

# JAMESTOWN SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM

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Authorized by: Contessa Pelfrey, Superintendent

Superintendent, Jamestown School District

*(Revise Annually-If Changes, Must Be Board Approved)*

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## TABLE OF CONTENTS

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH.....	3
A. Safety and Health Statement of Intent .....	3
B. Objectives of the Injury and Illness Prevention Program (IIPP).....	3
C. Location of the Written Injury and Illness Prevention Program (IIPP) .....	3
D. Responsibilities for Safety and Health.....	3
II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL.....	6
A. Inspections .....	6
B. Employee Hazard Reporting Procedure.....	7
C. Job Hazard Analysis (JHA).....	8
D. Hazard Evaluation and Control.....	8
E. Imminent Hazards .....	8
III. SAFETY AND HEALTH TRAINING .....	8
A. When Required Training Will Occur.....	8
B. Training of Supervisors .....	9
C. Additional Areas of Training.....	9
D. Documentation of Training.....	9
IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES .....	9
A. Safety Meetings.....	9
B. Anonymous Notification Procedure.....	10
C. Posters/Signs .....	10
D. Newsletter .....	10
E. Training .....	10
V. ACCIDENT INVESTIGATION .....	10
A. Purpose.....	10
B. District Expectation.....	10
C. Responsibility for Accident Investigation.....	11
D. Procedures for Investigation of Accidents .....	11
VI. DISTRICT SAFETY RULES .....	12
VII. EMERGENCIES .....	14
A. Emergency Action Plan .....	14
B. Earthquake Procedures.....	14
C. Fire Prevention Program .....	14
VIII. ENFORCEMENT OF THE SAFETY PROGRAM .....	14
A. Incentive Program .....	14
B. Disciplinary System .....	14
Accident Investigation Report .....	15
Report of Unsafe Condition or Hazard .....	17
Site Inspection Summary Form .....	18
Verification of Initial Training Form.....	19

## **I. DISTRICT COMMITMENT TO SAFETY AND HEALTH**

### ***A. Safety and Health Statement of Intent***

It is the intent of the Jamestown School District (called the “District” hereafter) to provide safe working conditions for all employees and to promote continuing, vital SAFETY AWARENESS at all levels, from top management to the individual worker. It is our belief that SAFETY AWARENESS is the basis on which a safety program must be founded, and it results in the creation of a SAFETY CULTURE.

The District recognizes its responsibility to furnish a place of employment free from hazards and unsafe conditions, which shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health and safety and welfare of employees, visitors and the general public, and to maintain and enforce a program to fulfill this responsibility.

Employees at every level have a special obligation to examine everything they do with a consciousness which ensures that safety is not compromised. Inherently, safety is everyone's responsibility. In fact, safe performance of duties is an integral part of overall job performance.

Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety, but to develop a concern for safety for all who work with him/her, and to eliminate unsafe acts wherever they are found.

Employees shall, at all times, while on District property, conduct themselves and perform work in a safe manner consistent with existing safety rules.

### ***B. Objectives of the Injury and Illness Prevention Program (IIPP)***

The Injury and Illness Prevention Program (IIPP) is designed to prevent injuries, illnesses and accidents in the work place by eliminating unsafe acts and unsafe conditions. The primary purpose of the program is to ensure a safe and healthful work environment.

### ***C. Location of the Written Injury and Illness Prevention Program (IIPP)***

A copy of the written Injury and Illness Prevention Program (IIPP) shall be kept at the district office. Documentation of training and routine inspections including any related completed work orders, hazard reporting forms, inspection summary sheets, accident investigation reports, and training sign-up sheets will be kept by the District Safety Officer at the District Office.

### ***D. Responsibilities for Safety and Health***

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

## **DISTRICT SAFETY OFFICER**

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is the Superintendent. He has appointed a District Safety Officer. This person, listed below, has been delegated the responsibility and authority for this program.

**Jim Kasper**  
**M & O Supervisor**  
**(209) 984-4058**

The District Safety Officer's duties include, but are not limited to:

- a. Maintaining a safety program that incorporates the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the district. Make periodic inspections of worker compliance with Cal/OSHA standards. The Officer has full authority to stop jobs when safety precautions are not being observed. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.
- d. Evaluating the effectiveness of the communication system between management and employees.
- e. Ensuring that managers and supervisors are trained in work place safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- f. Ensuring that employees are trained in accordance with this Program.
- g. Ensuring that inspections and accident investigations are completed in a timely manner.
- h. Ensuring that work place hazards are abated in a timely and effective manner. This includes review of inspection reports requiring action, review of hazard reporting forms, and review of accident investigations including implementation of any identified actions.
- i. Verifying that effective safety meetings are being held as required.
- j. Maintaining documentation of the IIPP.
- k. Recommending recognition for exemplary employees.
- l. Periodically reviewing the overall effectiveness of the IIPP.

The District Safety Officer may delegate all or some of these tasks to other individuals.

## **SUPERINTENDENT**

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from department to department, an unrelenting effort is directed toward controlling injuries, collisions, liabilities and waste of materials within the district. In meeting this goal, management will, to the best of their knowledge and ability:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.

