



COVID-19 PREVENTION PROGRAM

COVID-19 Prevention Program (CPP) for Ventura County Schools Business Services Authority

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1. Purpose

- a. In an effort to protect the health and safety of our employees, Ventura County Schools Business Services Authority (BSA) has prepared this COVID-19 Prevention Program (“CPP”) intended to provide information related to the prevention of coronavirus, describe procedures and safe practices to keep employees and students safe and to help prevent the spread of coronavirus in the workplace.
- b. Our COVID-19 procedures are maintained in this document separate from the Injury and Illness Prevention Program as allowed by California Code of Regulations, Title 8, Section 3205, paragraph (c).

2. Scope

- a. This program applies to all employees and contains general prevention and best practices as well as procedures related to COVID-19 in the Ventura County Schools Business Services Authority workplace.
 - 1) This program does not apply to employees while working from home, if any.
- b. This program may also be implemented during a declared outbreak, epidemic, or pandemic of other infection disease for which public health officials have issued guidelines and recommendations.
 - 1) Including H1N1 influenza (swine flu), H5N1 influenza (avian flu), Norovirus, Methicillin Resistant Staphylococcus Aureus (MRSA) and Tuberculosis.
- c. This program can help keep staff healthy during an outbreak including during cold and flu season.

3. Authority and Responsibility

- a. Program Manager
 - 1) Chief Business Official has overall authority and responsibility for implementing the provisions of this CPP in our workplace.
- b. In addition, all site administrators, managers, and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program.
- c. Employee Responsibilities
 - 1) All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.
 - 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, regardless of a negative COVID-19 test, follow public health agency guidelines, and contact their supervisor or manager for further instructions.

- 4) Employees must cooperate with 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.

4. Definitions

- a. Close contact: In indoor spaces of 400,000 or fewer cubic feet per floor, sharing the same indoor space with a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “infectious period” as defined.
 - 1) This definition applies regardless of the use of face coverings.
 - 2) In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case’s infectious period, as defined.
 - 3) Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls will be considered distinct indoor spaces.
 - 4) This definition applies unless otherwise defined by regulation or order of the California Department of Public Health (CDPH), in which case the CDPH definition shall apply.
 - 5) Exception: Employees have not had a close contact if they wore a respirator required by the Local Educational Agency (LEA) and used in compliance with manufacturer’s instructions, whenever they were within six feet of the COVID-19 case during the infectious period.
- b. COVID-19 Case: an employee, student, or other person who:
 - 1) Has a positive “COVID-19 test,” 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 Ventura County Public Health Department or is included in the COVID-19 statistics of Ventura County.
- c. COVID-19 Test: a test for SARS-CoV-2 that is:
 - 1) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
 - a) The California Department of Public Health endorses the emergency use of over-the counter COVID-19 Tests beyond their FDA authorized expiration.
 - b) Expiration date extensions allowed by the FDA can be found here:
 - (1) <https://www.fda.gov/medical-devices/coronavirus-covid-19-and-medical-devices/home-otc-covid-19-diagnostic-tests>

- 2) Administered in accordance with the authorized instructions; and
- 3) A COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided.
 - a) Examples of tests that satisfy this requirement include:
 - (1) tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens),
 - (2) proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done by or observed by an LEA administrator specified in Section 3, paragraph b.
 - (3) Observed by the LEA administrator or an authorized telehealth proctor.
 - (4) A date-stamped photograph of the results is provided to the LEA.
- d. Exposed Group: all employees at a work location, working area, or a common area at work, or within employer-provided transportation where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.
 - 1) The following exceptions apply:
 - a) For the purpose of determining the exposed group, a place where persons momentarily pass through, 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 worksite 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 infectious 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.
- e. Face Covering
 - 1) A surgical mask, a medical procedure mask, a KN95 mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head.
 - a) Cloth face covering fabrics do not let light pass through when held up to a light source.
 - b) If gaiters are worn, they will have two layers of fabric or be folded to make two layers.

