

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Prevention Program  
(IIPP)

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

**TWIN RIVERS UNIFIED School District**

# COVID-19 Prevention Program

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

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## (a) Scope.

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

- (A) Work locations with one employee who does not have contact with other persons.
- (B) Employees working from home.
- (C) Employees with occupational exposure as defined by section 5199, when covered by section [5199, Aerosol Transmissible Diseases](#).
- (D) Employees teleworking from allocation of the employee's choice, which is not under the control of the employer.

(b) Definitions. The following definitions apply to this section and to sections 3205.1 through 3205.4.

(1) "Close contact" 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.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

(2) "COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

(3) "COVID-19 case" means a person who:

- (A) Has a positive "COVID-19 test" as defined in this section; or
- (B) Has a positive COVID-19 diagnosis from a licensed health care provider; or
- (C) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
- (D) 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) "COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

(5) "COVID-19 symptoms" means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

(6) "COVID-19 test" means a viral test for SARS-CoV-2 that is:

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- (A) 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
  - (B) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
- (7) “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 high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
- (A) 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.
  - (B) 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.
  - (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure 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.
- NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.
- (8) “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. A face covering has no visible holes or openings and must, cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
- (9) “Fully vaccinated” means the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, belisted for emergency use by the World Health Organization (WHO).
- (10) “High-risk exposure period” means the following time period:
- (A) For COVID-19 cases who develop COVID-19 symptoms:, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
  - (B) For COVID-19 cases who never develop COVID-19 symptoms:, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

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(11) “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.

(12) “Worksite,” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

(A) NOTE: The term worksite is used for the purpose of notice requirements in subsections (c)(3)(B)3. and 4. only.

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

The District 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.

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

The District’s Injury and Illness Prevention Program (IIPP) 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.

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

#### (A) Employee Reports:

All employees of the District are, without fear of reprisal, to 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 close contacts:** 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:

Immediately report:	To Whom:	How:
COVID-19 symptoms	Health Services or Human Resources	Catapult EMS COVID Reporting

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<b>Possible COVID-19 exposures</b>	Health Services or Human Resources	Catapult EMS COVID Reporting
<b>Possible COVID-19 hazards at the workplace</b>	Supervisor/Manager, Site Safety Team, or Risk Manager	In person discussion, call, or email

### COVID-19 Questions - Contact Information

Human Resources	Rene' Wells	Employee illness, contact tracing (staff)	Ext. 32101	Rene.wells@twinriversusd.org
Health Services	Christi Kagstrom	Health concerns, mask exemptions, contact tracing (students), symptom screening	Ext. 32240	Christi.kagstrom@twinriversusd.org
Business Services	Greg Rash	Safety procedures, policies, checklists, response testing	Ext. 32203	Greg.rash@twinriversusd.org
Maintenance & Operations	Andrew Roberts	Cleaning/sanitizing, Custodial products, etc.	Ext.36202	Andrew.roberts@twinriversusd.org
Purchasing	Francine Brissey	Plexiglas	Ext. 36257	Francine.brissey@twinriversusd.org
Transportation	Victoria Sanchez	Bus routes, schedules, transportation safety	Ext. 37003	Victoria.sanchez@twinriversusd.org
Special Education	Kathleen Walker	Special Education Cohorts	Ext. 33303	Kathleen.walker@twinriversusd.org

Staff are to communicate with their Supervisors for Covid-19 supplies. Site Administrators or designees will submit orders. Requests for Covid-19 supplies submitted via other methods will not be processed.

### COVID-19 Case Management Contact Information



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Human Resources	Rene' Wells	32101	Rene.wells@twinriversusd.org
Health Services	Christi Kagstrom	32240	Christi.kagstrom@twinriversusd.org

## Covid-19 Case Management information is confidential.

Covid-19 case management information is confidential. Only those needing to be involved in contact tracing and possible quarantine procedures will be communicated with directly about details.

Employees with medical conditions or health concerns should contact Human Resources to request an interactive meeting to discuss your particular circumstances.

(C) If testing is required in accordance with this written program, the District shall provide information about access to COVID-19 testing as described in subsection (c)(5)(l) when testing is required under this section, section 3205.1, or section 3205.2.

The District provides the Sacramento County Public Health site information for asymptomatic surveillance testing.

### **Free COVID testing available**

The District continues to offer free COVID testing for all employees.

Details and information for scheduling an appointment can be found on the District COVID website and Matters of Management.

The District will implement Response Testing in accordance with Cal/OSHA Emergency Temporary Standards (updated 6/17/2021) when an exposed group has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed group within a 14-day period. Staff in an exposed group (see Definitions on page 5) will be notified and provided with information about response testing that will be offered.