- e. Require a program of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets and complies with Federal, State and local safety standards and regulations.
- f. Ensure that the District has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly. Vehicular accidents must be reported immediately following notification to law enforcement authorities.
- h. Review all accident investigations for verification of a proper response.
- i. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions and liabilities incurred by his/her employee. An excessive number is an indication that some management policies and practices need reevaluation.

## **PRINCIPALS/DEPARTMENT HEADS/SUPERVISORS**

Each Principal/Department Head/Supervisor is fully responsible and accountable to the Superintendent for compliance with the provisions of the program within his/her department. He/She ensures that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- c. All employees are instructed and understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.
- f. Safety meetings are conducted, as necessary, to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded and promptly reported. All accidents with the potential of becoming liability claims must be reported immediately.
- h. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions and liabilities incurred by his/her employees.
- i. Written documentation is maintained reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all district employees; adherence to district safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. Recommend exemplary employees for recognition.
- l. In-service educational programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
- m. Proper safety procedures are prepared and used for all hazardous operations.
- n. All periodic inspections within his/her jurisdiction are completed as scheduled.
- o. Chemical hazards are known to employees, material safety data sheets are available and employees are trained on the safe use of such chemicals.

## EMPLOYEES

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

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Take an active part in the District Safety Program, workshops, training and safety meetings.
- h. Operate only machinery or equipment as authorized by his/her supervisor.
- i. Ask for training if unsure about or are untrained on a task or piece of equipment.
- j. Use only the prescribed equipment for the job and utilize it properly.
- k. Promote safety awareness, and contribute to an overall safety culture.

## PARENTS

Parents shall be encouraged to:

- a. Teach safety standards to children in the home.
- b. Support district safety requirements for employees and pupils.
- c. Help the school in its hazard correction activities.
- d. Serve on school safety committees when appointed.

## II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

### A. Inspections

#### 1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

#### 2. Scheduled Inspections

Inspections of District facilities will be conducted by the responsible party or designee per the following table. Annual reports are due by September 30.

<u>District Facility</u>	<u>Frequency</u>	<u>Responsible Party</u>
School site/Grounds	Check Daily Annual report	Maintenance
Science labs/school shops	Check Daily Annual report	Teacher/ Maintenance
Classrooms	Check Daily Annual report	Teacher

Playgrounds	Check Daily Annual Report	Yard Duty/ Maintenance
Athletic field/Pool/Gym	Check Daily Annual report	Maintenance
Cafeteria	Check Daily Annual report	Food Service Supervisor
Warehouse	Check Daily Annual report	Maintenance
Transportation shop	Check Daily Annual report	Transportation Supervisor
Maintenance shop	Check Daily Annual report	Maintenance

Inspection reports may be submitted to the Safety Officer in a checklist format. The checklists can be obtained from the Safety Officer.

### **3. Unscheduled Inspections**

In addition to scheduled inspections and ongoing review, the District Safety Officer will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General Housekeeping
- Storage and Handling of Hazardous Materials
- Use of Personal Protective Equipment
- Proper Guarding of Equipment and Machinery
- Playgrounds/Fitness Courses/Athletic Fields

### **4. Tagging of Unsafe Facilities or Equipment**

Facilities and equipment noted to be unsafe for use shall be tagged on the spot by the inspector or the employee discovering the hazard. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

### **5. Documentation of Inspections**

Copies of completed inspection reports shall be filed with the Injury and Illness Prevention program. For organizational purposes, the inspection reports may be recorded on the Site Inspection Summary Form. If appropriate, a copy of the inspection shall be forwarded to Maintenance and Operations with appropriate work orders.

## ***B. Employee Hazard Reporting Procedure***

Employees shall make every effort to correct hazards immediately within their control. Other hazards shall be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). These forms will be kept available in employee lounges or other suitable place. The form shall be submitted to The District Safety Officer. The District Safety Officer may wish to consult with the appropriate departments to

determine the proper response. Possible responses can include, but are not limited to, repair, maintenance, purchases, training, policy or procedure clarification, etc... An initial response to the Hazard Reporting Form shall be made to the employee (or posted at the site, for anonymous reporting) within 5 working days. If appropriate, the District Safety Officer shall hold the original Hazard Reporting Form and attach completed work orders (or other pertinent documentation) before signing and filing. Once completed, a written final response shall be provided to the employee or posted at the site.

### ***C. Job Hazard Analysis (JHA)***

Each supervisor shall maintain and periodically update a Code of Safe Work Practices for the job classifications within his/her jurisdiction. The Code of Safe Work Practices or Job Hazard Analysis will be used to train new employees and provide on-going training for existing employees. The applicable JHA shall be maintained with the Injury and Illness Prevention Program.

### ***D. Hazard Evaluation and Control***

Inspection Forms and Employee Hazard Reporting Forms requiring action shall be forwarded to Maintenance and Operations from the District Safety Officer with related work orders, as appropriate. Any work orders dealing with safety issues are prioritized according to the seriousness of the hazard and completed in a timely manner. Copies of these completed work orders will be returned to the District Safety Officer for filing with the original report/form. The District Safety Officer will not file the original report/form until the completed documentation has been attached.

### ***E. Imminent Hazards***

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

## **III. SAFETY AND HEALTH TRAINING**

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses and accidents in the work place. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District provides training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment. Additional training of new and repeat topics will be provided periodically for each employee.

