

# 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*



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# **YUBA COUNTY OFFICE OF EDUCATION COVID-19 PREVENTION PROGRAM**

## **PURPOSE**

In an effort to protect the health and safety of our employees, Yuba County Office of Education (YCOE) has prepared a COVID-19 prevention program (“Program”) intended to provide information related to the prevention of coronavirus, describe YCOE’s policies, procedures and practices to keep employees safe and to help prevent the spread of coronavirus in the workplace.

This Program is applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Center for Disease Control (“CDC”), state and local public health agencies, and YCOE operations.

The Prevention Program is intended to comply with state and local law regarding employees’ safety including Labor Code §6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein.

Cabinet members of Yuba County Office of Education has overall responsibility for handling YCOE’s COVID-19 Prevention Program. In addition, all managers and supervisors are responsible to implement and maintain the Program in their programs and assigned areas and to ensure employees receive answers to questions about the program.

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

## **SCOPE**

This policy applies to all YCOE employees and contains general prevention best practices as well as YCOE’s policies and procedures related to COVID-19 in the workplace.

## **WHAT IS COVID-19**

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms - from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or 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
- Diarrhea

Laboratory testing is necessary to confirm an infection.

### **COVID-19 TRANSMISSION**

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary reason why the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

### **INFECTION PREVENTION MEASURES – CONTROL OF COVID-19 HAZARDS**

Yuba County Office of Education to the extent possible, will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

1. Use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons, whenever possible.
2. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
3. Encourage sick employees to stay home.
4. If an employee becomes symptomatic with COVID-19 while at work, they will be asked to leave the workplace and seek medical treatment, depending on the symptoms.
5. YCOE will adhere to state guidance and local public health recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing.
6. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
7. YCOE encourages frequent hand washing with soap for at least 20 seconds and using

hand sanitizer when employees do not have immediate access to a sink or handwashing facility. Hand sanitizer does not work if the hands are soiled so every effort must be made to wash hands before applying hand sanitizer.

8. Provide and require employees to use face coverings – face mask or snug fitting face shield with a drape at all times when in line to enter or in any indoor public space when the 6 feet social distancing cannot be maintained. All employees must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. In limited situations where a face covering cannot be used for pedagogical or development reasons (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the employee maintains physical distance from others, to the extent practicable. Employee must return to wearing a face covering outside of the classroom. The face covering requirement does not apply to employees who have a medical or mental health condition that prevents the use of a face covering with a healthcare provider's note provided to the Human Resources. However, if possible affected employees must wear an alternate form of face covering like a shield.

*Note: Face coverings are not considered respiratory or personal protective equipment ("PPE"), but combined with physical distancing, they help prevent infected persons without symptoms or who are pre-symptomatic from knowingly spreading the coronavirus.*

9. YCOE will maximize, to the extent possible, the quantity of outside air into our buildings and workplaces with mechanical or natural ventilation.
10. YCOE will place signs and/or instructions in common areas (for example, reception area, break rooms, public common areas, et cetera) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering the workplace, the work site and buildings.

### **INVESTIGATION, IDENTIFICATION AND CORRECTION OF COVID-19 HAZARDS**

Yuba County Office of Education takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. YCOE regularly reviews applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and local health department related to COVID-19 hazards and prevention. The County Superintendent and Executive Director of Human Resources refer to Yuba County Public Health as a source of support, guidance, and collaborative communication during the pandemic. The following will be implemented:

1. Evaluate employee workspaces for potential hazards using **Appendix A: Identification of COVID-19 Hazards** form, as needed. Completed form must be kept on file at the worksite. Employees are encouraged to identify and bring to management's attention potential COVID-19 hazards in their workspace.

2. Conduct periodic inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public by using **Appendix B: COVID-19 Inspections** form, as needed. Completed form must be kept on file at the worksite.
3. Evaluate YCOE's policies and procedures, work practices, and staffing issues to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.
4. YCOE will conduct workplace specific evaluations of hazards following any positive COVID-19 case in the workplace.
5. YCOE will conduct an investigation to identify and eliminate COVID-19 hazards. In order to protect employees in the workplace it will also investigate each positive COVID-19 case to help identify those employees who were in close contact with the infected employee and require all those potentially exposed to quarantine as required by law. YCOE has developed a document to assist Community Engagement & Emergency Response Administrator and HR Staff in the process of contact tracing found in **Appendix C: COVID-19 Contact Tracing Guide**. Supervisors work directly with Communications Coordinator and/or Executive Director of Human Resources in response to a confirmed positive case of COVID-19. In order to maintain confidentiality, the contact tracing document shall be maintained in a secure shared drive only accessible by individuals on a need-to-know basis.
6. YCOE will regularly evaluate the workplace for compliance with this program.
7. Unsafe and unhealthy hazards, work conditions, practices, policies or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard.