- c) A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face.
 - d) A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
- 2) This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.
- f. Infectious Period:
 - 1) For COVID-19 cases who develop COVID-19 symptoms: from two days before they first develop symptoms (symptom onset is day 0) through days 5 to 10 after symptoms first appeared, AND 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; OR
 - 2) For COVID-19 cases who test positive who never develop COVID-19 symptoms: from two days before the positive specimen collection date (collection date is day 0) through day 5 after the specimen for their first positive test for COVID-19 was collected.
 - 3) For the purposes of identifying close contacts and exposures, symptomatic and asymptomatic COVID-19 cases who end isolation in accordance with CDPH guidance and are no longer considered to be within their infectious period. Such persons should continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.
- g. Local Educational Agency (LEA): the employer – school district, County Office of Education, or charter school.
- h. Outbreak:
 - 1) When there are three or more employee COVID-19 cases in any workplace within a 14-day period, or
 - 2) A place of employment that has been identified by Ventura County Public Health Department as the location of a COVID-19 outbreak.
 - 3) An outbreak ends when there are one or fewer new COVID-19 cases detected in an exposed group for a 14-day period.
- i. Major Outbreak: when there are 20 or more COVID-19 cases in any workplace within a 30-day period.
 - 1) A major outbreak ends when there are three or fewer new COVID-19 cases detected in an exposed group for a 14-day period.
- j. Protective wear includes face coverings and equipment typically considered personal protective equipment.

- k. Respirator: a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece mask.
 - 1) Note: KN95 filtering facepiece masks and KF94 filtering facepiece masks are not NIOSH-approved and therefore not suitable for employee use as respiratory protection.
 - l. Returned case means a COVID-19 case who returned to work after exclusion from work and did not develop any COVID-19 symptoms after returning.
 - 1) A person shall only be considered a returned case for 30 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 30 days after the first positive test.
 - 2) If a period of other than 30 days is required by a CDPH regulation or order, that period shall apply.
 - m. Worksite
 - 1) Any work location, working area, or common area at work used or accessed by a COVID-19 case during the infectious period, including restrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.
 - 2) the building, facility, athletic/play field, or other location where a worker worked during the infectious period.
 - 3) Examples: Schools, school buildings, offices, office buildings, maintenance and operations facilities, transportation facilities, and other local educational agency facilities.
5. System for Communicating
- a. All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees.
 - b. Our communication system includes one or more of the following checked items:
 - ☐ Posted or distributed COVID-19 information
6. Identification and correction of COVID-19 hazards
- a. When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 hazards, LEA will consider all persons to be potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - b. BSA takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. The following will be implemented:
 - 1) Review applicable orders and general and school-specific guidance from Cal/OSHA, and-CDPH related to COVID-19 hazards and prevention.
 - 2) Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls as outlined in section 16.

- 3) Conduct periodic inspections using the COVID-19 Inspections form.
 - a) Inspections will be:
Monthly
 - c. Correction of COVID-19 hazards
 - 1) Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards.
 - 2) Hazards will be corrected according to the following procedures:
 - a) When observed or discovered; and
 - b) Corrected in a timely manner based on the severity of the hazards.
 - 3) Hazard correction is implemented through:
 - a) Maintenance work orders.
 - b) [optional] Purchasing of necessary cleaning and sanitizing supplies, restroom supplies, hand sanitizer, and/or sanitizing wipes.
 - c) Training and instruction.
 - d) Direct, verbal or written communication with employees and when necessary.
 - d. Employee Participation
 - 1) Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:
 - a) Making recommendations for improvement for evaluation and control of COVID-19 hazards.
 - (1) Employees may use their name or remain anonymous.
 - b) BSA has elected to use a labor/management safety and health committee to discuss safety and health including identification, evaluation, and control of COVID-19 hazards.
7. Training
- a. Training and instruction will include the following:
 - 1) All employees, including managers and supervisors, shall have training and instruction on COVID-19 safety and health practices. Training and instruction is provided:
 - a) To all new employees,
 - b) When new information, laws, regulations, or health orders, regarding COVID-19 are published.
 - c) Employees will be notified when changes occur to this COVID-19 Prevention Plan and what those changes are.

