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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-
revised-1/25/2022*

Twain Harte School District
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Approved by a majority of the Board of Education on February 9, 2022,

Gabe Wingo, Superintendent/Principal

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*

Contents

(a) Scope.....	5
(b) Definitions.....	5
(c) Written COVID-19 Prevention Program Components.....	7
(1) System for communicating.....	8
(A) Employee Reports.....	8
(B) Procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.....	8
(C) Access to COVID-19 testing.....	8
(D) COVID-19 hazards and the District's COVID-19 policies and procedures to protect employees and other employers, persons, and entities within or in contact with the employer's workplace.....	8
(2) Identification and evaluation of COVID-19 hazards.....	9
(A) identification and evaluation of COVID-19 hazards.....	9
Check for Signs and Symptoms	9
• When Staff, Child or Visitor Becomes we will follow TCPH Flow chart that will be placed on the District website as part of this document as Attachment-B	9
• The District will actively encourage staff and students who are sick to stay home.	9
• An isolation room for students who are not feeling well will be established to minimize contact with others until they can be transported home or to a health care facility.	9
• Non-essential visitors to campus will be prohibited.....	9
• Communication plans for exposure at school and potential school closures are as follows:	9
○ The District will notify those who were identified as close contact. No personally identifiable information will be shared. The name and any medical information is confidential and illegal to disclose to others	9
○ The District will notify all staff and families, even if they were not exposed.....	9
○ The district message will include an acknowledgement of someone testing positive only. The name of the person is confidential and will not be shared	9
(B) Employee Symptom Screening.....	9
Daily Screening Form- Attachment C	9
• Must be filled out daily.....	9
• Keep in your room/office	9
• Notify your supervisor immediately if:	9
○ You are experiencing any new and unusual symptoms listed in question #2.....	9
○ Your fever is 100.4 or above.	9
○ If you have been in close contact with a confirmed COVID-19 case over the last 14 days.....	9
(C) Response to COVID-19 case.....	9

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*

(D) Workplace Assessment	10
(E) Ventilation Systems.....	10
The ventilation systems throughout the school campus were professionally cleaned and disinfected by an outside vendor. The filters for each unit throughout campus have been replaced. MA-40 Air purifier unit with H-13 HEPA filter and replacement filters have been purchased for all indoor spaces.....	
(F) Ongoing monitoring and review of orders and guidance	10
The District Superintendent/Principal will attend weekly zoom meetings with the Public Health Officer to plan and prepare for any change in restrictions that would impact in person instruction..	
(G) Evaluate existing prevention controls	10
(H) Periodic Inspections	11
(3) Investigating and responding to COVID-19 cases in the workplace	11
(A) Procedure to investigate COVID-19 cases in the workplace.	11
(B) Response to a COVID-19 case in the workplace:	11
(C) Confidentiality of Personal Identifying Information.....	12
(4) Correction of COVID-19 hazards.....	12
(5) Training and instruction.....	12
(6) Face coverings-for all employees who are not fully vaccinated.....	13
(8) Other engineering controls, administrative controls, and personal protective equipment.	14
(A) Maximize Outdoor Air.....	14
(B) Cleaning and Disinfecting.....	14
(C) Handwashing Facilities	14
(D) Personal protective equipment.	15
(9) Reporting, recordkeeping, and access.....	15
(A) Local Public Health.....	15
(B) Injury & Illness Prevention Program	15
(C) Access to the COVID-19 Prevention Program.....	15
(D) Access to COVID-19 Case Records	15
(10) Exclusion of COVID-19 cases and employees who had close contact.....	15
(A) COVID-19 Cases	15
(B) COVID-19 Exposure Cases	16
(C) Earnings & Benefits while excluded.....	16
(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	16

