

# Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to the Emergency Temporary Standards in place for COVID-19, California Code of Regulations (CCR), Title 8, section 3205(c). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Instead, they may create their own program or use another CPP template. Employers can also create a written CPP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP). Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their CPP.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - 3205, COVID-19 Prevention
  - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
  - 3205.2, Major COVID-19 Outbreaks
  - 3205.3, Prevention in Employer-Provided Housing
  - 3205.4, COVID-19 Prevention in Employer-Provided Transportation
  - The four Additional Considerations provided at the end of this program to see if they are applicable to your workplace.
- Additional guidance and resources are available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



May 2022

# COVID-19 Prevention Program (CPP) for Sonoma County Office of Education

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

**Date: November 1, 2022**

## Authority and Responsibility

The Sonoma County Superintendent of Schools or designee has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Plan (CPP) at our worksites. In addition, all Department Directors and Supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring that employees receive answers to questions about the program in a language they understand.

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

## Identification and Evaluation of COVID-19 Hazards

The Sonoma County Office of Education (SCOE) implements the following system for evaluating COVID-19 hazards at our worksites:

- Department Directors and Supervisors are designated as worksite Prevention Coordinators. They shall periodically conduct worksite-specific evaluations and may use the [Appendix A: Identification of COVID-19 Hazards](#) form.
- SCOE shall conduct periodic inspections and may use the [Appendix B: COVID-19 Inspections Form](#), as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- To assist the worksite in the process of contact tracing, SCOE developed a case reporting system that collects and retains COVID case information that is consistent with [Appendix C: Investigating Staff COVID-19 Cases](#), [Appendix D: Investigating Classroom Staff COVID-19 Cases](#), and/or [Appendix E: Investigating Student COVID-19 Cases](#). Department Directors and Supervisors work directly with the SCOE COVID Rapid Response Team (CRR) in response to a confirmed positive case(s) of COVID-19. In order to maintain confidentiality, the contact tracing document is maintained in a secure shared drive, accessible only to specific individuals.
- Upon request, employees provide proof of vaccination and/or boosters to Human Resource Services, and are maintained as confidential medical records.
- All individuals are recommended to self-screen for COVID symptoms prior to entering a SCOE worksite.
- To prevent or reduce the risk of transmission of infection, protocols have been developed to respond effectively and immediately to individuals present on a SCOE worksite who have tested positive for COVID. These protocols align with [Cal/OSHA](#) and [Sonoma County Health Department](#) directives. SCOE regularly reviews applicable health orders along with general and industry-specific guidance from the [State of California](#), [Cal/OSHA](#), and the [Sonoma County Health Department](#) related to COVID-19 hazards and prevention. Leadership members and the worksite Prevention Coordinator or designee periodically evaluate existing COVID-19 prevention controls at SCOE worksite(s) and the need for different or additional controls.

## ***Employee participation***

Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing verbal and written communication with administration. Communication will include regularly scheduled meetings between union representatives and Human Resource Services management.

## ***Employee screening***

Consistent with Centers for Disease Control (CDC) and California Department of Public Health (CDPH) guidance:

- Prior to entering a worksite, all SCOE employees, substitute employees, and visitors are recommended to engage in a [daily self-screening](#) that is consistent with CDC and CDPH guidelines.
- In certain circumstances, SCOE employees, substitute employees, and visitors may be recommended to engage in an on-site COVID symptom screening procedure prior to entering a SCOE and/or host school district site.
- On-site active screening procedures use [CDC](#) and [CDHP](#) recommendations. These screenings may be administered by a site designated staff/employee. Out of an abundance of caution designated staff/employee(s) may exclude individuals from entering a worksite due to the individual exhibiting or experiencing symptoms that may be related to COVID-19.
- Screening and health checks are not a replacement for other protective measures such as vaccination, mask wearing, and engineering controls, including proper ventilation.