- 2) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- 3) The right of employees to request a N 95 Filtering Face Mask for voluntary use, without fear of retaliation, and our policies for providing the N 95 Filtering Face Masks.
 - a) Employees voluntarily using N 95 Filtering Face Maskswill be trained as follows:
 - (1) How to properly wear them,
 - (2) How to perform a seal check according to the manufacturer's instructions each time a N 95 Filtering Face Mask is worn, and the fact that facial hair can interfere with a seal,
 - (3) Provide a copy of Appendix D of California Code of Regulations, Title 8, Section 5144.
- 4) 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.
- 5) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

8. Investigating COVID-19 Cases

- a. When a report is made of a positive test of symptoms identified by a health care professional, the employee with COVID-19 will be excluded from the worksite and interviewed to establish:
 - 1) Dates they have been at the work site
 - 2) Dates COVID-19 Case tested positive or first experience symptoms
 - 3) With whom they have been in contact
 - 4) What other work sites they may have visited
- b. Determine who may be considered a close contact by definition:
 - 1) Review employee attendance in the department or at the school site,
 - 2) Determine if the employee COVID-19 Case traveled to additional locations.
- c. Determine whether workplace conditions could have contributed to the risk of exposure, and what corrections would reduce exposure.

9. Responding to COVID-19 cases

- a. COVID-19 cases will be immediately excluded according to the following requirements:
 - 1) COVID-19 cases who develop COVID-19 symptoms will not return to work or class during the shorter of either of the following:
 - a) The infectious period (5 to 10 days after symptoms first appeared), OR

- b) Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
 - 2) COVID-19 cases who do not develop COVID-19 symptoms will not return to work or class during the infectious period (5 days after the specimen for their first positive test for COVID-19 was collected).
 - 3) Infected persons are to wear a well-fitting mask around others for a total of 10 days, especially in indoor settings
 - 4) Regardless of vaccination status, previous infection, or lack of symptoms.
 - b. Asymptomatic persons who are exposed to someone with COVID-19:
 - 1) No quarantine is required
 - 2) Test within 3-5 days after last exposure.
 - a) Persons infected within the prior 30 days do not need to be tested or excluded from work unless symptoms develop
 - 3) Close contacts are to wear a well-fitted face covering around others for a total of 10 days, AND
 - 4) If symptoms develop, test, and stay home, AND
 - 5) If the test result is positive, follow the isolation requirements above (Section 9, paragraph a.)
 - c. All persons with COVID-19 symptoms:
 - 1) Self-isolate and test as soon as possible to determine infection status.
 - 2) If symptoms persist, consider continuing self-isolation and retesting with an antigen or PCR test in 1–2 days if testing negative with an antigen test, particularly if tested during the first 1–2 days of symptoms.
 - 3) Repeat testing every 1–2 days for several days until symptoms improve.
 - 4) If the test result is positive, follow the isolation requirements above (Section 9, paragraph a.).
 - d. If an order to isolate, quarantine, or exclude an employee is issued by VCPH or CDPH, the employee(s) will not return to work until the period of isolation is completed or the order is lifted.
 - e. Upon excluding an employee from the workplace based on COVID-19 or a close contact, the LEA will give the employee information regarding available COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
10. Testing of Close Contacts
- a. Testing is required under the following circumstances:
 - 1) Employees who have had close contact to someone with COVID-19,

- 2) All persons with COVID-19 symptoms,
- 3) During and outbreak or major outbreak.
- 4) Exception: Returned cases, as defined above, are not required to test.
- b. COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace.
- c. LEA will provide employees required to test information regarding available COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