### ***A. When Required Training Will Occur***

Training will be provided as follows:

1. Upon hiring, including the contents of this IIPP;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the work place;
4. Whenever the District is made aware of a new or previously unrecognized hazard;
5. Whenever the District, District Safety Officer or Department Manager believes that additional training is necessary; and



6. When periodic training, such as CalOSHA annual training, is required.

### ***B. Training of Supervisors***

The District develops and provides formal safety training in specific areas for supervisors, including familiarization of the hazards that their employees may face.

### ***C. Additional Areas of Training***

Depending on the requirements of each job, additional training may be provided. The district will stipulate certain additional training for certain jobs, and employees may request additional training. A partial list of possible areas of training is:

1. Hazard Communication, Employee Right-to-Know.
2. Personal Protective Equipment.
3. Hand Tools and Portable Power Tools.
4. Fire Safety.
5. Machinery and Machine Guarding.
6. Office Safety.
7. Back Injury Prevention/Proper Lifting Techniques.
8. Defensive Driving.
9. Cardiac Pulmonary Resuscitation (CPR) and First Aid.
10. Forklift Operators/ Utility Cart Safety Training.
11. Accident Investigation for Supervisors.
12. Blood Borne Pathogens.
13. Other programs as necessary.

### ***D. Documentation of Training***

Documentation of safety training is maintained in writing by completing a Training Verification Form and filing it with the master IIPP. A copy may be placed in the employee personnel file.

## **IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES**

It is the goal of the District to effectively communicate with its employees on all issues regarding Safety and Health. To achieve this, the District has a written Illness and Injury Prevention program, a Hazardous Substance Communication Program, and may institute other programs that contribute to employee safety. Each employee may obtain a copy of these programs and review the safety procedures specific to that employee's work assignment.

### ***A. Safety Meetings***

Safety meetings are conducted by management, or their designee, periodically. Safety meetings may be incorporated into other meetings and will provide time for employees to discuss safety with management. During these meetings, each manager shall discuss with the employees under his or her direct supervision such issues as:

1. New hazard that has been introduced or discovered in the work place;
2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and

3. Any health or safety issue deemed by the manager to require reinforcement.

These safety meetings are documented on a signup sheet as to content and attendance, and the signup sheet is kept with the IIPP.

### ***B. Anonymous Notification Procedure***

The District has a system of anonymous notification whereby employees who wish to inform the District of work place hazards may do so anonymously by sending a written notification to the District Safety Officer using the Employee Hazard Report Form. The reporting procedure is covered in Section II.B.

### ***C. Posters/Signs***

Where appropriate, signs and posters may be utilized to help maintain a high level of safety awareness on the job.

### ***D. Newsletter***

The District may distribute a Wellness and Safety newsletter to all employees in a timely manner. A copy of each issue is maintained in the Injury and Illness Prevention file at the District Office.

### ***E. Training***

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

## **V. ACCIDENT INVESTIGATION**

### ***A. Purpose***

The purpose of accident investigation is twofold. It is to determine the root causes of accidents, and to eliminate them in order to prevent their reoccurrence. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

### ***B. District Expectation***

All work-related accidents involving employee injuries and/or property damage are investigated by the District in a timely manner. Minor incidents and near misses may be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Initial accident investigations are documented in writing using the "Supervisor First Report of Injury", reviewed by the district safety officer, and filed. The District Safety Officer may choose to further investigate using the "Accident Investigation Form" in the IIPP. That form includes recommendations for accident prevention, for action. Upon completion of the investigation, including supporting documentation of any actions taken, the form is signed by the District Safety Officer and filed with the IIPP. See section D below.

### ***C. Responsibility for Accident Investigation***

The Principal/Department Head/Supervisor shall be responsible for conducting the accident investigation in a timely manner. Accident Investigation Forms are forwarded to the district safety officer for review. The District Safety Officer is responsible for assessing the results of the investigation and authorizing further action, if needed.

### ***D. Procedures for Investigation of Accidents***

In depth accident investigations are initiated by the District Safety Officer. They obtain the Accident Investigation Form from the IIPP and begin to investigate using the following four-step process:

1. The Accident Investigation Form shall be used for investigations as follows:
  - 1.1. **Section 1: Information.** Investigations are best handled by two or more people. When the Worker's Compensation Claim number is known, it should be included for reference.
  - 1.2. **Section 2: Description.** The following facts shall be gathered by the accident investigator:
    - 1.2.1. WHO was involved? Include injured employees and witnesses. Interview as many people as needed to establish the facts of the event.
    - 1.2.2. WHAT happened? Describe what took place and include any equipment/machinery/tools that were involved.
    - 1.2.3. WHEN did the accident occur? What time of day, day of the week, shift, and break period did the accident occur? Was an employee working overtime involved?
    - 1.2.4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.
  - 1.3. **Section 3: Findings.** The causes of the accident shall be determined.
    - 1.3.1. surface causes shall be determined (unsafe acts and unsafe conditions)
    - 1.3.2. Root Causes shall then be determined (policies, procedures, etc...)
  - 1.4. **Section 4: Recommendations.**
    - 1.4.1. HOW could this accident have been prevented? What immediate and long-term actions can be taken to prevent reoccurrence?
    - 1.4.2. It is appropriate to make minor repairs and similar responses at this time. Indicate what was done in this section before forwarding.
  - 1.5. **Section 5: Discussion.**

Use this section to summarize the event and the investigation.