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*

(11) Return to work criteria.....	17
Official communication from the local health department must be provided by the employee indicating that they received a negative test and/or have served their full quarantine period in order to return to work.	17
(A) COVID-19 cases with COVID-19 symptoms shall not return to work until:.....	17
(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms.....	17
(C) A negative COVID-19 test shall not be required for an employee to return to work.	17
(E) If an order to isolate quarantine or exclude an employee is issued by a local or state health official	17
(E) Division approval of return to work	17
§ 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks.	18
(a) Scope.....	18
(b) COVID-19 testing.....	18
(c) Investigation of workplace COVID-19 illness.....	18
(d) COVID-19 Investigation, review and hazard correction.	19
(f) Buildings and structures with mechanical ventilation.	19
§ 3205.2. Major COVID-19 Outbreaks.	19
(a) Scope.....	19
(b) COVID-19 testing.....	19
Appendix A: Guidance	20
Employers - General Guidance	20
Guidance - K-12 Education	20
Face Covering Information.....	20
California Healthy Schools Act & Integrated Pest Management (IPM)	20
Americans with Disabilities Act - U.S. Equal Employment Opportunity Commission.....	21
Appendix B: Cal/OSHA Regulations.....	21
Subchapter 7. General Industry Safety Orders § 3205. COVID-19 Prevention.	21
Appendix C: CDPH School Guidance:	21
Appendix D: Twain Harte School District Mask Enforcement Policy: Attachment D	21

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) 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, Aerosol Transmissible Diseases, when covered by that section.
- (D) Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

(b) Definitions. The following definitions apply:

“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: Employers 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 period.

“COVID-19” means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2). 2 (SARS-CoV-2).

“COVID-19 case” means a person who:

- (1) Has a positive “COVID-19 test” as defined in this section; or has a positive COVID-19 diagnosis from a licensed health care provider; or
- (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

“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.

“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
- new loss of taste or smell
- sore throat

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*

- congestion or runny nose
- nausea or vomiting, or diarrhea,

“COVID-19 test” means a test for SARS-CoV-2 that is:

(A) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA)

by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);

(B) Administered in accordance with the authorized instructions; and

(C) Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory {including home or on-site collected specimens which are processed either individually or as pooled specimens) proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an employer.

“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.

“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. (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer fabric.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

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*

“Fully vaccinated” means the employer has documented A person's status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval authorization or listing that is•

1. Approved or authorized for emergency use by the FDA•
2. Listed for emergency use by the World Health Organization (WHO); or
3. Administered as part of a clinical trial at a U.S. site if the recipient is documented to have primary vaccination with the active (not placebo COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed e.g., by a data and safety monitoring board or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or

(B) A person's status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA or listed as a two-dose series by the WHC? (i.e. a heterologous primary series of such vaccines receiving doses of different COVID-19 vaccines as part of one primary series The second dose of the series must not be received earlier than 17 days (21 days with a 4 day grace period) after the first dose.

“High-risk exposure period” means the following time period:

(1) For COVID-19 cases who develop COVID-19 symptoms: from two days before they first develop symptoms until all of the following is 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.

(2) 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.

“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 face piece respirator.

“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, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

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.

Twain Harte School District (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.

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:

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*

(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 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 close contacts:** If any employee has been within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the high risk exposure period. This definition applies regardless of the use of face coverings.
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.
4. **Method of reporting:**
 1. Report to Gabe Wingo Superintendent /Principal
 2. Contact via email. Phone or in person
 3. Reports can be submitted directly to Mr. Wingo or at the school office
 4. All hazards should be reported as soon as possible

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

- Teachers will be wearing required PPE and maintaining proper distancing when practicable.
- Minimize congregation and movement through hallways as much as practicable.
- PE classes will be held either in the gym or outside
- PE activities will be planned to limit contact between students and any items used will be disinfected between classes.
- Space between student seating and desks will be maximized.
- Teacher and other staff desks will be spaced at least six feet away from student desks.
- Where practicable, there will be markings on classroom floors to promote distancing or arranging desks in a way that minimizes face to face contact.
- Band will follow the most recent CDPH guidelines

(C) Access to COVID-19 testing.

Testing is required in accordance with this written program.

Testing is available on-site 5 days a week. Contact Wendie Roberts, wroberts@twainharteschool.com

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

- **Self-monitoring for signs and symptoms of illness**
 - Continue to use the checklist each day when you come to work
 - Please notify administration immediately if you are experiencing any signs of illness:
During the work day notify office staff
After work hours' text or call Gabe Wingo: 209-743-9344

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*

- Encourage physical distancing
- Continuing use of personal protective equipment
- Following Tuolumne County Public Health Close Contact Flow Chart-**Attachment A**

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

The district will include opportunities for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards as follows;