11. Notice of COVID-19 Cases

- a. Employees and independent contractors who had a close contact, as well as any contractor or vendor with an employee who had a close contact, will be notified as soon as possible,
 - 1) Notification will occur in no case longer than the time required to ensure that the exclusion requirements of Section 9, paragraph a above, are met.
- b. Pursuant to California Labor Code section 6409.6, LEA will:
 - 1) Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
 - 2) Provide the notice to the authorized representative, if any of:
 - a) The COVID-19 case and of any employee who had a close contact.
 - b) All employees on the premises at the same worksite as the COVID-19 case within the infectious period
- c. Notice of COVID-19 cases will be primarily distributed via e-mail.
 - 1) Notice of COVID-19 cases to those employees without a known e-mail addresses will be by hard copy.
- d. Confidentiality
 - 1) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms will be kept confidential. All COVID-19 testing or related medical services provided by the Ventura County Schools Business Services Authority will be provided in a manner that ensures the confidentiality of employees.
 - a) Exception: Unredacted information on COVID-19 cases will be provided to the VCPH, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request
 - 2) Ensure that all employee COVID-19 medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace, [unless required by law](#).

12. Physical Distancing

- a. During a major outbreak, all employees in the exposed group not wearing respiratory protection, and visitors to that worksite will be separated from other persons by at least six feet.
- b. Physical distancing will be maintained when face coverings, if required, cannot be worn indoors.
- c. When it is not possible to maintain a distance of at least six feet, individuals will be as far apart as possible.
- d. Methods of physical distancing include:
 - 1) Telework or other remote work arrangements, if practical;
 - 2) Reducing the number of persons in an area at one time, including students and visitors;
 - 3) Stanchions with straps or chains used to delineate physical distances.
 - 4) Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
 - 5) When a conference room, classroom, or office has two doors, one will be designated an entrance and the other will be designated as the exit;
 - 6) Staggered arrival, departure, work, and break times.

13. Face Coverings

- a. Face coverings are required in the following circumstances:
 - 1) Employees returning to work after exclusion from work must wear face coverings for 10 days following the positive test, the onset of symptoms, or the last day of close contact.
 - 2) Asymptomatic Employees who are exposed to someone with COVID-19 must wear face coverings for 10 days following the last day of close contact.
 - 3) During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be required to wear face coverings.
 - 4) When required by applicable orders from CDPH
- b. Any employee may wear a face covering when not required by a law, regulation, or health order, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
 - 1) Face coverings will be available to employees upon request.
- c. Face coverings remain optional outdoors in all settings, unless required above.
- d. A face covering is worn over the nose and mouth, not under the nose or under the chin.
 - 1) CDPH recommends surgical masks or higher-level masks (KN 95s, KF 94s) or respirators (N 95s).

- 2) Centers for Disease Control and Prevention (CDC) **does not recommend** using masks with exhalation valves or vents because this type of mask may not prevent a person from spreading COVID-19 to others.
 - a) The hole in the material caused by the valve or vent may allow respiratory droplets to escape and reach others.
- e. Face coverings are to be clean and undamaged.
- f. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
- g. Exemptions for required wearing of face coverings include:
 - 1) When an employee is alone in a room or vehicle;
 - 2) While eating and drinking, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible;
 - 3) Employees wearing respiratory protection in accordance with a written Respiratory Protection Program or other written program required by Cal/OSHA;
 - 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) In limited situations where a face covering cannot be used for pedagogical or developmental reasons a face shield with a drape can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others.
 - a) This exception is limited to the time period in which such tasks are actually being performed.
 - 6) Other specific tasks which cannot feasibly be performed with a face covering.
 - a) This exception is limited to the time period in which such tasks are actually being performed,
 - b) Example: because of difficulty breathing during high intensity activities in departments such as maintenance, grounds, custodial.
 - c) The unmasked employee will be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
- h. When required, Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability will wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
- i. Any employee required to, but not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason including exemptions, will be at least six feet apart from all other persons.