    - 1.5.1. Consider a cost/benefit analysis. Use Worker's Compensation data, frequencies and severities of accidents, regulations, lost time, and other indirect costs, and compare this to the benefits realized by implementing recommendations.
2. The investigator signs the form and forwards it to the District Safety Officer for review.
3. The District Safety Officer reviews the form and implements actions to prevent reoccurrence of the accident. Actions can be the recommendations from the form, or they may be determined by the District Safety Officer. Any actions taken beyond those taken in step 1.4.2 are logged in section VI.
4. Once the actions have been completed and supporting documentation has been received, the form is signed by the District Safety Officer and the Superintendent. The form and related documentation is filed with the master IIPP.

## **VI. DISTRICT SAFETY RULES**

### **GENERAL SAFETY RULES**

For the protection and safety of all employees, the District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until you have received proper instructions on their operation.
3. Horseplay, throwing things, running in aisles and stairways, distracting employees at work and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids must be cleaned up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by the workers performing the work.
6. Any defective tool or equipment must be immediately reported to your supervisor.
7. Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
8. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

### **Materials Handling**

1. Lifting: Attempting to lift or push an object which is too heavy must be avoided. You must contact the supervisor when help is needed to move a heavy object.
2. Hand trucks will be pulled when in transit except going down an incline or placing a load in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
5. Protruding nails in boxes, skids or other containers will be removed or made flush.
6. All material will be stacked and stored in proper areas.
7. Material will not be stored in aisles. Aisles must be kept clear at all times.

### **Protective Equipment**

1. Safety glasses will be worn when eye protection is required, i.e. where posted. Photogray or sunglasses will not be allowed in shop areas.
2. Safe shoes will be required. Shoes with exposed heels, toes or archways will not be permitted in a shop area. Shoes constructed from inappropriate materials are prohibited from shop areas.
3. Where there is danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair enclosure (cap or hat) must be worn. (Hairnet not accepted by OSHA.)

### **Machine Operating**

1. Use of a machine or piece of equipment will be restricted to that which employee has been trained, qualified and authorized to operate.
2. Immediate notification must be given to the supervisor for any unsafe equipment which is missing protective guards or has improperly positioned protective guards.
3. Power machinery will be kept free of unnecessary tools, rags, and scrap while in operation.
4. Machinery will be turned off when not in use.
5. Brush, chip hook or rake will be used to remove chips.
6. Work pieces and cutters will be secured before setting machine in motion.
7. Correct speed and feed will be used when operating equipment.

8. Rings, jewelry, watches, gloves, neckties, long sleeves or loose clothing will not be worn when near or when operating machinery.
9. Tampering with or removal of safety guards is prohibited.

## **Compressed Air**

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands or other parts of the body.
5. Where danger of flying particles is present, safety glasses with side shields will be worn by employees working with compressed air hoses.
6. The working pressure of a nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

## **Housekeeping**

The foundation of a safe, healthful and pleasant place to work is good housekeeping.

1. Materials and equipment will be kept out of aisles.
2. Materials will not be stored against doors or exits, fire ladders or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped-up immediately.
5. Trash and scrap will be thrown in proper waste containers.
6. Good housekeeping practices will be exercised within each employee's work area.

## **Chemicals**

1. Chemicals will not be purchased and/or brought on site for usage without a current Material Safety Data Sheet.
2. No chemicals meeting the definition of a "Hazardous Material", as defined by the OSHA Safety and Health Regulations, will be used without strict adherence to the data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate Material Safety Data Sheet.
3. All containers will be labeled as to their contents.

## **Fire Emergency**

1. All fires must be reported immediately. Fire emergency number will be called and location of fire given.
2. All employees must know the location of fire extinguisher(s) and other fire equipment.
3. Tampering with fire extinguisher(s) is forbidden.
4. Fire extinguisher(s), sprinklers, fire exits or risers will not be blocked by supplies, stock or parts at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored.
6. No smoking is allowed on district property, or in district vehicles.
7. Person who is reporting fire must stay on telephone line until released by fire department personnel.

## **Medical Emergency**

1. All medical emergencies will be reported immediately. Medical emergency number must be called and location of emergency given.

## **VII. EMERGENCIES**

### ***A. Emergency Action Plan***

The District has an Emergency and Disaster Preparedness Plan as well as a Comprehensive Safety Plan.

### ***B. Earthquake Procedures***

Procedures to follow during an earthquake are outlined in the Emergency and Disaster Preparedness Plan.

### ***C. Fire Prevention Program***

The District maintains a fully automatic fire alarm system. The District also conducts fire drills in accordance with Section 32110 of the California Education Code. Fire evacuation routes are posted in each classroom and facility. Specific responsibilities are outlined in the Disaster Preparedness Plan.

## **VIII. ENFORCEMENT OF THE SAFETY PROGRAM**

### ***A. Incentive Program***

The District provides incentive for employees who make safety suggestions adopted by the district and/or who have demonstrated safe and healthful work practices.

### ***B. Disciplinary System***

The District has a policy for disciplinary action for employees who fail to comply with oral, written and/or posted safety warnings, the California Education Code, District policies, or other administrative policies and programs.