Check for Signs and Symptoms

- When Staff, Child or Visitor Becomes we will follow TCPH Flow chart that will be placed on the District website as part of this document as **Attachment-B**.
- The District will actively encourage staff and students who are sick to stay home.
- An isolation room for students who are not feeling well will be established to minimize contact with others until they can be transported home or to a health care facility.
- Non-essential visitors to campus will be prohibited.
- Communication plans for exposure at school and potential school closures are as follows:
 - The District will notify those who were identified as close contact. No personally identifiable information will be shared. ***The name and any medical information is confidential and illegal to disclose to others.***
 - The District will notify all staff and families, even if they were not exposed.
 - The district message will include an acknowledgement of someone testing positive only. ***The name of the person is confidential and will not be shared.***

(B) Employee Symptom Screening

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

Daily Screening Form- Attachment C

- Must be filled out daily
- Keep in your room/office
- Notify your supervisor immediately if:
 - You are experiencing any new and unusual symptoms listed in question #2.
 - Your fever is 100.4 or above.
 - If you have been in close contact with a confirmed COVID-19 case over the last 14 days

(C) Response to COVID-19 case

The district 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.

- All areas in the facility that have been occupied by a COVID positive person will be cleaned and disinfected before allowing reentry.
- All cleaning procedures and products are used according to the Healthy Schools Act. No one will be allowed to use the area until sufficient cleaning/disinfecting procedures have been finished and the area is open to use.

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*

(D) Workplace Assessment

The district will conduct a workplace-specific assessment to identify all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

The District 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 stationary work.

(E) Ventilation Systems

For indoor locations, the District will evaluate how to maximize ventilation with outdoor air 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.

For indoor locations, the District 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.

The ventilation systems throughout the school campus were professionally cleaned and disinfected by an outside vendor. The filters for each unit throughout campus have been replaced. MA-40 Air purifier unit with H-13 HEPA filter and replacement filters have been purchased for all indoor spaces.

(F) Ongoing monitoring and review of orders and guidance

The District 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. 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.

The District Superintendent/Principal will attend weekly zoom meetings with the Public Health Officer to plan and prepare for any change in restrictions that would impact in person instruction.

(G) Evaluate existing prevention controls

The District will evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.

COVID-19 prevention controls will be discussed at bi-weekly staff meetings.

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*

(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 and procedures.

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

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

This includes procedures for verifying COVID-19 case status, receiving 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.

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

The District 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 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) (10) 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, and in a manner the employer normally uses to communicate employment-related information. 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 cleaning and disinfection plan required by Labor Code section 6409.6 (a) (4). The notice must be sent to the following:
 - a. All employees who were on the premises at the same worksite as the COVID-19 case during the high-risk exposure period. 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.
 - b. Independent contractors and other employers on the premises at the same at worksite as the COVID-19 case 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, if any, of the COVID-19 case and of any employee who had a close contact; and provide the notice required by Labor Code section 6409.6 (a) (4) to the authorized representatives, if any, of any employee who was on the premises at the same worksite as the COVID-19 case during the high-risk exposure period.

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*

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 them with the information on benefits described in subsections (c)(5)(B) and (c)(9)(D) with the following exceptions:

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.

(C) Confidentiality of Personal Identifying Information

All personally identifying information regarding 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 is required or permitted by law.

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.

(4) Correction of COVID-19 hazards.

The District 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.

The District Office will maintain a spreadsheet documenting reported hazards, the correction of the hazards and the completion of the correction.

(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:

- The District's COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation 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 vacation leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract and this section.
- 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.
- 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.
- 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:

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*

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.
- 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 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- 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.
- 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.

(6) Face coverings-for all employees who are not fully vaccinated.

(A) The District will:

- Comply with all public health orders regarding face coverings
- Provide face coverings to all employees as needed
- Ensure they are worn by employees when;
 - indoors or in vehicles
 - and where required by orders from the CDPH or local health department.
- Ensure that required face coverings are clean and undamaged, and they are worn over the nose and mouth.
- 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 for unvaccinated employees:
 1. When an employee is alone in a room or in a 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,

B) Employees exempted from wearing face coverings pursuant to subsection (c) (6) (D) 4. 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. If their condition or disability does not permit a non-restrictive alternative the employee shall be at least six feet

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*

apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.

(C) Any employee not wearing a face covering pursuant to the exceptions and not wearing a non-restrictive alternative when allowed under this plan, 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 provisions in this plan cannot be used as an alternative to face coverings when face coverings are otherwise required.

(D) 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.

(E) 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.