14. Respiratory Protection

- a. Upon request N 95 filtering face masks will be provided for voluntary use to all employees and who are working indoors or in vehicles with more than one person.
- b. N 95 filtering face masks will be available for voluntary use to Nurses, health technicians, and/or office staff attending ill or injured students.
- c. Respiratory protection will be provided according to the BSA written respiratory protection program in the following situations:
 - 1) Employees who cannot wear face coverings due to a medical or mental health condition or disability.

15. Ventilation

- a. Heating, ventilating, and air conditioning (HVAC) systems will be operated continuously during working hours pursuant to California Code of Regulations, Title 8, section 5142.
- b. To the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems will be enhanced by:
 - 1) The HVAC system is adjusted to allow maximum outside air.
 - a) Except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100.
 - b) Except when maximizing outdoor air would cause a hazard to employees, for instance from excessive heat or cold.
 - 2) The HVAC system air filters will be upgraded to the highest efficiency compatible with the system.
 - a) Maximum Efficiency Reporting Value (MERV) 13 or 14 are recommended when feasible.
 - 3) Opening doors and windows when the outdoor Air Quality Index is less than 100, and when weather permits.
 - 4) Portable air cleaners equipped with high efficiency particulate air (HEPA) filters will be installed in the worksite of an exposed group, if feasible.
- c. During an outbreak or major outbreak, portable air cleaners equipped with high efficiency particulate air (HEPA) filters will be installed in the worksite of an exposed group, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
 - 1) Subsequent to an outbreak or major outbreak, enhanced ventilation practices will continue.
- d. In vehicles, employees will be instructed to maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

16. Other engineering controls, administrative controls, and personal protective equipment

- a. Engineering Controls

- 1) During an outbreak or major outbreak, solid, clear partitions are installed to enhance, not replace, physical distancing.
- 2) Stanchions with straps or chains are used to delineate physical distances.
- 3) Expandable pointers or laser pointers to help students with computer controls from distance.
 - a) Laser pointers will only be pointed at objects, not persons.
- b. Administrative Controls and Safe Practices
 - 1) Working remotely, when feasible and allowed.
 - 2) Meeting remotely.
 - 3) Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
 - 4) One-directional hallways;
 - 5) To facilitate physical distancing, when a conference room, classroom, or office have two doors, one will be designated an entrance and the other will be designated as the exit.
 - 6) Scheduled and Periodic Cleaning and Disinfecting
 - a) Frequently touched surfaces at offices are to be cleaned at least daily and, as practicable, these surfaces should be cleaned by trained staff.
 - b) Frequently touched surfaces in the school include, but are not limited to:
 - (1) Door handles,
 - (2) Light switches,
 - (3) Copier,
 - (4) Tables and desks,
 - (5) Telephones,
 - (6) Headsets,
 - (7) Chairs
 - c) Cleaning and Disinfecting after a COVID-19 case
 - d) Shared tools and equipment
 - (1) Where there must be sharing, such as photo copiers, the items will be cleaned between uses by each person after use.
 - (2) Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be cleaned between users.

7) Healthy Hygiene Practices

- a) An adequate number of restrooms with sinks and soap will be provided per the California Plumbing Code.
 - (1) Areas without soap and water will be provided with hand sanitizer.
 - b) Employees are encouraged to wash their hands frequently throughout the day, including:
 - (1) Before and after eating,
 - (2) After coughing or sneezing,
 - (3) Before and after using the restroom,
 - c) Employees are encouraged to wash their hands for 20 seconds with soap, rubbing thoroughly after application.
 - (1) Note: frequent handwashing is more effective than the use of hand sanitizers.
 - (2) Soap products marketed as “antimicrobial” are not necessary or recommended.
 - d) Employees are encouraged to use fragrance-free hand sanitizer when handwashing is not practicable.
 - (1) Sanitizer must be rubbed into hands until completely dry.
 - (2) Sanitizer containing methanol (methyl alcohol) is prohibited.
 - e) Employees are encouraged to avoid contact with one’s eyes, nose, and mouth.
 - f) Employees are encouraged to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
 - g) Any employees exhibiting symptoms should immediately be required to wear a face covering and should go home or to a healthcare facility, as soon as practicable.
- c. Personal Protective Equipment
- 1) Personal protective equipment will not be shared.
 - 2) Goggles or safety glasses
 - a) Custodians and other employees who use cleaning and sanitizing products, other than surface wipes.
 - 3) Face shields
 - a) To enhance the effectiveness of goggles, safety glasses, or face coverings.
 - b) Staff who are hearing-impaired or communicating with a hearing-impaired person.
 - c) Employees who cannot wear face coverings due to a medical or mental health condition or disability.
 - (1) The face shield must have a drape on the bottom.

