



SAN CARLOS  
CHARTER

# COVID-19 SAFETY PLAN

Version 1 , January 29, 2021

SAN CARLOS CHARTER 750 Dartmouth Ave. San Carlos, CA 94070

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## PURPOSE

The purpose of San Carlos Charter’s (SCC) COVID-19 Prevention Program (CPP) is to provide a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes SCC from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

## SCOPE

This CPP applies to all SCC’s employees except for those employees who are exclusively teleworking or subject to the Aerosol Transmissible Diseases (“ATD”) program.

## DEFINITIONS

For the purposes of the CPP, the following definitions shall apply:

**“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 either: (1) Has a positive “COVID-19 test” as defined in this section; (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 the COVID-19 statistics of a county. A person is no longer a “COVID-19 case” when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

**“Close contact COVID-19 exposure”** means being within six (6) 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” as defined here. This definition applies regardless of the use of face coverings.

**“COVID-19 hazard”** means exposure to 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 procedures performed on persons which may aerosolized saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

**“COVID-19 symptoms”** means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) 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 both: (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 workplace”** means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. This can also include an offsite field location.

The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksites” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

**“Face covering”** means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

**“High-risk exposure period”** means the following time period: (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days 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 persons who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

## AUTHORITY AND RESPONSIBILITY

**Jennifer Pellegrine, the Executive Director** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all 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 in a language they understand.

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

## IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We have implemented the following in our workplace:

- Workplace-specific evaluations see [SCC Return to School Plan](#).
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace as they occur.
- Review of applicable orders and general and industry-specific guidance from the Centers for Disease Control (CDC), State of California, Cal/OSHA, the San Mateo County Office of Education and the County of San Mateo Public Health related to COVID-19 hazards and prevention.
- Existing COVID-19 prevention controls in our workplace and we will evaluate the need for different or additional controls as the need arises.
- We will conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## EMPLOYEE PARTICIPATION

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Employees are encouraged to continue to participate in the identification and evaluation of COVID-19 hazards reporting to the COVID-19 Response Team or their supervisor, any observed conflicts with or barriers to processes and procedures that enable employees and others by: adhering to the Four Pillars as outlined in the [San Mateo County Pandemic Framework](#) and the [SCC Return to Work Plan](#). Employees will be reminded weekly of their ability to report, and how to report, through our Weekly Announcement communication. Signage will be placed in public areas of campus (such as staff room, main office, front gate, etc.) that will remind all employees (in addition to all persons on campus) to adhere to COVID-19 protocols and to report any issues to the COVID-19 Response Team.

## EMPLOYEE SCREENING

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Employees will self-screen, according to CDPH guidelines, using Fever Free before arriving on campus. If Fever Free is unavailable for any reason, employees must be immediately screened upon arrival by designated staff or volunteers or use an alternate means of self report provided. All employees are to ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.

## CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices 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, as follows:

The severity of the hazard will be assessed and correction time frames assigned and will not exceed 24 hours unless additional time is approved, as determined by the COVID-19 Response Team. Follow-up measures, along with documentation, will be taken to ensure a timely correction with coordination and approval from the Executive Director. Interfacing with the SCSD (landlord) regarding repairs or alterations may be necessary and account for minor delays but will be initiated within 24 hours.

## CONTROL OF COVID-19 HAZARDS

### PHYSICAL DISTANCING

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Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for all employees to be in the workplace – e.g., telework or other remote work arrangements. SCC's Learning Everywhere model eliminates the need for all employees and learners to be on campus at one time. Class sizes, including the staff and educator have limits based on the capacity of space they will inhabit. We have a telework policy that allows employees to work from home when possible.
- Reducing the number of persons in an area at one time, including visitors. As a visual reminder, common spaces will have a posted max capacity to allow for physical distancing. Visitors will be only allowed on campus at the discretion of the Executive Director and with physical distancing capacity taken into consideration. All meetings, including all-staff meetings, will continue to take place virtually.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel. Signage will be placed throughout the campus including school entrances, hallways, restrooms and other common areas to remind employees and others of the need to physically distance. Floor markings will indicate where employees and others should be located to observe physical distancing, including travel paths.
- Staggered arrival, departure, work, and break times. Schedules will be designed to stagger arrival, departure, work and break times.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