COVID-19 test results will be sent directly to each person via the email address they provide.

The District will keep all medical information confidential and will only disclose unredacted medical records to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request. Under the ADA, we are required to maintain the confidentiality of any medical information we receive, including the name of any affected employee or student.

To help minimize spread of COVID-19, confirmed-positive individuals and those exposed will be excluded from physically coming to work and will be on home isolation or quarantine in compliance with safety protocols and guidelines from federal, state, and/or local Public Health departments and Cal/OSHA.

(D) In accordance with subsection (c)(3)(B), communicate information about COVID-19 hazards and the District's COVID-19 policies and procedures to employees and other employers, persons, and entities within or in contact with the employer's workplace.

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The District communicates COVID-19 policies, procedures, and hazard information:

- in the COVID-19 Prevention Program plan, posted online as of 2/1/21
- in the COVID-19 Prevention Program plan, available upon request at each site
- in the weekly Matters of Management
- in staff training and/or meetings
- in meetings attended by staff and community
- via email to staff and parents/caregivers
- via text messages to staff and parents/caregivers
- with posted signage at all sites
- via staff and community surveys
- COVID-related messages archived on the District website
- with informational videos
- translated documents
- on the COVID-19 Dashboard
- via Social Media posts

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

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

### (A) identification and evaluation of COVID-19 hazards

The District allows for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards as follows;

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

#### SCHOOL SITE SAFETY TEAM:

Sites designate person(s) responsible for implementing the site-specific plan. These teams consist of a combination of staff members including but not limited to:  
Administrator, Head Custodian, School Nurse, Office Staff, Teacher(s)

By evaluating the interaction and activity in each location of campus, Site Safety Teams determine arrangements and modifications to be made to the campus.

Discussion and information is shared in meetings including but not limited to:

Negotiations meetings

Staff surveys

Site and district parent community meetings

The District will continue to work with staff to establish safety procedures.

### (B) Employee Symptom Screening

The District has a process for screening employees for and responding to employees with COVID-19 symptoms.

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Staff are to self-screen for symptoms daily prior to arrival on a campus or worksite through the Catapult COVID Reporting system.

## (C) Response to COVID-19 case

The District and staff have 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.

For confirmed-positive COVID-19 cases in the workplace, the District and staff will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met.
- Excluding employees with COVID-19 close contacts from the workplace after the last known COVID-19 close contact to a COVID-19 case.
- 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:
- Additional COVID-Related Leave. The Parties agree that unit members shall comply with all of the safety mitigation orders from State and County Public Health regarding COVID-19. Employees shall be provided with up to 10 days of additional leave. This benefit can only be used if the employee is Persons A-D (referenced in COVID-19 Illness and Quarantine Guidelines) and cannot work remotely. Eligibility for this leave will be based on the following and granted at the discretion of the Human Resources division:
  - Employee cooperates with and complies with contact tracing; and
  - Employee agrees to get tested for COVID-19 at no cost to the unit member either through medical insurance or County Public Health and provides evidence of testing; and
  - Employee will exhaust leave provided by the FFCRA. This Additional COVID Related Leave can be accessed prior to use of sick leave.
- Providing information on available benefits to employees at the time of exclusion.
- If the workplace has been identified by a local health department as the location of a COVID-19 outbreak or if there are three or more COVID-19 cases in an exposed group within a 14-day period, COVID-19 testing will be offered to staff at no cost during working hours.

## (D) Workplace Assessment

The District and staff conduct workplace-specific assessments and will conduct periodic inspections to identify all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

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

1. This includes 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.

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2. This includes 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. District and staff shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

## SCHOOL SITE SAFETY TEAM:

Sites designates person(s) responsible for implementing the site-specific plan. These teams consist of a combination of staff members including but not limited to:

Administrator, Head Custodian, School Nurse, Office Staff, Teacher(s)

By evaluating the interaction and activity in each location of campus, site teams determine arrangements and modifications to be made to the campus. Site-specific Information is posted on each school's website with the COVID-19 Safety Plan.

## (E) Ventilation Systems

For indoor locations, the District evaluated how to maximize ventilation with outdoor air; to the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

## HVAC/Filtration Plan

The District recognizes the importance of a safe learning environment and providing improvements to the air filtration system with the intent to maximize the indoor air quality. The District's current HVAC systems function at a high level; however, additional improvements and replacement of units are being completed on a regular basis. The following are the additional planned improvements and implementation measures to the air filtration system to minimize the risk of transmission and infection of COVID-19 through the air.