## **Correction of COVID 19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented and corrected in a timely manner based on the severity of the hazards., as follows:

- The severity of the unhealthy work conditions, practices or procedures will be assessed through investigation and will be based on compliance with scientific practices known to reduce or prevent the transmission of COVID-19 as determined by state and local health guidance, regulations, and orders.
- Interviews with individuals who may be familiar with the condition, practice or procedure being inspected may be conducted.
- Walk-through visits may be conducted, as appropriate.
- Meetings with individual(s) who may have valuable contributions toward the assessment of the conditions, practices or procedures may be conducted.
- As a part of the inspection, specific individuals will be identified as responsible for timely correction or improvement of conditions, practices, or procedures, and will be provided instructions for completion.
- Follow up measures such as check-ins or walk-through visits may be taken to ensure timely implementation of necessary changes.

## **Control of COVID-19 Hazards**

### ***Face Coverings***

[In accordance with Cal/OSHA Emergency Temporary Standards](#) requirements and current [CDPH Guidelines](#) for the [General Public](#) and for [K-12 Schools](#), SCOE will follow the guidance when requiring the use of face

coverings by employees, students, and visitors due to exposure or infection. In response to specific conditions at a SCOE or school district site, Department Directors may impose stricter policies.

Masking either indoors or outdoors is not currently required but it is recommended. However, as part of the tiered safety strategy, in the instance of higher level of community transmission, it may become a requirement. For a comprehensive review of CDC guidelines for tiered interventions in response to COVID-19 transmission rates categorized as Low, Medium, or High, please see the chart at: ["Know your COVID-19 Community Level"](#).

Masks shall be made available to employees who do not have a face covering or who forget to bring a face covering with them to their assigned worksite. Face coverings, whether provided by SCOE or by the employee, will meet the section 3205 (b)(8) "face covering" definition and requirements.

### ***Engineering Controls and Airflow***

For indoor locations, using [Appendix B: COVID-19 Inspections Form](#), SCOE will identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, are needed to reduce the risk of transmission.

SCOE shall maximize, to the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems by taking into consideration the following:

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as weather-related temperatures and wildfire smoke.
- Ventilation systems are properly maintained and adjusted, whether SCOE owns and operates the building, or not.
- Filtration efficiency has been increased to the highest level compatible with the existing ventilation system.
- Incorporate applicable orders and guidance from the State of California and Sonoma County Public Health related to COVID-19 hazards and prevention, including CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.
- Filters for ventilation systems are checked and replaced regularly to ensure cleanliness.
- In the event of a COVID-19 outbreak, MERV 13 level filters, or the highest level compatible with existing ventilation systems, will continue to be utilized.

Employees shall be advised to keep doors and windows open to the extent feasible.

Employees shall be advised about circumstances where the amount of outside air needs to be minimized due to other hazards such as air pollution including wildfire smoke, and excessive heat or cold. Air pollution is defined as when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant

SCOE shall regularly review information on CDC, state, and local public health guidance on matters of air and shall implement recommendations. Topics reviewed shall include but are not limited to those listed below:

- Air Filtration
- Natural and forced air circulation

- Natural air and environmental conditions

## **Hand sanitizing**

- Handwashing facilities shall be evaluated to determine any need for additional facilities.
- Employees shall be provided with effective hand sanitizer and shall be prohibited from using hand sanitizer containing methanol (e.g. methyl alcohol).
- Employees shall be provided with information on and encouraged to engage in proper handwashing, including washing their hands for at least 20 seconds each time.
- Employees shall be allowed time for regular handwashing.

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

SCOE will evaluate the need for personal protective equipment (PPE) to prevent exposure to COVID-19 hazards (e.g., gloves, face coverings and face shields) and provide such personal protective equipment as needed.

Upon request, employers shall provide respirators for voluntary use in compliance with subsection 5144(c) (2) to all employees 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.

SCOE 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.

SCOE 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.

## ***Testing of employees***

SCOE makes COVID-19 testing available at no cost, during paid time, to all employees:

- Who had close contact in the workplace; or
- Who have COVID-19 symptoms, and
- During outbreaks and major outbreaks (see below for further details).

