD will investigate whether any work conditions contributed to the risk of COVID-19 exposures. new or unabated. by reviewing the following:

- Review whether employees are discouraged from remaining home when sick
- Review COVID-19 surveillance testing policies
- Review outdoor air flow
- Review air filtration
- Review that each employee completed their mandatory health symptom check
- Review the mandatory health symptom check of each employee and determine if all employees who had symptoms remained home
- Review that employees complied with workplace guidelines for mandatory face coverings
- Review that employees complied with social distancing guidelines
- Review workspaces to assess that physical barriers continue to remain in place
- Review all cleaning procedures to ensure all high-contact surfaces in common areas (door handles, counters etc.) are cleaned and disinfected as needed
- Review and determine that all high-contact surfaces in individual work areas used by employees, desks, phones, etc. are cleaned and disinfected as needed

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- Review and determine that kitchens, bathrooms, tables and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19
- Review and determine that BUSD is continuing to provide sanitizing materials and ensure they are kept in adequate supply

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, as feasible
- Increasing outdoor air supply when work is done indoors
- Improving air filtration
- Increasing physical distancing as much as possible
- Different face covering protection

## (C) Confidentiality of Personal Identifying Information

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

*EXCEPTION to subsection (c)(3)(C): Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.*

## (D) Confidentiality of Employee Medical Records

All Employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

*EXCEPTION 1 to subsection (c)(3)(D): Unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.*

*EXCEPTION 2 to subsection (c)(3)(D): This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.*

## (4) Correction of COVID-19 hazards.

BUSD has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

BUSD records hazards, corrects hazards and tracks completion of hazard correction by facilities completing periodic inspections. Facilities shall periodically conduct workplace-specific evaluations 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.

### Imminent Hazards



# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

Whenever possible, it is the District's intent to immediately abate any hazard which gives rise to a risk of imminent harm. When such a hazard exists, which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

## (5) Training and instruction.

The District has trained or offered opportunities for training, to all employees with instruction and/or additional information provided to employees including, but not limited to, the following:

- BUSD's 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. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
- 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; that 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; and that 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 face coverings and the fact that face coverings are not respiratory protective equipment.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

## (6) Physical distancing.

(A) All employees will be separated from other persons by at least six feet (except where it can be demonstrated that six feet of separation is not possible, and except for momentary exposure while persons are in movement).

Methods of physical distancing include:

- Telework or other remote work arrangements, where feasible;
- Reducing the number of persons in an area at one time, including visitors;
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
- Staggered arrival, departure, work, and break times;
- Adjusted work processes or procedures, to allow greater distance between employees.

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

(B) When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

BUSD's physical distancing policies include:

- Adhere to CDPH guidelines.
- Ensure six feet of physical distancing.
- Avoid handshaking when greeting others.
- Avoid congregating in lobbies, hallways, restrooms, etc. when traveling through the office.
- Stagger breaks and lunches to ensure social distancing in break/lunchrooms.
- Clear barriers have been/are being installed in high volume/public facing areas.

## (7) Face coverings.

(A) BUSD will:

- Comply with all public health orders regarding face coverings
- Provide face coverings to all employees as needed
- Ensure they are worn by employees over the nose and mouth when;
  - indoors,
  - when outdoors and less than six feet away from another person,
  - and where required by orders from the CDPH or local health department.
- Ensure face coverings are clean and undamaged.
- Ensure face shields are not used as a replacement for face coverings, although they may be worn together for additional protection.
- The following are exceptions to the face coverings requirement:
  1. When an employee is alone in a room.
  2. 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.
  3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
  4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
  5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

*NOTE: CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible.*

(B) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

(C) Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

unmasked employee is tested at least twice weekly for COVID-19. COVID-19 testing cannot be used as an alternative to face coverings when face coverings are otherwise required.

(D) BUSD will not prevent any employee from wearing a face covering when required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

(E) BUSD will implement the following measures to communicate to non-employees the face coverings requirements on their premises:

- Visitors must check in at the entrance desk and wear a face covering. Disposable face coverings will be available and required to be worn by visitors at all times.
- Visitors shall complete a health screening upon checking in at the front entrance.
- Receiving employee will call the department/employee for whom the visitor has a scheduled appointment.
- A person from the department will come and meet the visitor.
- Employees are prohibited from allowing visitors from entering the building except as per this guidance.
- No general public meetings will be permitted, until further notice.