Any disciplinary action taken shall not violate the employee's rights as defined under General Industry Safety Order 5194, Federal OSHA Title 29, Part 1910, SB 198 or other Cal-OSHA or Fed-OSHA regulation.

## Accident Investigation Report

### ***SECTION I. INVESTIGATION INFORMATION***

Name of Injured: \_\_\_\_\_

Accident Number (or claim number): \_\_\_\_\_

Accident Investigator: \_\_\_\_\_

Accident Investigator: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

### ***SECTION II. DESCRIPTION OF ACCIDENT***

(Describe sequence of events and the injuries. Include who, what, where, when, why, and any witnesses)

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### ***SECTION III. FINDINGS*** (Attach separate page if necessary)

**Surface Cause: Unsafe Conditions** (defective materials, environmental conditions, housekeeping, maintenance, situations)

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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**Surface Cause: Unsafe Acts:** (knowledge, motivation, ability, attitudes, attention, physical deficiencies)

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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JAMESTOWN INJURY AND ILLNESS PREVENTION PROGRAM

**Root Cause(s)** (Policies, procedures, supervision, training, decision-making, other factors)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**SECTION IV. RECOMMENDATIONS** (Indicate if any of the corrections have been done) (Attach separate page if necessary)

**Immediate Corrections.** (To reduce or eliminate unsafe acts and conditions)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**Long Term Corrections.** (Policies, procedures, training, etc. to ensure unsafe conditions and/or practices do not recur.)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**SECTION V. SUMMARY** (Include further information. Weigh costs and benefits. Attach additional sheets if needed)

\_\_\_\_\_  
\_\_\_\_\_

**Prepared by** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\***FORWARD TO THE DISTRICT SAFETY OFFICER**\*\*\*\*\*

**SECTION VI. DISTRICT SAFETY OFFICER REVIEW** (Review report. Verify appropriate actions taken. Revise if needed.)

**Immediate:** \_\_\_\_\_  
\_\_\_\_\_

**LongTerm:** \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\* **SIGN ONLY AFTER ALL THE CORRECTIVE ACTIONS HAVE BEEN COMPLETED** \*\*\*\*\*

**Safety Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\* **WHEN COMPLETED, WORK ORDERS ATTACHED, AND SIGNED, FILE WITH THE MASTER IIPP** \*\*\*\*\*



## Report of Unsafe Condition or Hazard

**Please submit this report to the District Safety Officer. You will receive a response in five (5) working days.**

Optional: Employees may submit this form anonymously.

Employee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Location of Condition Believed to Be Unsafe or Hazardous: \_\_\_\_\_

Date and Time Condition or Hazard Observed: \_\_\_\_\_

Description of Unsafe Condition or Hazard: \_\_\_\_\_

What Changes Would You Recommend to Correct the Condition or Hazard?

Optional:

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

### School District Response:

Name of Person Investigating Report: \_\_\_\_\_ Date Received: \_\_\_\_\_

Results of Investigation (What was found? Was condition unsafe or a hazard?) (Attach additional sheets if necessary):

Action Taken to Correct Hazard or Unsafe Condition, If Appropriate (or, Alternatively, Information provided to Employees as to Why Condition Was Not Unsafe or Hazardous) (attach additional sheets if necessary):

Signature of Person Investigating Report: \_\_\_\_\_

DSO REVIEW: \_\_\_\_\_ Date: \_\_\_\_\_

Date of response to employee (or posting of a copy of this form, for anonymous reports): \_\_\_\_\_

**WHEN COMPLETED, WORK ORDER COPIES ATTACHED, AND REVIEWED BY THE DISTRICT SAFETY OFFICER,  
FILE WITH THE MASTER IIPP**

**Areas on site:** (indicate the amount of all areas found on site)

**Areas Inspected:**[illegible]

## Verification of Initial Training Form

NAME \_\_\_\_\_ Job Title \_\_\_\_\_  
Please Print

Work Site \_\_\_\_\_  
Please Print

Supervisor: \_\_\_\_\_

I agree to follow all Jamestown School District safety and health rules, policies and procedures. I have received training and written materials on the district's following safety policies:

### General Safety and Health Issues

The District's Injury and Illness Program

District Safety Rules

Emergency procedures

Housekeeping

Personal protective equipment

Lifting techniques

Working around equipment

Reporting unsafe conditions

General safe work practices

Job Hazard Analysis

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trainer's name

\_\_\_\_\_  
Trainer's signature

**FILE THIS TRAINING FORM WITH THE IIPP. FILE A COPY IN THE EMPLOYEE'S PERSONNEL FILE.**



**Tuolumne JPA**  
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ALPINE - AMADOR - CALAVERAS - TUOLUMNE

# 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*

Jamestown School District

## Contents

(a) Scope. ....	23
(b) Definitions. ....	23
(c) Written COVID-19 Prevention Program Components. ....	24
(1) System for communicating. ....	24
(A) Employee Reports ....	24
(B) Procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness ....	25
(C) Access to COVID-19 testing. ....	25
(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. ....	25
(2) Identification and evaluation of COVID-19 hazards. ....	25
(A) identification and evaluation of COVID-19 hazards. ....	25
(B) Employee Symptom Screening. ....	25
(C) Response to COVID-19 case ....	25
(D) Workplace Assessment. ....	25
(E) Ventilation Systems ....	26
(F) Ongoing monitoring and review of orders and guidance ....	26
(G) Evaluate existing prevention controls. ....	26
(H) Periodic Inspections. ....	26
(3) Investigating and responding to COVID-19 cases in the workplace ....	26
(A) Procedure to investigate COVID-19 cases in the workplace. ....	27
(B) Response to a COVID-19 case in the workplace: ....	27
(C) Confidentiality of Personal Identifying Information ....	27
(D) Confidentiality of Employee Medical Records ....	<b>Error! Bookmark not defined.</b>
(4) Correction of COVID-19 hazards. ....	28
(5) Training and instruction ....	28
(6) Physical distancing. ....	<b>Error! Bookmark not defined.</b>
(7) Face coverings. ....	29
(8) Other engineering controls, administrative controls, and personal protective equipment. .	29
(A) Partitions. ....	<b>Error! Bookmark not defined.</b>
(B) Maximize Outdoor Air ....	29
(C) Cleaning and Disinfecting ....	30
(D) Handwashing Facilities ....	30
(E) Personal protective equipment. ....	30
(9) Reporting, recordkeeping, and access. ....	30
(A) Local Public Health ....	30
(B) Cal/OSHA. ....	<b>Error! Bookmark not defined.</b>

(C) Injury & Illness Prevention Program.....	30
(D) Access to the COVID-19 Prevention Program.....	31
(E) Access to COVID-19 Case Records .....	31
(10) Exclusion of COVID-19 cases. ....	31
(A) COVID-19 Cases.....	31
(B) COVID-19 Exposure Cases.....	31
(C) Earnings & Benefits while excluded .....	31
(D) This section does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections. ....	31
(E) Information on Benefits & Leaves.....	31
(11) Return to work criteria. ....	32
(A) COVID-19 cases with COVID-19 symptoms shall not return to work until: .....	32
(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms .....	32
(C) A negative COVID-19 test shall not be required for an employee to return to work. ....	32
(D) If an order to isolate or quarantine an employee is issued by a local or state health official .....	32
(E) Division approval of return to work.....	32
§ 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks. ....	33
(a) Scope. ....	33
(b) COVID-19 testing. ....	33
(c) Exclusion of COVID-19 cases. ....	<b>Error! Bookmark not defined.</b>
(d) Investigation of workplace COVID-19 illness.....	33
(e) COVID-19 Investigation, review and hazard correction.....	34
(f) Notifications to the local health department. ....	<b>Error! Bookmark not defined.</b>
§ 3205.2. Major COVID-19 Outbreaks. ....	35
(a) Scope. ....	35
(b) COVID-19 testing. ....	35
(c) Exclusion of COVID-19 cases. ....	35
(d) Investigation of workplace COVID-19 illnesses. ....	<b>Error! Bookmark not defined.</b>
(e) COVID-19 hazard correction. ....	<b>Error! Bookmark not defined.</b>
(f) Notifications to the local health department. ....	<b>Error! Bookmark not defined.</b>
Appendix A: Guidance .....	36
Employers - General Guidance .....	36
Guidance Employers – Office Workspaces .....	<b>Error! Bookmark not defined.</b>
Guidance - K-12 Education .....	36
Face Covering Information.....	36
California Healthy Schools Act & Integrated Pest Management (IPM).....	36
Americans with Disabilities Act - U.S. Equal Employment Opportunity Commission.....	36
Appendix B: Cal/OSHA Regulations .....	36
Subchapter 7. General Industry Safety Orders § 3205. COVID-19 Prevention. ....	36
§ 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks.....	44
§ 3205.2. Major COVID-19 Outbreaks. ....	46
Appendix C: California Department of Public Health School Guidance.....	34
Appendix D: District Masking Enforcement Policy.....	34

## (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 coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

**“COVID-19 case”** means a person who:

- (1) Has a positive “COVID-19 test” as defined in this section; 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
- congestion or runny nose
- nausea or vomiting, or diarrhea,

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

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and

(2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

**“Exposed 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. A face covering has no visible holes or openings and must, covers the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer fabric.

**“Fully vaccinated”** means the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

**“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.

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.**

Jamestown 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:

### **(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.

Methods of Reporting:

1. Complete the Envoy Health Screening App and contact your immediate supervisor and the District Office
2. Please refer to and follow the Employee Screening Flowchart for more detailed reporting

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

Please refer to the Jamestown School District COVID Safety Plan.

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

Testing is required in accordance with this written program.

On site self-administered testing is available once a week, or upon request, in the District Office and is processed through COLOR labs. Results are typically within 48 hours and will be delivered by a text and email. All testing results are confidential and will only be reported to district office staff. If an employee tests COVID positive, the employee will follow the current quarantining and isolation flowchart and district protocols that will follow CDPH school and CalOSHA guidance. Public Health will receive notification of all positive tests.

**(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.**

Please refer to the Jamestown School District COVID Safety Plan

*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;

Please refer to the Jamestown School District COVID Safety Plan.

**(B) Employee Symptom Screening**

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

Employees are required to complete the Envoy digital health screening app daily and the district follows the Employee Screening Flowchart aligned with our COVID Safety Plan.

**(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.

Please refer to the Jamestown School District COVID Safety Plan.

**(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.

Please refer to the Jamestown School District COVID Safety Plan.