## **EMPLOYEE RESPONSIBILITIES**

During the COVID-19 public health emergency, YCOE employees have a collective responsibility to ensure the protection of all people in the workplace to comply with YCOE's policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site.

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

Employees have the following affirmative responsibilities:

1. Employees must complete the Public School Works Daily Health Screening for COVID-19 symptoms and should stay home and seek medical treatment if they experienced any of the following symptoms in the past 24 hours which are new and unexpected:

- Fever or 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
  - Diarrhea
2. Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.
  3. An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor, Community Engagement & Emergency Response Administrator and/or Human Resources for further instructions.
  4. Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, must consult with their physician, supervisor, Community Engagement & Emergency Response Administrator and/or Human Resources before physically returning to work.
  5. Employees must cooperate with YCOE in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help YCOE to identify employees who may have been exposed and quarantine them so there is no further workplace exposure.
  6. Employees who test positive for the COVID-19 virus, regardless of vaccination status, previous infection or lack of symptoms:
    - Must isolate at home for at least 5 days from the onset of symptoms or the test date if asymptomatic
    - May be released from isolation as early as Day 6 IF:
      - the employee has a negative test (antigen preferred) on Day 5 or later of isolation AND
      - fever, if any, has resolved AND
      - wear a face covering around others for 10 days from the date of positive test, especially indoors.
    - If the employee chooses not to test, they must remain isolated at home for the remainder of the 10-day isolation period.

7. Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor and the Community Engagement & Emergency Response Administrator.
8. Employees shall use face coverings or snug fitting face shield with a drape at all times when in line to enter or in any indoor public space, and outdoors when the 6 feet social distancing cannot be maintained. Employees shall use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. In limited situations where a face covering cannot be used for pedagogical or development reasons (i.e. communicating or assisting young children or those with special needs) a snug fitting face shield with a drape can be used instead of a cloth face covering while in the classroom as long as the employee maintains physical distance from others, to the extent practicable.
9. Employees must avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
10. Employees shall wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
11. Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
12. Employees must avoid sharing personal items with co-workers (for example, dishes, cups, utensils, towels).
13. Employees shall notify their manager or supervisor if any washing facilities do not have an adequate supply of suitable cleaning agents, water, and single-use towels.
14. No employees shall bring cleaning products and/or disinfectant into the workplace that have not been approved by YCOE.

### **PERSONAL PROTECTIVE EQUIPMENT**

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, personal protective equipment (PPE) may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During the outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

YCOE will supply all necessary and required PPE, including face coverings. YCOE will replace



any damaged PPE. If employees wish to use additional PPE, they must make the request of the supervisor who will approve usage. Supervisors will approve all reasonable requests.

Any exceptions or exemptions for use of face coverings may be implemented following written verification from the employee's healthcare provider and consultation with Human Resources and shall be consistent with state and local public health guidance.

## **CLEANING AND DISINFECTION POLICY AND PRACTICE**

The Yuba County Office of Education recognizes that high traffic and high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

YCOE will assign personnel and establish routine schedules to clean and disinfect common areas and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, rest room and bathroom surfaces, elevator buttons, and trash cans.

All staff shall be trained and required to sanitize shared spaces or items after each use including but not limited to copiers, refrigerators, microwaves, water coolers, breakrooms, etc. Sanitizing supplies shall be made available in all communal areas and near all shared spaces or items

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, contact time).

## **RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES**

When required, YCOE will consult with state and local public health agencies for mitigation practices and responsible protocols. YCOE will follow the California Health Department strategies, listed below, for returning employees to work. The following are considered minimum criteria for return to work and some variation may occur depending on individual cases, our local public health department and unique circumstances. Negative COVID-19 tests are not required in order to return to work.

Employees who test positive for the COVID-19 virus, regardless of vaccination status, previous infection or lack of symptoms:

- Must isolate at home for at least 5 days from the onset of symptoms or the test date if asymptomatic
- May be released from isolation as early as Day 6 IF:
  - the employee has a negative test (antigen preferred) on Day 5 or later of isolation AND
  - fever, if any, has resolved AND
  - wear a face covering or a snug fitting face shield with a drape around others for 10 days from the date of positive test, especially indoors.