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

### ***Reporting***

- Employees should report COVID-19 symptoms, possible close contacts and hazards as follows: Classroom staff are directed to contact their Principal and School Office Coordinator, who notify the COVID-19 Rapid Response Team. Office staff are directed to contact their Supervisor and Administrative Office Support, who notify the COVID-19 Rapid Response Team.
- Employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- Employees who are at high-risk from COVID-19 are entitled to engage in an interactive process meeting with their supervisor, Department Director, and/or a Human Resource Services representative in order

to identify and determine appropriate accommodations, if any. Employees will be informed on leave options available for COVID-19 related absences including but not limited to those consistent with the Family Medical Leave Act and California Family Rights Act, when applicable.

- SCOE provides free Antigen Rapid Testing to all students and staff of Sonoma County Office of Education. If there is an event that requires SCOE to provide employees with testing, SCOE will provide access to free Antigen Rapid Testing, and/or the employee may go through their medical provider. Employees will have access to testing during work hours. Affected employees are expected to inform their supervisor, Human Resource Services, or the CRR Team of their results.

### ***Investigation***

SCOE has developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the [Appendix C: Investigating Staff COVID-19 Cases](#), [Appendix D: Investigating Classroom Staff COVID-19 Cases](#), and/or [Appendix E: Investigating Student COVID-19 Cases](#).

### ***System for Communicating***

SCOE's goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information (additional information is provided in [Appendix F: Notifications](#)):

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, except for returned cases as defined in 3205(b)(11).
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to these employees.
- Written notice within one business day of our knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period. These notifications will meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c).
- We consider a "close contact" that meets the definition in section 3205(b)(1), unless it is otherwise defined by CDPH; "infectious period" meets the definition in 3205(b)(9), unless it is otherwise defined by CDPH; and "worksite" meets the section 3205(b)(12) definition.]
- SCOE 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. See section "Identification and Evaluation of COVID-19 Hazards for more details.
- The SCOE website includes a page stating compliance with current CDPH and County health requirements, and includes links to resources related to COVID-19.

### ***Training and Instruction***

SCOE provides effective employee training and instruction that includes:

- COVID-19 policies and procedures are designed to protect employees from COVID-19 hazards, and instruct them on how to participate in the identification and evaluation of COVID-19 conditions.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.

- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- 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 and are most effective when used in combination.
- The right of employees to request a respirator for voluntary use, as required by section 3205, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be provided with effective training and instruction according to section 5144(c)(2) requirements, including:
  - How to properly wear them; and
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere 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. Since 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.
- The conditions where face coverings must be worn at the workplace.
- That employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and 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.

## **Exclusion of COVID-19 Cases and Employees who had a Close Contact**

In the event of a COVID-19 case or close contact in the workplace, SCOE's policies limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements in section 3205(c)(10) are met.
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by providing employees at the time of exclusion with information on available benefits, included in notifications sent to employees who test positive for COVID-19.

## Reporting, Recordkeeping, and Access

It is SCOE's policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department. SCOE utilizes the State of California's School and Shared Portal for Outbreak Tracking (SPOT) platform for reporting COVID-19 exposures, which automatically notifies the County of Sonoma Public Health Department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b). After contact tracing, SCOE assigns each case a number and confidentially maintains required files including:
  - Case Number, Employee's name, Job title, and Worksite location
  - Employee's phone number and home zip code
  - Date of onset of illness, Date and time on site; date of test; date of first symptoms
  - Timeline for return-to-work
  - Name and email address of close contacts during infectious period
  - Checklist of required notifications
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- The SCOE Illness and Contact Tracing database maintains all case records.

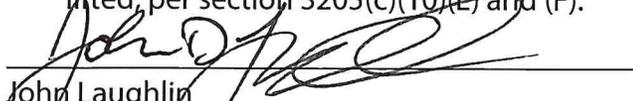
## Return-to-Work Criteria

Return to work criteria for employees excluded from work is based on current CalOSHA and CDPH guidelines, per below, and will be updated should new guidelines be issued by the State.