1. All HVAC units have been thoroughly cleaned and sprayed with a disinfectant. The cleaning of the units consists of removing all dirt and debris from inside the units including cleaning the evaporator and condenser coils and spraying with a disinfectant.
2. MERV 13 filters have been installed in all HVAC units.
3. All HVAC systems at sites operate on the mode which delivers the most fresh air changes per hour, based on engineers' recommendations, including disabling demand-controlled ventilation and opening outdoor air dampers to maximum extent possible as indoor and outdoor conditions safely permit and to not sacrifice comfort.

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4. Programming has been provided to maximize as much outside air exchange as conditions safely permit. Where possible, additional programming will be implemented to provide an indoor air flush prior to start up each morning.
5. Repairs and replacement of some HVAC systems will be implemented based on the age and condition of the units.

All inspections, repairs and services will be completed in coordination and in combination with outside engineers, contractors and vendors and utilizing school district personnel. Due to the high demand of MERV 13 filters throughout the State, delivery dates of these filters could affect some completion dates.

A notice by each room's thermostat is posted indicating the list of items that have been implemented to improve the indoor air quality.

If an individual tests positive for COVID-19, the District will replace the HVAC filters in the associated classrooms at the school site.

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

The District monitors and reviews applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH), and information specific to the employer's industry, location, and operations.

District Administration and staff continually meet and consult with state and local agencies and other industry professionals to maintain up-to-date information.

### (G) Evaluate existing prevention controls

The District evaluates existing COVID-19 prevention controls at the workplace and the need for different or additional controls. This includes evaluation of controls in subsections (c)(4), (c)(6), and (c)(7).

District Administration and staff continually meet and consult with state and local agencies and other industry professionals to maintain up-to-date information.

#### SCHOOL SITE SAFETY TEAM:

Sites designate person(s) responsible for implementing the site-specific plan. These teams consist of a combination of staff members including but not limited to:  
Administrator, Head Custodian, School Nurse, Office Staff, Teacher(s)

By evaluating the interaction and activity in each location of campus, Site Safety Teams determine arrangements and modifications to be made to the campus.

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## (H) Periodic Inspections

The District 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, procedures, and public health guidelines.

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

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

The District implements the following procedures for seeking information from employees regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

District staff (Human Resources and/or Health Services staff) verify COVID-19 case status and close contacts by phone. Staff, parents/caregivers, Public Health agencies, and testing labs provide information about test results. Staff and parents/caregivers provide information about the onset of COVID-19 symptoms. Human Resources and/or Health Services personnel identify by phone, track isolation and/or quarantine schedules for appropriate return-to-campus dates and keep confidential records of COVID-19 cases.

### (B) Response to a COVID-19 case in the place of employment:

The District will take all of the following actions in response to a COVID-19 case on district premises.

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 close contact. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

*Note: See subsection (c)(9) for exclusion requirements for employees after a close contact.*

3. Within one business day of the time the employer knew or should have known of a COVID-19 case, the employer shall give written notice, in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the disinfection plan required by Labor Code section 6409.6(a)(4). The notice must be sent to the following:
  - a. All employees at the worksite during the high-risk exposure. If the employer should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, the employer shall provide verbal notice, as soon as practicable, in a language understandable by the employee.

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- b. Independent contractors and other employers at the worksite during the high-risk exposure period.
4. Within one business day of the time the employer knew or should have known of the COVID-19 case, the employer shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.
5. Make COVID-19 testing available at no cost during paid time to all employees of the employer who had a close contact in the workplace and provide staff with the information on benefits described in subsections (c)(5)(B) and (c)(9)(C) with the following exceptions:
  - a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
  - b. COVID-19 cases who returned to work pursuant to subsection 3205(c)(10)(A) or(B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
6. Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Human Resources and Health Services investigate staff cases.

Health Services investigates student cases.

Site Administration and Staff coordinate with Maintenance and Operations and Facilities Departments for sanitization and ventilation tasks.

Health Services tracks positive cases for possible Response Testing of Staff.

Health Services reports numbers on the District COVID-19 dashboard.

Site Administrator/Supervisor/Public Health and Safety Team members review the workplace setup and make adjustments, if necessary.

## (C) Confidentiality of Personal Identifying Information

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this section or by sections 3205.1 through 3205.4, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, and NIOSH immediately upon request, and when required by law.

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

The District is utilizing Injury and Illness Prevention Program (IIPP) 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. This includes, but is not limited to, implementing controls



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and/or policies and procedures in response to the evaluations conducted under subsections (c)(2) and (c)(3) and implementing the controls required by subsections (c)(6) and (c)(7).