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

Masks will be made available at each public entrance to the school. Signage at all entry points indicates that masks must be worn to enter the premises.

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

(A) Maximize Outdoor Air

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

(B) Cleaning and Disinfecting

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 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.

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*

(D) Personal protective equipment.

1. The District 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. 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.
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)(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

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) Injury & Illness Prevention Program

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

(C) 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.

(D) Access to COVID-19 Case Records

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.

(10) Exclusion of COVID-19 cases and employees who had close contact

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 section (c) 10 are met, unless one of the exceptions below apply:

1. Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms do not need to be excluded if they wear a face covering and maintain six feet of distance from others at the workplace for 14 days following the last date of close contact.

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*

2. COVID-19 cases who returned to work pursuant to subsection. (c) (10) (A) and have remained free of COVID-19 symptoms do not need to be excluded from the workplace; for 90 days after the initial onset of COVID-19 symptoms. This exception only applies if these employees wear a face covering and maintain six feet of distance from others while at the workplace for 14 days following the last date of close contact.

3. COVID-19 cases who returned to work pursuant to subsection (c) (10) (B) who never developed COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the first positive test. This exception only applies if these employees wear a face covering and maintain six feet of distance from others while at the workplace for 14 days following the last date of close contact.

(C) If the employer does not exclude an employee who had a close contact as permitted by exceptions in subsections (c)(9)(B)1. 2. or 3. the employer shall provide the employee with information about any applicable precautions recommended by CDPH for persons with close contact.

(B) COVID-19 Exposure Cases

The District will exclude from the workplace employees who had close contact until the return to work requirements are met outlined in this document 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.

(C) Earnings & Benefits while excluded

For employees excluded from work 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 worker's compensation and received temporary disability.

EXCEPTION 2: Subsection (c) (10) (C) does not apply where the employer demonstrates that the close contact 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, the District will provide the employee the information on available benefits and leaves as required

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*

(11) Return to work criteria.

Official communication from the local health department must be provided by the employee indicating that they received a negative test and/or have served their full quarantine period in order to return to work.

(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) 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 after 14 days have passed since the last known close contact unless either of the following in this document applies:
 - a. Ten days have passed since the last known dose contact and the person wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last date of close contact.
 - b. Seven days have passed since the last known close contact; the person tested negative for COVID-19 using a COVID-19 test with the specimen taken at least five days after the last known close contact; and the person wears a face covering and maintains six feet of distance from others while at the workplace for 14 days following the last date of 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.

(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 this document.

Guidance from the California Department of Public Health:

[What to do when a student is sick flow chart](#) **see Attachment B**

(E) Division approval of return to work

If there are no violations of local or state health officer orders for isolation or 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 possible, the use of respirators in the workplace.

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

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

(a) Scope.

(1) This section applies to a workplace covered by section the District COVID-19 Prevention Program if:

- The exposed workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, visited the workplace during their high-risk exposure period at any time during a 14-day period.

(2) This section shall apply until there are no new 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 are not present at the workplace during the relevant 14-day period(s).

(B) 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 should 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 once a week 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.

(c) Investigation of workplace COVID-19 illness.

The employer shall continue to comply with all applicable provisions of the COVID 19 Prevention Program, 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.

(2) Employers shall give notice to employees in the exposed group of their right to request a respirator for voluntary use under this program 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.

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*

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

In addition to the requirements of our COVID-19 Prevention Program 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 our COVID-19 Prevention Program. 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) Buildings and 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.

§ 3205.2. Major COVID-19 Outbreaks.

(a) Scope.

- (1) This section applies to any workplace covered by our COVID-19 Prevention Program if:
 - 20 or more employee COVID-19 cases in an exposed group, as defined by section 3205 (b), visited the workplace during the 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 exposure 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 or more frequently if recommended by the local health department.

- (1) The District will 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.

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*

(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.

(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.