(F) BUSD has developed COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public. The policies include:

- Visitors must check in at the entrance desk and wear a face covering. Disposable face coverings will be available and required to be worn by visitors at all times.
- Visitors shall complete a health screening upon checking in at the front entrance.
- Receiving employee will call the department/employee for whom the visitor has a scheduled appointment.
- A person from the department will come and meet the visitor.
- Employees are prohibited from allowing visitors from entering the building except as per this guidance.
- No general public meetings will be permitted, until further notice.

## (8) Other engineering controls, administrative controls, and personal protective equipment.

- Clear barriers have been installed in high volume/public facing areas
- All workspaces are 6 feet apart
- Each employee has been provided with five (5) face coverings
- Employees are required to complete a symptom survey each day

### (A) Partitions

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, BUSD will install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

### (B) Maximize Outdoor Air

For buildings with mechanical or natural ventilation, or both, BUSD will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

## (C) Cleaning and Disinfecting

BUSD has implemented cleaning and disinfecting procedures, which require:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. BUSD will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) shall be disinfected between users.
3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

*NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees. See Group 2 and Group 16 of the General Industry Safety Orders for further information.*

## (D) Handwashing Facilities

To protect employees from COVID-19 hazards, BUSD will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

## (E) Personal protective equipment.

- 1 BUSD will evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.
- 2 BUSD will evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements in subsection (c)(6) are not feasible or are not maintained.
- 3 BUSD will provide and ensure use of respirators in accordance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.
- 4 BUSD will provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

*NOTE: Examples of work covered by subsection (c)(8)(E)4. include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.*

## (9) Reporting, recordkeeping, and access.

### (A) Local Public Health

BUSD will report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

### (B) Cal/OSHA

BUSD will report immediately to the Division any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.

### (C) Injury & Illness Prevention Program

BUSD will maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).

### (D) Access to the COVID-19 Prevention Program

The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request (SIA Portal).

### (E) Access to COVID-19 Case Records

BUSD will keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D). The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

*Note: Subsection (c)(9)(E) does not alter the right of employees or their representatives to request and obtain an employer's Log of Work-Related Injuries and Illnesses (Log 300), without redaction, or to request and obtain information as otherwise allowed by law.*

## (10) Exclusion of COVID-19 cases.

BUSD works with County Public Health to exclude all COVID-19 cases. Public Health provides a return to work letter when the quarantine/isolation is completed. BUSD tracks each case using our symptom survey, a spreadsheet, positive confirmation evidence submitted by employee and consultation with public health on each case.

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

The purpose of this section is to limit transmission of COVID-19 in the workplace.

## (A) COVID-19 Cases

BUSD will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements in section 11 are met.

## (B) COVID-19 Exposure Cases

BUSD will exclude employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.

## (C) Earnings & Benefits while excluded

For employees excluded from work and otherwise able and available to work, the employee shall telework and BUSD will continue and maintain the 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.

BUSD 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.

*EXCEPTION 1: Subsection (c)(10)(C) does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.*

*EXCEPTION 2: Subsection (c)(10)(C) does not apply where the employer demonstrates that the COVID-19 exposure is not work related.*

(D) This section does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

## (E) Information on Benefits & Leaves

At the time of exclusion, BUSD will provide the employee the information on available benefits and leaves, as required and requested.

*EXCEPTION to subsection (c)(10): Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until the return to work requirements of subsection (c)(11) are met.*

## (11) Return to work criteria.

BUSD follows our return to work criteria below:

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

## (A) COVID-19 cases with COVID-19 symptoms shall not return to work until:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

## (B) COVID-19 cases who tested positive but never developed COVID-19 symptoms

Shall 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.

## (C) A negative COVID-19 test shall not be required for an employee to return to work.

## (D) 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:

- 10 days from the time the order to isolate was effective, or
- 14 days from the time the order to quarantine was effective.

### **Guidance from the California Department of Public Health:**

[Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)

[Self-Quarantine Instructions for Individuals Exposed to COVID-19](#)

[Self-Quarantine Guidance for Individuals Exposed to COVID-19](#) These instructions are for people who have been in close contact with someone who has been diagnosed with COVID-19.

[Self-Isolation Instructions for Individuals Who Have or Likely Have COVID-19](#)

[Self-Isolation Guidance for Individuals Who Have or Likely Have COVID-19](#) These instructions are for people who have or likely have COVID-19. They include information for households, families, caregivers, or close contacts.