- COVID-19 cases, regardless of vaccination status or previous infection, and who do not develop symptoms, or whose symptoms are resolving, cannot return to work until the following criteria have been met:
  - At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
  - 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
  - A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the person chooses not to test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.
- COVID-19 cases, regardless of vaccination status or previous infection, whose COVID19 symptoms are not resolving, may not return to work until:
  - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
  - 10 days have passed since the symptoms began.
- COVID-19 tests may be self-administered and self-read if independent verification of the results can be

provided in the form of time-stamped documentation of the results.

- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- The return to work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted, per section 3205(c)(10)(E) and (F).

  
\_\_\_\_\_  
John Laughlin  
Associate Superintendent  
Human Resource Services

3/16/2023  
\_\_\_\_\_  
Date

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. The Sonoma County Office of Education will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Date of investigation: \_\_\_\_\_

Name and title of person conducting the evaluation:

\_\_\_\_\_

Name(s) of employee and authorized employee representative that participated, if any:

\_\_\_\_\_

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

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

## Appendix B: COVID-19 Inspections

Date of Inspection: \_\_\_\_\_

Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration*			
Barriers/partitions/plexi glass when requested.			
Administrative			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
supplies)			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (where required; must be clean, undamaged, worn over nose/mouth)			
Gloves			
Face shields/goggles when requested			
Respiratory protection			

\*Identify and 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 HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission, applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the [Cal/OSHA-CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments](#). We 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.

## Appendix C: Investigating Staff COVID-19 Cases

1. Staff Member's First Name?
2. Staff Member's Last Name?
3. Staff Member's Date of Birth?
4. Staff Member's Primary Residential Zip Code?
5. Staff Member's Email Address?
6. Staff Member's Cell Phone Number?
7. Staff Member's Work-Site Location?
8. Staff Member's Job Title?
9. Staff Member's Department?
10. Supervisor's Name?
11. Has the Staff Member exhibited symptoms of COVID-19?
  - a. Yes
  - b. No
12. Start date of the symptoms of COVID-19?
13. Date the COVID-19 Test was Taken?
14. Date of the COVID-19 Test Results?
15. If known, type of COVID-19 test?
  - a. Antigen
  - b. PCR
16. Based on the first date of COVID-19 symptoms, count two days back. If they are asymptomatic, count two days back from the test date.

Were they at a SCOE location during that period?

- a. Yes
- b. No

17. What DATES during the contagious period was the Staff member on a SCOE site?

18. Please provide the location (room number, office number, etc.), date, and names of staff and students exposed to the COVID-19 positive individual during their contagious period. You may upload a list if you prefer, or provide a contact name and phone number that the CRR team can follow up with. The file upload question is below.

The current definition of close contact is "sharing the same indoor airspace for 15 minutes or longer over the course of a 24-hour period."

19. Was the Staff Member recently exposed to another COVID-19 individual? Please describe the location and circumstances.

20. Please add any information you believe is relevant.

21. Upload any files related to the Staff Member.

## **Appendix D: Investigating Classroom Staff COVID-19 Cases**

1. Classroom Staff member's First Name?
2. Classroom Staff member's Last Name?
3. Classroom Staff member's Date of Birth?
4. Classroom Staff member's Primary Residential Zip Code?
5. Classroom Staff member's Email Address?
6. Classroom Staff member's Cell Phone Number?
7. Classroom Staff member's Work-Site Location?
8. Classroom Staff member's Classroom number?
9. Classroom Teacher's Name?
10. Principal's Name?
11. What Education Program is the Staff Member in?
  - a. Alternative Education
  - b. ECE/SHS
  - c. Summit
  - d. Transition
  - e. TREC
12. Is the Staff Member Symptomatic?
  - a. Yes
  - b. No
13. Date of Symptom Onset, if applicable?
14. Date the COVID-19 Test was Taken?
15. Date of the COVID-19 Test Results?
16. If known, type of COVID-19 test?
  - a. Antigen
  - b. PCR

17. Based on the first date of COVID-19 symptoms, count two days back. If they are asymptomatic, count two days back from the test date.