Appendix A: Guidance

Employers - General Guidance

- [California Blueprint for a Safer Economy](#) - Find the status of activities in your county
- [CDC Guidance for Travel-Domestic](#)
- [CDC Guidance for Travel-International](#)
- [CDC Guidance Masking](#)
- [Industry guidance to reduce risk](#)
- [Responding to COVID-19 in the Workplace for Employers-ETS](#)
- [Side by Side Comparison of COVID-19 Paid Leave](#)

Guidance - K-12 Education

- Follow this [guidance for schools and school-based programs](#)

Face Covering Information

- [Guidance for the Use of Face Coverings](#)
- [Face coverings, masks, and respirators](#) – Information & Overview
- [Face coverings, masks & respirators](#) - Handout
- [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#) – CDC Recommendations
- [Voluntary use of N95 masks](#) - Cal/OSHA

California Healthy Schools Act & Integrated Pest Management (IPM)

- [Do I need training to use a disinfectant?](#)
- [IPM Training for School Staff](#) - Online [Training Options](#)
- [Reminders for Using Disinfectants for Schools and Child Care](#)
- [What About Hand Sanitizers?](#)
- [EPA Approved Cleaners](#)
- [Disinfecting Fogger Tips](#)

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*

- EPA Supports Healthy Indoor Environments in Schools During COVID-19 Pandemic

Americans with Disabilities Act - U.S. Equal Employment Opportunity Commission

- Pandemic Preparedness in the Workplace and the Americans with Disabilities Act
- What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws

Appendix B: Cal/OSHA Regulations

Subchapter 7. General Industry Safety Orders § 3205. COVID-19 Prevention.

<https://www.dir.ca.gov/dosh/coronavirus/ETS.html>

Appendix C: CDPH School Guidance:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx> –Updated January 12, 2022

Appendix D: Twain Harte School District Mask Enforcement Policy: **Attachment D**

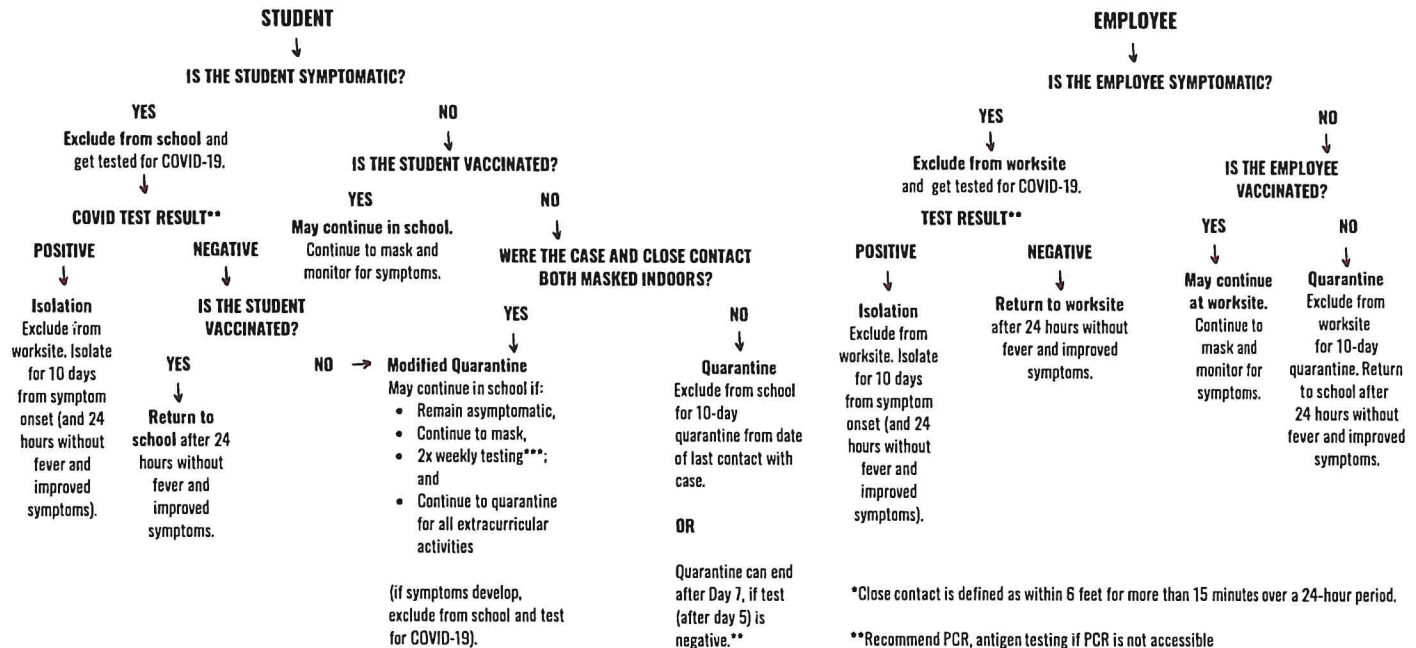
Attachment A

CLOSE CONTACT QUARANTINE FLOW CHART FOR INDOOR CLASSROOM SETTINGS

2021-2022 COVID-19 PUBLIC HEALTH GUIDANCE FOR K-12 SCHOOLS IN CALIFORNIA

IMPORTANT: All close contact information (including masking & information) should be sent to public health in SPOT or email. Quarantine instructions will be provided to by public health during contact tracing.