d. Vaccination

- 1) Employees are strongly encouraged, but not required, to get vaccinated or boosted.

17. Reporting, recordkeeping, and access

a. Reporting

- 1) Report information about COVID-19 clusters of five or more at our offices to the VCPH whenever required by health order, and provide any related information requested by the VCPH.
- 2) Report immediately, but not more than eight hours, to Cal/OSHA any COVID-19 major outbreak as defined above.
- 3) Report immediately, but not more than eight hours, to Cal/OSHA any COVID-19-related serious illnesses or death, as defined, of an employee occurring in our offices or in connection with any employment.
 - a) “Serious illness” means any illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing.
 - b) Exception: This program does not apply to employees while working from home.

b. Recordkeeping

- 1) Maintain records of the steps taken to implement our written COVID-19 Prevention Program including the following:
 - a) A log of written notifications to employees, authorized employee representatives, and VCPH.
 - (1) Sample letters will also be maintained.
 - b) COVID-19 cases
 - (1) Use the “VCPH Initial Screening Form” to keep a record of and track all COVID-19 cases, OR
 - (2) COVID-19 case information:
 - (a) Employee name,
 - (b) Contact information
 - (c) Occupation
 - (d) Work location
 - (e) Date of last day at the workplace
 - (f) Date of positive COVID-19 test and/or COVID-19 diagnosis
 - c) Identification of COVID-19 Hazards form
 - d) COVID-19 Inspections form
 - e) Documentation that hazards are corrected,

- f) Employee training
 - 2) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records will be kept confidential unless disclosure is required or permitted by law
 - 3) These records will be maintained until February 3, 2027.
 - c. Access/Posting on LEA Website
 - 1) This written COVID-19 Prevention Program will be posted on the BSA website.
 - 2) LEA will make this written COVID-19 Prevention Program available at the office to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
 - a) A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to this COVID-19 Prevention Program.
 - 3) The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
 - 4) Any copy provided to an employee, or their designated representative will not include any of the records of the steps taken to implement and maintain the written COVID-19 Prevention Program.
18. COVID-19 Outbreaks
- a. COVID-19 Outbreaks
 - 1) This paragraph applies to a workplace covered by this program when there are three or more employee COVID-19 cases in an exposed workplace within a 14-day period.
 - a) The outbreak status will stay in effect until there are one or fewer new COVID-19 cases detected in our workplace for a 14-day period
 - 2) COVID-19 testing
 - a) LEA will make available COVID-19 testing to all employees at the exposed workplace except for those employees not at work during the outbreak or the relevant 14 days.
 - (1) COVID-19 testing will be provided at no cost to employees during employees' working hours.
 - b) COVID-19 testing consists of the following:
 - (1) Immediately upon outbreak status, COVID-19 testing will be made available to the exposed group.
 - (2) COVID-19 testing will be made available for employees who remain at the workplace at least once per week, or more frequently if recommended by the VCPH, until there are one or fewer new COVID-19 cases detected in the workplace for a 14-day period.