Were they in any classroom or at a SCOE location during that period?

- a. Yes
- b. No

18. What DATES during the contagious period was the Classroom Staff member on a SCOE site?

19. Please provide the location, date, and names of staff, itinerant staff, contract employees, and students exposed to the COVID-19 positive individual during their contagious period. You may upload an attendance sheet if you prefer, or provide a contact name and phone number that the CRR team can follow up with. The file upload question is below.

20. The current definition of close contact is "sharing the same indoor airspace for 15 minutes or longer over the course of a 24-hour period."

21. Was the COVID-19 positive individual on-site in other classrooms or school sites? Please describe location(s) and circumstances.

22. Was the Classroom Staff member recently exposed to another COVID-19 individual? Please describe the location and circumstances.

23. Please add any information you believe is relevant.

24. Upload any files related to this COVID-19 case.

## Appendix E: Investigating Student COVID-19 Cases

1. Student First Name?
2. Student Last Name?
3. Student's Date of Birth?
4. Student's Grade Level?
5. Program that the Student is in?
  - a. Alternative Education
  - b. ECE/SHS
  - c. Summit
  - d. Transition
  - e. TREC
6. Program Manager or Principal?
7. Student's School?
8. Student's Classroom Number(s)?
9. Name of the Student's Teacher?
10. Name of the Student's Parent or Guardian?
11. Parent or Guardian's Cell Phone Number?
12. Parent or Guardian's Email Address?
13. Student's Primary Residential Zip Code?
14. Is this a Spanish speaking household?
  - a. Yes
  - b. No
15. Has the Student exhibited symptoms of COVID-19?
  - a. Yes
  - b. No
16. Start date of the symptoms of COVID-19?
17. Date the COVID-19 Test was Taken?

18. Date of the COVID-19 Test Results?

19. If known, type of COVID-19 test?

- a. Antigen
- b. PCR

20. Based on the first date of COVID-19 symptoms, count two days back. If they are asymptomatic, count two days back from the test date.

Were they in any classroom or at a SCOE location during that period?

- a. Yes
- b. No

21. What DATES during the contagious period was the Student on a SCOE site?

22. Please provide the location, date, and names of staff and students exposed to the COVID-19 positive individual during their contagious period. You may upload an attendance sheet if you prefer, or provide a contact name and phone number that the CRR team can follow up with. The file upload question is below.

23. The current definition of close contact is "sharing the same indoor airspace for 15 minutes or longer over the course of a 24-hour period."

24. Was the student in another classroom during their contagious period? Please describe the location and circumstances.

25. Was the Student recently exposed to another COVID-19 individual? Please describe the location and circumstances.

26. Any other information that would be helpful moving forward.

27. Upload any files related to this COVID-19 case.

## Appendix F: Notifications

Letter templates are specifically customized for the COVID-positive individual, and “close contacts” to a COVID-positive individual, according to their type of employment. The employee’s name is not included in any of the communications for privacy purposes. Content of the letter templates include the following information:

### **(1) Notifications to COVID-positive administrative employees and contractors include:**

- Case Number
- Date of first symptoms or, if asymptomatic, date of test
- Contagious period while on site
- Date eligible for early return and conditions for return
- Date eligible for return without testing and conditions for return
- Masking and test requirements per CalOSHA
- Exclusion from work - wages and other employee rights and benefits
- Links to information on CDPH and SCOE COVID-19 guidelines

### **(2) Notifications to COVID-positive classroom employees and contractors include:**

- Case Number
- Date of first symptoms or, if asymptomatic, date of test
- Date eligible for early return and conditions for return
- Date eligible for return without testing and conditions for return
- Masking and test requirements per CalOSHA
- Exclusion from work - wages and other employee rights and benefits
- Links to information on CDPH and SCOE COVID-19 guidelines