## (E) Division approval of return to work

If there are no violations of local or state health officer orders for isolation or quarantine, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, BUSD will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

*Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.*

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

## § 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks.

### (a) Scope.

- (1) This section applies to a place of employment covered by BUSD COVID-19 Prevention Program if:
  - The exposed workplace has been identified by a local health department as the location of a COVID-19 outbreak or,
  - When there are three or more employee COVID-19 cases in an exposed workplace within a 14-day period.
- (2) This section shall apply until there are no new employee COVID-19 cases detected in a workplace for a 14-day period.

### (b) COVID-19 testing.

Beginning Monday, September 28, BUSD began our Covid Surveillance testing and testing of symptomatic employees for all BUSD employees. This testing has been made possible through a collaborative partnership that includes the County of El Dorado, El Dorado Public Health, CovidDx and EDCOE. In addition to surveillance testing, any employee who is symptomatic or who has been exposed to someone who has tested positive for COVID-19, can be tested free of charge between 1:00-5:00 p.m., Monday-Thursday.

Surveillance testing allows us to meet one of the critical criteria set forth by the California Department of Public Health in the guidance issued for the reopening of schools.

The surveillance testing, for BUSD staff, will be done from 1-5 p.m. and is available 2 days a week, bi-weekly Monday-Thursday. However, testing occurs in the County 3 days per week, every week if access is needed. While we highly encourage our employees to participate in the testing, it is not mandatory and there will not be any negative consequences for employees who choose not to participate. The intent of this testing is to not only protect our staff and students, but the health and safety of our colleagues and our organization.

The testing will be done by a local company, CovidDx, at no charge and results will be returned within 72 hours. We have split our staff into two testing cohorts, A & B, which will ensure that we can offer to test 50% of our employees each month.

- (1) BUSD 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) under subsection (a), as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.
- (2) COVID-19 testing shall consist of the following:

(A) Immediately upon being covered by this section, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with



## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.

(B) After the first two COVID-19 tests required by (b)(2)(A), BUSD will provide continuous 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 this section no longer applies pursuant to subsection (a)(2).

(C) BUSD will provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

### (c) Exclusion of COVID-19 cases.

BUSD will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our COVID-19 Prevention Program and local health officer orders if applicable.

### (d) Investigation of workplace COVID-19 illness.

BUSD will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak.

### (e) COVID-19 Investigation, review and hazard correction.

In addition to the requirements of (d) above, BUSD 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 shall be documented and include:

- (1) Investigation of new or unabated COVID-19 hazards including whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
- (2) The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- (3) BUSD will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by our COVID-19 Prevention Program. BUSD 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, and other applicable controls.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

### (f) Notifications to the local health department.

- (1) BUSD will contact the local health department immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more employee COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- (2) BUSD 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, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. BUSD will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- (4) Effective January 1, 2021, BUSD will provide all information to the local health department required by Labor Code section 6409.6.

*Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.*

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

## § 3205.2. Major COVID-19 Outbreaks.

### (a) Scope.

- (1) This section applies to any place of employment covered by our COVID-19 Prevention Program when:
  - there are 20 or more employee COVID-19 cases in an exposed workplace within a 30-day period.
- (2) This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

### (b) COVID-19 testing.

Beginning Monday, September 28, 2020 BUSD began our Covid Surveillance testing and testing of symptomatic employees for all BUSD employees. This testing has been made possible through a collaborative partnership that includes the County of El Dorado, El Dorado Public Health, CovidDx and EDCOE. In addition to surveillance testing, any employee who is symptomatic or who has been exposed to someone who has tested positive for COVID-19 can be tested free of charge between 1:00-5:00 p.m., Monday-Thursday, by the Covid DX testing company at various sites throughout the County.

BUSD will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.

COVID-19 testing will be provided at no cost to employees during employees' working hours.

### (c) Exclusion of COVID-19 cases.

BUSD will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with any relevant local health department orders.

### (d) Investigation of workplace COVID-19 illnesses.

BUSD will investigate workplace COVID-19 illnesses as set forth herein.

### (e) COVID-19 hazard correction.

In addition to the items discussed herein, BUSD will take the following actions:

- (1) In buildings or structures with mechanical ventilation, BUSD shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, BUSD shall use filters with the highest compatible filtering efficiency.
- (2) BUSD will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

## COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

(3) BUSD will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

(4) BUSD will take any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

**(f) Notifications to the local health department.** Employers shall comply with the requirements of section 3205.1(f).

*Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.*