- If the employee chooses not to test, they must remain isolated at home for the remainder of the 10-day isolation period.

Employees who have had close contact and are fully vaccinated\* AND have a booster vaccination OR are not yet eligible for a booster vaccination (\*14 days after the second dose of Pfizer or Moderna or the single dose of J & J):

- If asymptomatic, employees are not required to quarantine at home, however, they must:
  - Have a negative test (antigen preferred) on Day 5 AND
  - Remain symptom free AND
  - Wear a face covering or a snug fitting face shield with a drape around others for 10 days from the date of close contacts, especially indoors
- If the employee chooses not to test, they may only remain at work if they:
  - Wear a face covering or snug fitting face shield with a drape AND
  - Maintain six (6) feet of distance for 14 days following the close contact.
- If the employee is unable to physically distance, the employee must quarantine at home for the remainder of the 10-day quarantine period.

Employees who have had close contact and are fully vaccinated AND eligible for a booster BUT have not yet had a booster vaccination:

- If asymptomatic, they are not required to quarantine at home, however, they must:
  - Have a negative test on Day 3 – 5 of quarantine AND
  - Remain symptom free AND
  - Wear a face cover or a snug fitting face shield with a drape around others for 10 days from the date of close contact, especially indoors.
- If the employee chooses not to test, the employee must quarantine at home for the remainder of the 10-day quarantine period.
- If the employee develops symptoms, they must be excluded from work pending test results.

Employees who have had close contact and are unvaccinated:

- Must quarantine at home for at least five (5) days from the date of close contact.
- May be released from quarantine as early as Day 6 IF employee:
  - Have a negative test on Day 5 or later of quarantine AND
  - Remain symptom-free AND
  - Wear a face covering or a snug fitting face shield with a drape around others for 10 days from the date of close contact, especially indoors.
- If employee chooses not to test, they must remain in quarantine at home for the entire 10-day quarantine period.
- If employee develops symptoms, the employee must be excluded from work pending test results.

If an employee tests positive for COVID-19, YCOE will immediately inform co-workers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). YCOE will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

All confirmed cases of COVID-19 will be reported to YCOE workers' compensation carrier within three (3) business days after knowledge of the diagnosis, as required by law (SB 1159). Employees exposed to a COVID-19 positive case shall be provided with an employee notification letter within one (1) business day after knowledge of exposure that includes information on where and how free COVID-10 tests can be obtained during their established work schedule, available leaves and benefits available if excluded from work, and the disinfection and safety plan that YCOE will implement or complete. See sample template **Appendix D: Employee Notification of Exposure Letter**.

All confirmed cases of COVID-19 will be reported to the employee's exclusive bargaining unit representative within one (1) business day after knowledge of the diagnosis, as required by law (AB 685). The data of only the affected bargaining unit members will be provided to the current bargaining unit President (CSEA or YCCEA) as indicated on the Cal/OSHA Form 300.

### **Cleaning and Disinfecting Following a Confirmed COVID-19 Case**

1. Temporarily close the general area where the infected employee or guest worked/visited until cleaning is completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
3. Conduct cleaning of the entire general area where the infected employees worked and may have been, including break rooms, restrooms and travel areas with a cleaning agent approved for use by the EPA against the coronavirus.
4. Custodial personnel cleaning the area must be equipped with a proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

### **SYSTEM FOR COMMUNICATION**

Communication between employees and YCOE on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Therefore, YCOE has a communication system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for supervisors. Employees are encouraged to freely communicate with their supervisors, the Community Engagement & Emergency Response Administrator, or Human Resources with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

1. All YCOE employees are encouraged to report to their immediate supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
2. Supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact Amy Nore, Community Engagement & Emergency Response Administrator at (530) 370-1980 or Mary Pa Hang, Human Resources Executive Director at (530) 599-0073 who will triage the report and notify essential personnel for an appropriate response.

### **MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS**

Yuba County Office of Education will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak.

A COVID-19 outbreak is defined as three (3) or more cases of COVID-19 in a 14-day period.

A major COVID-19 outbreak is defined as 20 or more cases of COVID-19 in a 30-day period.