### **(3) Notifications to administrative employees identified as a “close contact” to a COVID-positive individual include:**

- Case Number
- Dates of exposure period
- SCOE worksite and location
- Requirements for testing and masking per current CalOSHA requirements
- Information on monitoring for COVID-19 symptoms
- Where and how to access no-cost COVID-19 testing during working hours
- Guidelines should COVID-19 symptoms occur
- Links to information on CDPH and SCOE COVID-19 guidelines

### **(4) Notifications to classroom employees identified as a “close contact” to a COVID-positive individual include:**

- Case Number
- Dates of exposure period

- School site name and location
- Requirements for testing and masking per current CalOSHA requirements
- Information on monitoring for COVID-19 symptoms
- Guidelines should COVID-19 symptoms occur
- Where and how to access no-cost COVID-19 testing during working hours
- Links to information on CDPH and SCOE COVID-19 guidelines

**(5) Notifications to contract employee's representative when identified as a "close contact" to a COVID-positive individual include:**

- Case Number
- Contract employee's name
- Dates of exposure period
- School site name and location
- Information on cleaning which has taken place

**(6) Notifications to employee's Union representative when identified as a "close contact" to a COVID-positive individual include:**

- Case Number
- Dates of exposure
- SCOE site name, location and address
- Exclusion from work - wages and other employee rights and benefits
- Information on cleaning which has taken place

**(7) Notifications to employees identified as "close contacts" in the event of an "outbreak" of 3 or more cases within a 10 day period include:**

- Case Number
- Dates of exposure period
- SCOE site name and location
- Requirements for testing and masking per current CalOSHA requirements
- Information on monitoring for COVID-19 symptoms
- Guidelines should COVID-19 symptoms occur
- Where and how to access no-cost COVID-19 testing during working hours
- Links to information on CDPH and SCOE COVID-19 guidelines

## **Appendix G: Employee Paid Leave Rights During COVID-19 (“Coronavirus”) Pandemic**

This memorandum summarizes leave rights available to Sonoma County Office of Education (SCOE) employees during the COVID-19 (“Coronavirus”) Pandemic.

### **Leave Entitlement**

During the COVID-19 pandemic, employees have access to the same leaves they would typically [sick leave, personal necessity (up to 7 days of available sick leave balance), vacation (as applicable), compensatory time (as applicable)], and are entitled to up to 80 hours of Supplemental COVID-19 related paid sick leave granted under Senate Bill [SB] 114 which went into effect on January 1, 2022 and expires December 31, 2022.

A full-time covered employee may take up to 80 hours (2 weeks) of leave and the number hours for part-time covered employees are based on the number of hours scheduled over a two week period, if the employee is unable to work or telework for any of the following reasons:

- **Vaccine-Related:** The covered employee is attending a vaccine or booster appointment for themselves or a family member or cannot work or telework because they have vaccine--related symptoms or are caring for a family member with vaccine-related symptoms. An employer may limit an employee to 24 hours or 3 days of leave for each vaccination or booster appointment and any consequent side effects, unless a health care provider verifies that more recovery time is needed.
- **Caring for Yourself:** The employee is subject to quarantine or isolation period related to COVID19 as defined by an order or guidance of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health officer with jurisdiction over the workplace; has been advised by a healthcare provider to quarantine; or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- **Caring for a Family Member:** The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises. A family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

\* **Payment:** If an employee took leave for one of the reasons identified above between January 1, 2022 and February 19, 2022, and that leave was either unpaid or compensated at a rate less than the employee’s regular rate of pay, the employee may also request a retroactive payment. Payment is at the employee’s regular or usual rate of pay, not to exceed \$511 per day and \$5,110 in total.