**(E) Ventilation Systems**

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

Jamestown School District has installed MERV-13 filters in all of the Buildings with HVACs that are compatible and they are changed out regularly at recommended times. For portable classrooms, the highest filter has been installed and the addition of an standing air purifier. The ventilation system has been professionally cleaned as on December 30, 2020.

Please refer to the Jamestown School District COVID Safety Plan for further details.

**(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, ~~including~~ 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.

Please refer to the Jamestown School District COVID Safety Plan.

**(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.

Please refer to the Jamestown School District COVID Safety Plan.

**(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.

Please refer to the Jamestown School District COVID Safety Plan and IIPP plan.

***(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. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the disinfection plan required by Labor Code section 6409.6 (a)
  - (4). The notice must be sent to the following:
    - a. All employees at the worksite during the high-risk exposure 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 at the worksite during the high-risk exposure period.
4. Within one business day of the time the employer knew or should have known of the COVID-19 case, the employer shall provide the notice required by Labor Code section 6409.6 (a) (2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.
5. Make COVID-19 testing available at no cost during paid time, to all employees of the employer who had a close contract in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)( ~~940~~)(C) with the following exceptions:
  - a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
  - b. COVID-19 cases who returned to work pursuant to subsection 3205(c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
6. Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Please refer to the Jamestown School District COVID Safety Plan.

**(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.

Please refer to the JSD IIPP and COVID-19 IIPP Addendum, and the COVID Safety Plan.

**(5) Training and instruction.**

Please refer to the Jamestown School District COVID Safety Plan.

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:
  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 due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

(C) Any employee not wearing a face covering 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:

Masking requirements are posted on signage around campus and all other detailed requirements and safety measures are with the COVID Safety Plan.

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

Please refer to the COVID Safety Plan for Policies & Procedures to protect employees in this section:

***(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.

## **(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**

Please refer to the COVID Safety Plan for Policies & Procedures.

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 11 are met.

**(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 workers 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

**(11) Return to work criteria.**

Please refer to the COVID Safety Plan for Policies & Procedures.

**(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 10 days have passed since the last known close contact.
2. Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements of subsection (c)(10)(A) have been met, unless all of the following are true:
  - a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
  - b. At least 10 days have passed since the last known close contact; and
  - c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

**(E) If an order to isolate quarantine or exclude an employee is issued by a local or state health official**

The employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods in subsection (11) (A).

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

[What to do when a student is sick flow chart-](#)

<https://drive.google.com/file/d/19r5AvSSZ-iiQ91-bAwHaf0VJXbofSWW0/view?usp=sharing>

**(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 feasible, the use of respirators in the workplace.

*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.***

On site self-administered testing is available once a week, or upon request, in the District Office and is processed through COLOR labs. Results are typically within 48 hours and will be delivered by a text and email. All testing results are confidential and will only be reported to district office staff and Public Health. If an employee tests COVID positive, the employee will follow the current quarantining and isolation flowchart and district protocols that will follow CDPH school and Cal OSHA guidance. Public Health will receive notification of all positive tests.

- (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) Employees who were fully vaccinated before section 3205.1 became applicable to the workplace and who do not have COVID-19 symptoms.  
 (C) For COVID-19 cases who did not develop COVID-19 symptoms after returning to work pursuant to subsections 3205(c)(10)(A) or (B), no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

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

- (A) Immediately upon being covered by this section, testing 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.

***(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.

On site self-administered testing is available once a week, or upon request, in the District Office and is processed through COLOR labs. Results are typically within 48 hours and will be delivered by a text and email. All testing results are confidential and will only be reported to district office staff. If an employee tests COVID positive, the employee will follow the current quarantining and isolation flowchart and district protocols that will follow CDPH school and Cal OSHA guidance. Public Health will receive notification of all positive tests.

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.
- (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](#)
- [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.*

(a) Scope.

(1) This section applies to all employees and 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.

(D) Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

(2) Nothing in this section is intended to limit more protective or stringent state or local health department mandates or guidance.

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

“Close contact” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

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

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

“COVID-19 case” means a person who:

- (1) Has a positive “COVID-19 test” as defined in this section; or
- (2) Has a positive COVID-19 diagnosis from a licensed health care provider; or
- (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (4) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

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

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

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must, which covers the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer fabric.

“Fully vaccinated” means the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

“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 are true: it has been 10 days since after symptoms first appeared; ~~and~~ 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.

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. Employers shall establish, implement, and maintain an effective, written COVID-19 Prevention Program, which may be integrated into the employer's Injury and Illness Program required by section 3203, or be maintained in a separate document. The written elements of a COVID-19 Prevention Program shall include:

(1) System for communicating. The employer shall do all of the following in a form readily understandable by employees:

(A) Ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, possible close contact and possible COVID-19 hazards at the workplace.

(B) Describe how employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

(C) Provide information about access to COVID-19 testing, as described in this document when testing is required under this section, section 3205.1, or section 3205.2.

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

*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) The employer shall allow for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.

(B) The employer shall develop and implement a process for screening employees for and responding to employees with COVID-19 symptoms. The employer may ask employees to evaluate their own symptoms before reporting to work. If the employer conducts screening indoors at the workplace, the employer shall ensure that face coverings are used during screening by both screeners and employees who are not fully vaccinated and, if temperatures are measured, that non-contact thermometers are used.

(C) The employer shall develop 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.