It is the goal of the District's Injury and Illness Prevention Program to prevent or reduce injuries, illnesses and loss of productivity in the workplace. In order to accomplish that goal, it is imperative that all employees support the District safety policy and comply with all federal, state and local laws, and ordinances pertaining to fire hazards, hazardous materials, accident prevention and working conditions. This plan is required by CAL-OSHA (California Occupational Safety Health Act) because of legislation (SB 198) effective July 1, 1991.

Referenced in the Injury and Illness Prevention program, Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

1. Follow safe procedures and take an active part in protecting themselves, fellow workers and District property by reporting potential unsafe conditions to their supervisor or safety coordinator.
2. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
3. Wear safety protective devices as necessary or when instructed to do so.
4. Report injuries immediately and seek immediate medical attention when required.
5. Learn to lift and handle materials properly.
6. Cooperate and take part in the District Safety Program, workshops, training and safety meetings, etc., as appropriate.

Employees are to make every effort to correct hazards immediately within their control. Other hazards are to be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form on page 12 of IIPP binder to report hazards, or email/call Risk Management ([greg.rash@twinriversusd.org](mailto:greg.rash@twinriversusd.org)/ext. 32203).

## (5) Training and instruction.

The District has developed a training program for all employees with instruction to employees including, but not limited to, the following:

- (A) The District's COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification of 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 legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, leave guaranteed by contract, and this section.
- (B) 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 COVID19 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.



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- (C) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
- (D) The employer's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or sections 3205.1 through 3205.4:
  - 1. How to properly wear the respirator provided;
  - 2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- (E) 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.
- (F) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- (G) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- (H) Information on 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.
- (I) The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. 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.

## SIA COVID-19 Training

- Training materials contain the required components of COVID-19 training and awareness.
- Updates to be shared via various methods of staff communication

## (6) Face coverings.

(A) For all employees who are not fully vaccinated, the District will provide face coverings and ensure that they are worn when indoors or in vehicles.

(B) Employers shall provide face coverings and ensure they are worn by employees when required by orders from the CDPH.

(C) Employers shall ensure that required face coverings are clean and undamaged, and that they are worn over the nose and mouth. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

(D) When employees are required to wear face coverings under this section or sections 3205.1 through 3205.4, the following exceptions apply:

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1. When an employee is alone in a room or vehicle.
2. While eating or 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 feasible.
3. Employees wearing respirators required by the employer and used in compliance with section 5144.
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.

(E) 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.

(F) Any employee not wearing a face covering, pursuant to the exceptions in subsections (c)(6)(D)4. or 5., and not wearing a non-restrictive alternative when allowed by subsection (c)(6)(E), shall be at least six feet apart from, all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee. The District may not use the provisions of subsection (c)(6)(F) as an alternative to face coverings when face coverings are otherwise required by this section.

(G) The District will not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

(H) When face coverings are not required by this section or by sections 3205.1 through 3205.4, employers shall provide face coverings to employees upon request, regardless of vaccination status.

(I) The District will implement the following measures to communicate to non-employees the face coverings requirements on their premises:

The District communicates COVID-19 policies, procedures, and face covering information:

- in the COVID-19 Prevention Program plan, posted online
- in the COVID-19 Prevention Program plan, available upon request at each site
- in meetings attended by staff and community
- via email to staff and parents/caregivers
- via text messages to staff and parents/caregivers
- with posted signage at all sites
- via staff and community surveys
- COVID-related messages archived on the District's webpage
- with informational videos

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- [translated documents](#)
- [on the COVID-19 Dashboard](#)
- [via Social Media posts](#)

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

(A) For buildings with mechanical or natural ventilation, or both, the District maximized 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 maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

(B) The District has implemented cleaning and disinfecting procedures, which require:

1. Identifying and regularly cleaning frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels. The District will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection.

2. Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

*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.*

### (C) Handwashing Facilities

To protect employees from COVID-19 hazards, the District has evaluated its handwashing facilities and determined the need for additional facilities. The District encourages and allows time for staff and student handwashing and provides staff and students with an effective hand sanitizer. The District encourages staff and students to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

### (D) Personal protective equipment (PPE)

1. The District evaluates the need for personal protective equipment (PPE) to prevent exposure to COVID-19 hazards, such as face coverings and face shields, and provide such personal protective equipment as needed.
2. Upon request, employers shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever an employer makes respirators for voluntary use available, under this section or sections 3205.1 through 3205.4, the employer shall encourage their use and shall ensure that employees are provided with a respirator of the correct size.

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3. The District will provide and ensure use of respirators in compliance 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. The District will provide and ensure use of eye protection and respiratory protection in compliance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

*NOTE: Examples of work covered by subsection (c)(7)(D)4. include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.*

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

- (A) The District will report information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. The employer shall report all information to the local health department as required by Labor Code section 6409.6.
- (B) The District will maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).
- (C) 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.
- (D) The District 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.