## Leave Chart

	(1)	(2)	(3)
Qualifying Reasons –  Color Key: Available for use Allowed by SCOE Not Applicable	<b>Vaccine-Related:</b> The covered employee is attending a vaccine or booster appointment for themselves or a family member or cannot work or telework because they have vaccine-related symptoms or are caring for a family member with vaccine-related symptoms. An employer may limit an employee to 24 hours or 3 days of leave for each vaccination or booster appointment and any consequent side effects, unless a health care provider verifies that more recovery time is needed <sup>i</sup>	<b>Caring for Yourself:</b> The employee is subject to quarantine or isolation period related to COVID19 as defined by an order or guidance of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health officer with jurisdiction over the workplace; has been advised by a healthcare provider to quarantine; or is experiencing COVID-19 symptoms and seeking a medical diagnosis <sup>i</sup>	<b>Caring for a Family Member:</b> The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises. A family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling <sup>i</sup>
Supplemental Paid Sick Leave [SB] 114	80 hours of employer-paid sick leave <sup>ii</sup> for full-time employees; average hours per two-week period for part-time employees	80 hours of employer-paid sick leave <sup>ii</sup> for full-time employees; average hours per two-week period for part-time employees	80 hours of employer-paid sick leave <sup>ii</sup> for full-time employees; average hours per two-week period for part-time employees
Sick Leave			Allowed with Approved Leave request
Differential Lv.			
Personal Necessity (up to 7 days of available Sick leave)			
Vacation (as applicable)			
Federal and State Family and Medical Leave Act (FMLA & CFRA) – Eligibility Requirements Apply <sup>iii</sup>	Up to 12 weeks unpaid leave – Eligibility Requirements Apply	Up to 12 weeks unpaid leave – Eligibility Requirements Apply	Up to 12 weeks unpaid leave – Eligibility Requirements Apply
Industrial Accident/Illness <sup>iv</sup>		Available if employee tests positive for COVID-19 and establishes it was contracted while at work	

- I. Note from Health Care Provider Required
- II. Up to 2 weeks leave at full pay, up to a maximum of \$511 per day and \$5,110 total
- III. Up to 12 weeks unpaid leave may be used to care for a family member who is ill and/or injured
- IV. Physician's note required from Workers' Compensation doctor

# **Additional Consideration #1**

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

In the event that 3 or more COVID-19 cases are detected within a work group or school site within a 14 day period, additional precautions will be implemented in accordance with Section 3205.1. This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

### **COVID-19 testing**

SCOE provides COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:

- Employees who were not present during the relevant 14-day period.
- Returned cases who did not develop COVID-19 symptoms after returning to work pursuant to our return to work criteria.

COVID-19 testing consists of the following:

- All employees in an exposed group are immediately tested regardless of their vaccination status and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, provide COVID-19 testing once a week to employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
- Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work requirements of section 3205(c)(10) for COVID-19 cases.
- SCOE makes additional testing available when deemed necessary by Cal/OSHA or if recommended by the local health department.

SCOE continues to comply with the applicable elements of the CPP, as well as the following:

1. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in the CPP apply) for 14-days.
2. Employees in the exposed group have the right to request a respirator for voluntary use.
3. SCOE may evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, as much distance between persons as feasible.

### **COVID-19 investigation, review, and hazard correction**

SCOE shall 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 is documented and includes investigation of new or unabated COVID-19

hazards including:

- Review of SCOE's leave policies and practices and whether employees are discouraged from remaining home when sick.
- Review of SCOE's COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.

Updating the review:

- Every thirty days that the outbreak continues.
- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.
- In implementing changes to reduce the transmission of COVID-19 based on the investigation, considerations include:
  - 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.

### **Buildings or structures with mechanical ventilation**

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, we will use filters with the highest compatible filtering efficiency. We will 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, implement their use to the degree feasible.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

In the event that 20 or more COVID-19 cases are detected within a work group or school site within a 30-day period, additional precautions will be implemented in accordance with Section 3205.1. This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

SCOE will continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, will be required of all employees in the exposed group twice a week, or more frequently if recommended by the local health department. Employees in the exposed group will be tested or excluded and follow the return to work requirements of section 3205(c)(10) for COVID-19 cases starting from the date that the outbreak begins.

In addition to complying with the CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, SCOE will:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible. Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.