IS THE CLOSE CONTACT* A STUDENT OR EMPLOYEE?



LAST REVISED: 7-30-2021

*Close contact is defined as within 6 feet for more than 15 minutes over a 24-hour period.

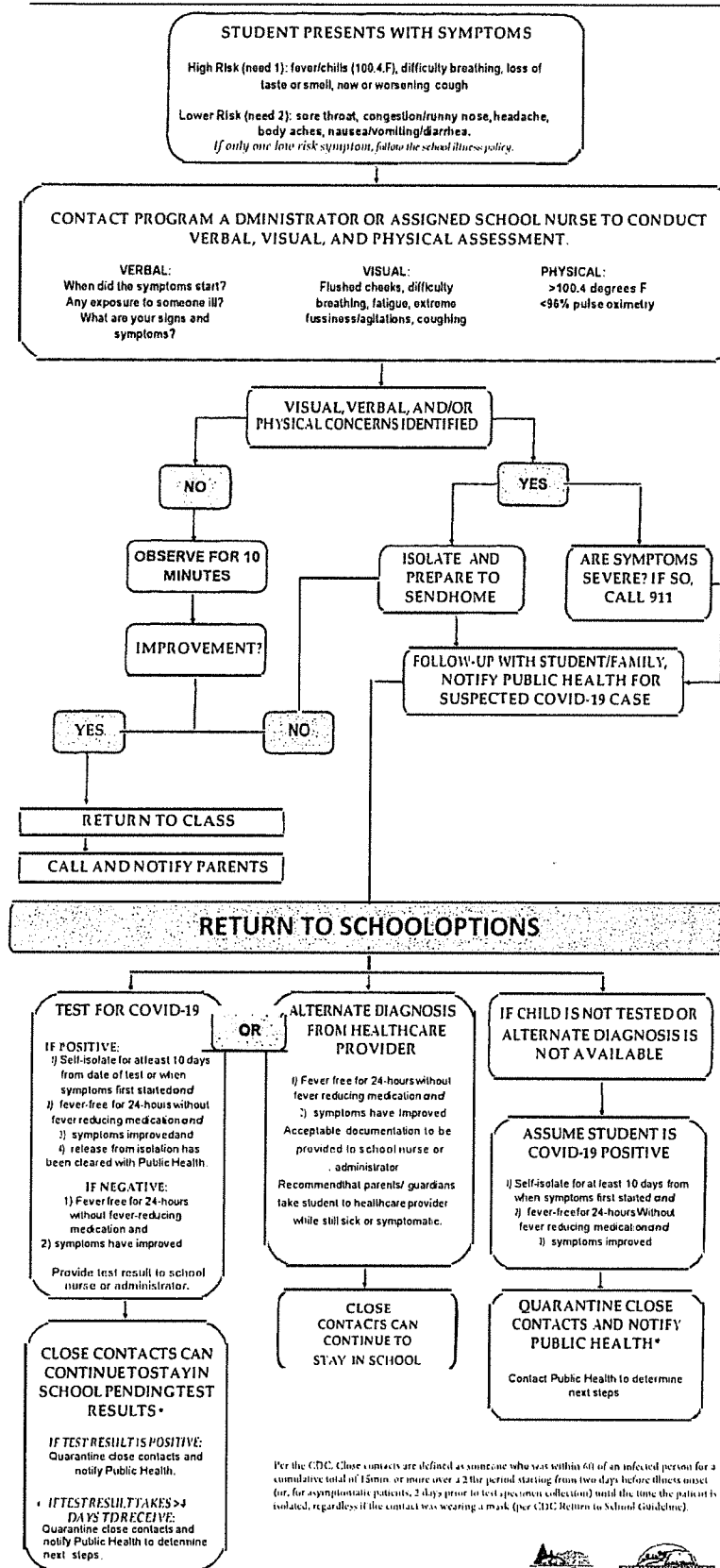
**Recommend PCR, antigen testing if PCR is not accessible

*** 2x weekly testing can be antigen test

SYMPTOMS: **High Risk** (need 1): fever/chills (100.4°F), difficulty breathing, loss of taste or smell, new or worsening cough. **Lower Risk** (need 2): sore throat, congestion/runny nose, headache, body aches, nausea/vomiting/diarrhea. If only one low risk symptom, follow school illness policy.