The District posts COVID-19 case information on the dashboard webpage.

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

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

#### (A) COVID-19 Cases

The District will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements in subsection (c)(10) are met.

#### (B) COVID-19 Exposure Cases

Employers shall exclude from the workplace employees who had a close contact until the return to work requirements of subsection (c)(10) are met, with the following exceptions:

1. Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
2. COVID-19 cases who returned to work pursuant to subsection (c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.

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## (C) Earnings & Benefits while excluded

For employees excluded from work under subsection (c)(9), the District will continue and maintain the employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

The District may use employer-provided employee sick leave for this purpose to the extent permitted by law. Wages due under this subsection are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under this subsection are subject to enforcement through procedures available in existing law. If an employer determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception.

*EXCEPTION 1: Subsection (c)(9)(C) does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.*

*EXCEPTION 2: Subsection (c)(9)(C) does not apply where the employer demonstrates that the close contact is not work related.*

(D) Subsection (c)(9) 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, the District will provide the employee the information on benefits described in subsections (c)(5)(B) and (c)(9)(C).

## (10) Return to work criteria.

(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 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
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) Once a COVID-19 case has met the requirements of subsection (c)(10)(A) or (B), as applicable, a negative COVID-19 test shall not be required for an employee to return to work.

(D) Persons who had a close contact may return to work as follows:

1. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
2. Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements of subsection (c)(10)(A) have been met.

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unless all of the following are true:

- a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
- b. At least 10 days have passed since the last known close contact; and
- c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

3. During critical staffing shortages, when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5:

- a. Health care workers who did not develop COVID-19 symptoms;
- b. Emergency response workers who did not develop COVID-19 symptoms; and
- c. Social service workers who did not develop COVID-19 symptoms and who workface to face with clients in child welfare or assisted living.

(E) If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods in subsection (c)(10)(A), (c)(10)(B), or (c)(10)(D), as applicable.

(F) If no violations of local or state health officer orders for isolation, quarantine, or exclusion would result, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the District 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 feasible, the use of respirators in the workplace.

*Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3, 144.6, and 649.6, Labor Code.*

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

### (a) Scope.

(1) This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period at any time during a 14-day period.

(2) This section shall apply until there are no new employee COVID-19 cases detected in the exposed group for a 14-day period.

### (b) COVID-19 testing.

(1) The District will make COVID-19 testing available at no cost to its employees within the exposed group, during employees' paid time, except:

(A) Employees who were not present at the workplace during the relevant 14-day period(s) under subsection (a).

(B) Employees who were fully vaccinated before section 3205.1 became applicable to the workplace and who do not have COVID-19 symptoms.

(C) For COVID-19 cases who did not develop COVID-19 symptoms after returning to work pursuant to subsections 3205(c)(10)(A) or (B), no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

(2) COVID-19 testing shall consist of the following:

(A) Immediately upon being covered by this section, testing will be made available to all employees in the exposed group and then again one week later. 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.

(B) After the first two COVID-19 tests required by (b)(2)(A), The District will make COVID-19 testing available at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies pursuant to subsection (a)(2).

(c) District will make additional testing available at no cost to employees, during employees' paid time when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8, section 332.3.

(d) The employer shall continue to comply with all applicable provisions of section 3205, and shall also do the following:

(1) Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(c)(6)(D) applies.



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- (2) Employers shall give notice to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.
- (3) Employers shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

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

The District 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 the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
  - (2) The review shall be updated every thirty days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
  - (3) The District will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by subsections (e)(1) and (e)(2). The District 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 feasible, requiring respiratory protection in compliance with section 5144, and other applicable controls.
- (f) In buildings or structures with mechanical ventilation, employers 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, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

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



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## § 3205.2. Major COVID-19 Outbreaks.

### (a) Scope.

(1) This section applies to any workplace covered by section 3205 if 20 or more employee COVID-19 cases in an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period within a 30-day period.

(2) This section shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

### (b) COVID-19 testing.

Employers shall continue to comply with section 3205.1, except that the COVID-19 testing described in section 3205.1(b) shall be made available to all employees in the exposed group, regardless of vaccination status, twice a week, or more frequently if recommended by the local health department.

### (c) Respirators and partitions

In addition to the requirements of sections 3205 and 3205.1, the District will take the following actions:

(1) The employer shall provide a respirator for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

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

(3) At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where the physical distancing requirement in subsection (c)(2) is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

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- (4) The District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- (5) 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.

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