(D) The employer shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Employers shall 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) For indoor locations, the employer shall 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.

(F) The employer shall 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.

(G) The employer shall evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls. This includes evaluation of controls in subsections (c)(4), (c)(6) and (c)(8).

(H) The employer shall 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) Employers shall have an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for seeking information from employees regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

(B) The employer shall take the following actions when there has been a COVID-19 case at the place of employment:

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

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

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

- a. All employees at the worksite during the high-risk exposure 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 at the worksite ~~present at the workplace~~ during the high-risk exposure period.

4. Within one business day of the time the employer knew or should have known of the COVID-19 case, the employer shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.

5. Make COVID-19 testing available at no cost, during paid time, to all employees of the employer who had a close contact in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(910)(C), with the following exceptions:

- a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
- b. COVID-19 cases who returned to work pursuant to subsection 3205(c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.

6. Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

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

(4) Correction of COVID-19 hazards. Employers shall implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and

procedures in response to the evaluations conducted under subsections (c)(2) and (c)(3) and implementing the controls required by subsection (c)(6) through (c)(8).

(5) Training and instruction. The employer shall provide effective training and instruction to employees that includes the following:

(A) The employer'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 under subsection (c)(2)(A).

(B) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract, and this section.

(C) The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

(D) 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.

(E) The employer's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or sections 3205.1 through 3205.4:

1. How to properly wear the respirator provided;

2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.

(F) 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.

(G) 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.

(H) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

(I) 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.

(J) 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.

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

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

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

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

1. When an employee is alone in a room or vehicle.



2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
3. Employees wearing respirators required by the employer and used in compliance with section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

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

(F) Any employee not wearing a face covering shall be at least six feet apart from all other persons unless the unmasked employee either fully vaccinated or is tested at least weekly for COVID-19 during paid time and at no cost to the employee. Employers may not use as an alternative to face coverings when face coverings are otherwise required by this section.

(G) No employer shall prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

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

(I) Employers shall implement measures to communicate to non-employees the face coverings requirements on their premises.

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

(A) For buildings with mechanical or natural ventilation, or both, employers shall 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) Employers shall implement 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 employer shall 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) To protect employees from COVID-19 hazards, the employer shall 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.

(D) Personal protective equipment.

1. Employers shall 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. Employers shall 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. Employers shall 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.*

(E) Testing of symptomatic employees. Employers shall make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

(9) Reporting, recordkeeping, and access.

(A) The employer shall report information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. The employer shall report all information to the local health department as required by Labor Code section 6409.6.

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

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

(D) The employer shall 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 subsection is to limit transmission of COVID-19 in the workplace.

(A) Employers shall ensure that COVID-19 cases are excluded from the workplace until the return-to-work requirements of subsection (c)(10) are met.

(B) Employers shall exclude from the workplace employees who had close contact until the return-to-work requirements in this prevention plan are met, with the following exceptions.

1. Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and

2. COVID-19 cases who returned to work pursuant to subsection (c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.

(C) For employees excluded from work under subsection (c)(9), employers shall continue and maintain an 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.

Employers may use employer-provided employee sick leave ~~benefits~~ for this purpose to the extent permitted by law.

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.

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

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

(D) Subsection (c)(10) does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

(E) At the time of exclusion, the employer shall provide the employee the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).

(10) Return to work criteria.

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

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

(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

(C) Once a COVID-19 case has met the requirements in this prevention plan, a negative COVID-19 test shall not be required for an employee to return to work.

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

1. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
2. Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements of subsection (c)(10)(A) have been met, unless all of the following are true:
  - a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
  - b. At least 10 days have passed since the last known close contact; and
  - c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
3. During critical staffing shortages, when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5:
  - a. Health care workers who did not develop COVID-19 symptoms;
  - b. Emergency response workers who did not develop COVID-19 symptoms; and
  - c. Social service workers who did not develop COVID-19 symptoms and who work face to face with clients in child welfare or assisted living.

(E) If an order to isolate or 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 prevention plan.

(E) If no violations of local or state health officer orders for isolation or quarantine, or exclusions 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 employer shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.

*Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 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 3205 if it three or more employee COVID-19 cases within an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period at any time during a 14-day period.

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

(b) COVID-19 testing.

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

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

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

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

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

(A) Immediately upon being covered by this section, testing shall 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 subsection (b)(2)(A), employers shall ~~provide~~ 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 at least once per week, or more frequently if recommended by the local health department, until this section no longer applies pursuant to subsection (a)(2).

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

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

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

(2) Employers shall give notice to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.

(3) Employers shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

(e) COVID-19 Investigation, review and hazard correction the employer 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 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 30 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 employer shall implement changes to reduce the transmission of COVID-19 based on the investigation and review required by subsections (e)(1) and (e)(2). The employer shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as feasible, requiring respiratory protection in compliance with section 5144, and other applicable controls.

(f) In buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

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

## **§ 3205.2. Major COVID-19 Outbreaks.**

(a) Scope.

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

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

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

(c) In addition to the requirements of sections 3205 and 3205.1, to the requirements of subsection 3205(c)(4), the employer shall take the following actions:

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

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

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

(4) The employer shall 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 C: CDPH School Guidance:**

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

## **Appendix D: Jamestown School District Mask Enforcement Policy: insert link**