Attachment B

WHAT TO DO IF A STUDENT IS SICK FLOW CHART



Attachment C

COVID-19 Screening Checklist for Employers

Name: _____ Date: _____ Time: _____

Purpose: Based on the Febrile Respiratory Illness Health Order that took effect on 03/26/2020, all employers, on a daily basis, are to screen all employees for signs & symptoms of respiratory illness accompanied by fever and COVID-19.

Instructions: ALL employees and government officials entering the building must be asked the following below. Employees who are teleworking must also complete the screening. Please maintain this record for 14 days from completion of this form and have this form available upon request from the Public Health Department.

1. Have you washed your hands or used alcohol-based hand sanitizer on entry?

☐ YES ☐ NO – Ask them to do so.

2. Do you have any of the following symptoms which are new or unusual for you?

☐ New or worsening cough ☐ Muscle or body aches ☐ Headache
☐ Sore throat ☐ New or worsening shortness of breath or difficulty breathing ☐ Fatigue
☐ Congestion or runny nose ☐ Nausea or vomiting ☐ Diarrhea ☐ New loss of taste or smell

- If YES to any, restrict them from entering the building and send person home.*
- If NO to all, proceed to remaining questions.

3. Employee's temperature: _____°F. (If you have a thermometer available)

- 3A. Does the employee have a fever (temperature 100.4°F or greater) or feeling feverish/having chills?

☐ YES ☐ NO

- If YES to any, restrict them from entering the building and send person home.*
- If NO, proceed to question #4.

4. Ask the employee the following:

Have you been exposed to any person who, within the past 14 days, was confirmed COVID-19 positive by lab test? ☐ YES ☐ NO

- If YES, contact your supervisor immediately**
- If NO, proceed to #5

5. Allow entry to building and remind individual to:

☐ Wash their hands or use alcohol-based hand sanitizer throughout their time in the building.
☐ Not to shake hands with, touch, or hug others during their time in the building.

***The person being sent home, must inform their supervisor and Human Resources that they were sent home and is responsible for following-up with their primary care physician if needed.**

****Supervisors review second page of this document**

Person Performing Screening: _____

Attachment C

Please refer to the definition of essential available from the state of California here: <https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf>

Symptomatic employees should be sent home. If an employee becomes symptomatic at work, they should be sent home immediately

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Asymptomatic Employees Who Have Been Exposed:

If an asymptomatic employee of an essential business has had contact with a confirmed COVID-19 case, and it is possible for them to remain quarantined at home, that is preferred. Workers should be encouraged to work remotely when possible and focus on core business activities. In-person, non-mandatory activities should be delayed until the resumption of normal operations. When continuous remote work is not possible, businesses should enlist strategies to reduce the likelihood of spreading the disease. This includes, but is not necessarily limited to, separating staff by off-setting shift hours or days and/or social distancing. These steps can preserve the workforce and allow operations to continue. If the absence of this asymptomatic employee would result in the failure of essential business operations, they should contact the Health Officer to determine if they may be allowed a 'modified quarantine' (may report to work and back home only).

If modified quarantine is approved, the employee must adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace and in public.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean Workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

Employers should implement the recommendations in the [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019](#) to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

Attachment D



*Twain Harte School District
District Office Located at: 22974 Twain Harte Drive, Room 21 Moiling:
18815 Manzanita Drive, Twain Harte, CA 95383
Phone: (209) 586-3772 Fax: (209) 586-9938
Gabe Wings, Superintendent/Principal*

Twain Harte School District Mask Enforcement Policy

- Students that do not have a mask when they arrive on campus will be directed to the office where they will be given a mask.
- Students will be reminded throughout the day that they must wear a mask indoors.
- Any student who continually refuses to wear a mask in defiance of this school district policy may:
 - Be required to attend a parent conference with School Administration
 - or
 - Be excluded from the classroom
 - or
 - Be referred to an independent study program