- YCOE will provide the legally mandated COVID-19 testing at no cost to all exposed employees during paid time.
  - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
  - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
1. COVID-19 testing consists of the following:
    - All employees in the exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
    - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
    - We provide additional testing when deemed necessary by Cal/OSHA.
  2. We will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in **Responding to Positive or Suspected COVID-19 Cases in the Workplace**.
  3. YCOE will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with **Investigation, Identification, and Correction of COVID-19 Hazards and Responding to Positive or Suspected COVID-19 Cases in the Workplace**.

4. YCOE will perform a review of its COVID-19 policies, procedures, and controls and implement changes where needed. The investigation and review will be documented and include review of:
  - a. Leave policies and practices to insure employees are encouraged to remain home when sick;
  - b. COVID-19 testing process;
  - c. Insufficient outdoor air;
  - d. Lack of physical distancing, face coverings or use of other PPE.
  - e. Evaluation of mechanical ventilation, and, if possible, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the system. We will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other cleaning systems would reduce the risk of transmission.
  - f. Determine the need for additional respiratory protection.
  - g. Determine whether to halt some or all operations until the COVID-19 hazard has been corrected.
  - h. Implement any other control measures as required by Cal/OSHA.
5. Notify the local health department as required by law.

#### **POTENTIAL BENEFITS AVAILABLE TO EMPLOYEES WHO MUST QUARANTINE**

Employees may be entitled to the following COVID-19 benefits under applicable federal, state, or local laws, including, but not limited to, COVID-19 related leave, YCOE's sick leave, state-mandated leave, supplemental sick leave, negotiated leave provisions and workers compensation.

Employees have access to the same leaves they would typically [sick leave, personal necessity (up to 12 days of available sick leave balance), vacation (as applicable), compensatory time (as applicable)].

#### **Family Medical Leave Act/California Family Rights Act Leave**

The Family and Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Eligible employees may take up to 12 workweeks of leave during any 12-month period for certain family and medical reasons.

Employees who have already utilized the some or all of their Emergency FMLEA leave and/or FMLA leave for other purposes will have their FMLA leave reduced accordingly.

#### **Additional Leaves**

Employees may choose to utilize up to 40 hours of available Personal Leave and Vacation. Prior to taking time off for planned absences, the employee must give 72 hours' notice. An employee may request to utilize unpaid leave as stated in CBAs.

**Workers' Compensation Benefits.** If you believe you contracted a COVID-19-related illness as a result of your employment, you may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, you

may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, please notify your employer that you believe your COVID-19-related illness is work-related and file a DWC 1 Claim Form pursuant to Labor Code Section 5401.

Earnings Continuation. If the COVID-19 exposure is work related, the employee is required to quarantine, if able to work, and work from home or temporary work is unavailable, the employee may be entitled to earnings and benefit continuation.

## **REPORTING, RECORDKEEPING, AND ACCESS**

YCOE is committed to following all local and state law requiring reporting, recordkeeping, and access to records. It is our policy to:

1. Record and track all COVID-19 cases, including the date of a positive test, as required by law. The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.
2. Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.
3. Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the workplace.
4. Keep and maintain records of YCOE efforts to implement the written COVID-19 Prevention Program.
5. Make the COVID-19 Prevention Program available to employees, authorized employee representatives, and to Cal/OSHA immediately upon request.

## **EMPLOYEE TRAINING**

YCOE will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent the spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, in-person presentation, online video training and/or acknowledgment of receipt of the COVID-19 prevention program. All training shall be consistent with CDC and/or state and local Public Health guidance and regulation. Employees will be notified of the training and all employees are required to participate.

### **Appendix A: Identification of COVID-19 Hazards**

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

*Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. The Yuba County Education Office will consider how employees and other persons enter, leave, and*

*travel through the workplace, in addition to addressing fixed work locations.*

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

Name and title of person conducting the evaluation:

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

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

## Appendix B: COVID-19 Inspections

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

Name(s) and title(s) of person(s) conducting the evaluation:

\_\_\_\_\_

Name and address of work location evaluated:

\_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions/plexiglass			
Ventilation (fresh air and filtration maximized)	MERV 13 filters installed in all YCOE sites		
<b>Administrative</b>			
Physical distancing Cubicles/shared office space may require tape to mark area to ensure physical distancing is being maintained	Maintain six feet		
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfectant and hand sanitizer being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Disposable face masks			
Gloves			
Face shields with cloth drape/goggles			
Respiratory protection			



## Appendix C: COVID-19 Contact Tracing Guide

*\*This document contains sensitive medical information and should not be emailed*