- (3) Employees who had close contacts will have a negative COVID-19 test taken within three and five days after the close contact or will be excluded and follow the return to work requirements of Section 9, starting from the date of the last known close contact.
 - (4) We will provide additional testing when deemed necessary by Cal/OSHA.
- c) Exemption: for returned cases who did not develop symptoms after returning to work pursuant to Section 9, no testing is required.
- 3) Exclusion of COVID-19 cases
 - a) LEA will ensure COVID-19 cases are excluded from the workplace in accordance with Section 9 of this program.
 - (1) Or as ordered by the local health officer at VCPH as applicable.
- 4) Face Coverings
 - a) During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be required to wear face coverings during the outbreak status, especially in indoor settings.
- 5) Respiratory Protection
 - a) Employees will be notified of their right to request and receive an N 95 filtering face mask for voluntary use, as indicated in Section 14.
- 6) COVID-19 investigation, review, and hazard correction.
 - a) Investigation and review
 - (1) An investigation will commence immediately to determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with Section [8](#) of this program.
 - (2) During an outbreak, we 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 will be documented and include:
 - (a) Evaluations will be repeated if a COVID-19 outbreak or major COVID-19 outbreak occur.
 - (b) Investigation of new or unabated COVID-19 hazards.
 - (c) Leave policies and practices and whether employees are discouraged from remaining home when sick.
 - (d) COVID-19 testing policies.
 - (e) Air supply, outside and filtered.
 - (f) Air filtration.
 - b) Review Cal/OSHA and CDPH Updates
 - (1) Every thirty days that the outbreak continues.

(2) In response to new information or to new or previously unrecognized COVID-19 hazards.

(3) When otherwise necessary.

c) Hazard Correction.

(1) Implementing changes to reduce the transmission of COVID-19 based on the investigation and review.

(2) In addition to corrections outlined in Section [6](#), we will consider:

(a) Moving indoor tasks outdoors or having them performed remotely, when feasible and allowed.

(b) Increasing physical distancing as much as possible.

(c) During an outbreak or major outbreak, solid, clear partitions are installed to enhance, not replace, physical distancing.

7) Ventilation

a) Buildings or structures with mechanical ventilation will have recirculated air filtered with MERV-13 or higher efficiency filters, if compatible with the ventilation system.

b) If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used.

c) HEPA air filtration units will be used in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

d) These ventilation requirements will continue to be implemented after the outbreak has passed.

b. Major Outbreaks

1) This paragraph applies to any place of employment covered by this program when there are 20 or more employee COVID-19 cases in an exposed workplace within a 30-day period.

a) The major outbreak status will stay in effect until there are three or fewer new COVID-19 cases detected in our workplace for a 14-day period.

(1) Revert to outbreak status.

2) All elements of paragraph a, COVID-19 Outbreaks, of this section will be followed except as indicated below:

3) COVID-19 testing

a) The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice per week or more frequently if recommended by VCPH.

- b) Employees who had close contacts will have a negative COVID-19 test taken within three and five days after the close contact or will be excluded and follow the return to work requirements of Section 9, starting from the date of the last known close contact.
- c) Twice per week testing will continue until the workplace reverts to outbreak status.
- 4) Reporting
 - a) Major outbreaks will be reported to Cal/OSHA.
- 5) Respiratory Protection
 - a) Provide N 95 filtering face masks for voluntary use to employees in the exposed group, encourage their use, and train employees as follows:
 - (1) Provide a copy of Appendix D of California Code of Regulations, Title 8, Section 5144.
 - (2) Recommended training:
 - (a) Proper donning,
 - (b) Proper seal and fit,
 - (c) Proper storage and disposal.
- 6) Physical Distancing
 - a) Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet.
 - (1) Exception: momentary exposure while persons are in movement.
 - b) Methods of physical distancing include:
 - (1) Telework or other remote work arrangements, if allowed and practical,
 - (2) Reducing the number of persons in an area at one time,
 - (3) Stanchions with straps or chains used to delineate physical distances,
 - (4) Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel,
 - (5) One-directional hallways,
 - (6) When a conference room, or office has two doors, one will be designated an entrance and the other will be designated as the exit,
 - (7) Staggered arrival, departure, work, and break times, if feasible.
- 19. Order to take special action.
 - a. LEA will comply with any Order to Take Special Action issued by Cal/OSHA to protect employees against COVID-19 hazards.