### Report

Workplace Infection Control Coordinator: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Time: \_\_\_\_\_

### Case Information

Name of person: \_\_\_\_\_

Phone contact: \_\_\_\_\_

Have you had close contact with an individual who tested positive?      *Y*      *N (choose one)*

*CDPH: close contact is w/in 6 ft, 15 cumulative min or more, within 24 hrs, regardless of face coverings.*

Date of last close contact with the individual: \_\_\_\_\_

Do you live with the individual?      *Y*      *N*      *(choose one)*

If yes, most recent date of symptoms of household member: \_\_\_\_\_

Are you fully vaccinated?      *Y*      *N*      *(choose one)*

If yes, date of vaccination: \_\_\_\_\_

Are you experiencing or have you experienced any symptoms?      *Y*      *N*      *(choose one)*

If yes, first date of symptoms? \_\_\_\_\_

Last date of symptoms, if applicable: \_\_\_\_\_

*CDPH: symptoms may include fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, or diarrhea.*

### Testing

Have you had or will you seek healthcare provider support?      *Y*      *N*      *(choose one)*

Have you scheduled a COVID-19 test?      *Y*      *N*      *(choose one)*

If yes, test date: \_\_\_\_\_

Have you had a positive COVID-19 test?      *Y*      *N*      *(choose one)*

If yes, test date: \_\_\_\_\_

*Please note that testing negative does not negate the need to quarantine for 10 days from the date of close contact exposure to someone who has tested positive. On average, people start showing symptoms on day 5 from date of exposure but may not show symptoms at all and can still be infectious.*

## **Appendix D: Employee Notification of Exposure Letter**

[DATE]

[EMPLOYEE NAME]

[ADDRESS]

[EMAIL]

**Re: Notice Pursuant to AB 685 of Potential Worksite Exposure to COVID-19**

Dear [NAME]:

The health and safety of our students and staff is our top priority. This letter is to inform you that on [DATE], the County learned that an individual present at one or more of the worksite(s) to which you are assigned tested positive for, or may have been capable of spreading, COVID-19. It is the County's understanding that this individual was present with you at your worksite(s) during the time period in which the California Department of Public Health has determined this individual was potentially infectious. As a result, AB 685 requires that the County provide you with this written notice. Please know that if you have not been contacted directly by our Community Engagement & Emergency Response Administrator, Amy Nore, the County does not believe that you were in direct contact with the individual that tested positive.

Employees who are sick, require medical care, consultation, or testing, or who are directed by their health care provider or public health guidance to quarantine, due to potential exposure to COVID-19 may be eligible for leave pursuant to California and/or federal law. For example, such employees may qualify for leave under the SB 95-Supplemental Paid Sick Leave, Family Medical Leave Act ("FMLA"), or the California Family Rights Act ("CFRA"). Employees may also be entitled to workers' compensation benefits, sick leave, and other leaves available under County policy and/or an applicable collective bargaining agreement. If you have questions about these leaves, please contact the undersigned immediately.

If you are concerned about your exposure to COVID-19, the County strongly encourages you to contact your health care provider. If you are seeking testing for COVID-19 and your health care provider refuses to provide such testing free of cost, please contact OptumServe at <https://lhi.care/covidtesting> or (888) 634-1123 (phone registration only for those without internet access).

Should you test positive for COVID-19 or are otherwise subject to a COVID-19-related isolation/quarantine order, the County asks that you notify it immediately and refrain from coming to work until your physician determines that it is safe for you to do so. State and federal law protect you from discrimination or retaliation for reporting or missing work due to your infection, exposure, or quarantine due to COVID-19.

Please be advised that the County will be taking the following steps to disinfect and limit the spread of COVID-19 in the workplace, in accordance with guidance with the Center for Disease Control:

- The areas where the infected staff/student spent a significant time will be closed;

- To reduce risk of exposure, custodial staff will wait 24 hours before clearing and disinfecting unless it is not possible to wait. If it is not possible to wait, staff will wait as long as feasible before cleaning and disinfecting;
- All areas used by any infected staff/student will be cleaned and disinfected, including but not limited to tables, chairs, counters, doorknobs, technology, etc.

A copy of the [County's COVID-19 Safety Plan](#) is available on the YCOE's website and a copy of it has been attached to this letter/email.

Please contact me if you have questions regarding this Notice.

Sincerely,

Mary Pa Hang  
Executive Director of Human Resources

Attachment: YCOE COVID-19 Reopening Plan