## FACE COVERINGS

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We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department or San Mateo County Health. Employees are asked to come to work with a clean mask each day. If they do not have access to or are not able to provide their own clean mask daily or if their mask becomes soiled at work, then a disposable mask will be provided. Disposable masks are available in each classroom, the staff room and the front office. If an employee encounters an employee or nonemployee not wearing face coverings, they should be reported to the Executive Director or the Assistant Director.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and 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 possible.
- 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. Alternatives will be considered on a case-by-case basis.
- Specific tasks, that cannot feasibly be performed with a face covering, will occur where employees will be kept at least six feet apart (from each other and all persons on campus, including learners).

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any approved reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. Testing cannot be used in place of a face covering requirement for a non-approved reason. The twice weekly testing mentioned in this section is not on District time or reimbursable by the District.

## ENGINEERING CONTROLS

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We continue to implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Develop cohort shifts to maintain office social distancing protocols, encourage teleworking where possible or reconfigure space if necessary.
- designating one-way pathways
- using plexiglass, tables, or other barriers to ensure minimum distances between employees and others

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by implementing the following:

- If circumstances arise where the outside air needs to be minimized due to other hazards such as heat and wildfire smoke, we will consider temporary use of our virtual learning platform (off campus, at-home learning) until air quality improves.
- The ventilation systems for the campus are maintained by the SCS and outside vendors. They maintain that they take all precautions to prevent the distribution of unhealthy air circulating through District facility air distribution systems. These precautions include performing regular preventive maintenance and filter changes, exclusive use of high efficiency air filters, and maximizing outside fresh air intake in the operation of our buildings' air distribution systems wherever possible (weather permitting)
- We will increase filtration efficiency to the highest level compatible with the existing ventilation system. All doors and windows will be open at all times. All fresh air intakes will be placed in the on position.

## CLEANING AND DISINFECTING

We continue to implement the following CDPH and San Mateo County Pandemic Recovery Framework cleaning and disinfection measures for frequently touched surfaces as outlined in our SCC Return to School Plan:

- The campus offices, classrooms, and other common rooms will be cleaned and disinfected nightly following all health protocols described in cleaning scope.
- Any additional cleaning and disinfecting that would be necessitated because of a change in scheduled cohorts will also take into consideration the time needed to adequately prepare the space for future use.
- All classrooms and common areas for staff will be supplied with cleaning materials for use during the day as needed. This will include gloves, a general-purpose cleaning solution in a spray bottle, microfiber towels, and paper towels.
- Plastic table top barriers may be cleaned by educators as needed, using the neutral cleaner in spray bottles and microfiber cloths. No alcohol-based cleaner should be used on these barriers.
- Contracted janitorial staff will monitor all dispensers nightly to ensure that hand washing supplies (soap and towels) and hand sanitizer are available at all times in classrooms and common work areas.
- Restrooms will be disinfected regularly with a schedule to be set forth based on campus load and schedule.
- Restrooms will be closed for 10 minutes after each cleaning to allow the disinfecting product to air-dry. Contracted janitorial staff will confirm cleaning time via a signature sheet that will be in each restroom.
- Staff will clean high touch surfaces throughout the day.

- Isolation spaces will be cleaned and disinfected after each use.
- Employees will be asked to vacate their classrooms by 4pm each day so that cleaning and disinfecting can be done.
- Cleaning scope and scenario planning will be available for employees to review

## RESPONSE TO CASE ON CAMPUS

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- When an ill employee has been identified on campus, the room will be vacated, doors and windows will remain open until closing at night by the contracted janitorial staff.
- To the extent possible, the spaces which have been occupied by symptomatic individuals will be left to ventilate for 24 hours before a complete cleaning and disinfecting occurs.
- Affected rooms will be marked clearly to avoid accidental access.
- The room and contents will be disinfected as per standard disinfection protocol by contracted janitorial staff.

## SHARED TOOLS, EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

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- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the employee who is utilizing the shared equipment, using PPE and cleaning tools provided by the school.

## HAND SANITIZING

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We have implemented effective hand sanitizing procedures by:

- Evaluating our available sink capacity and increasing available handwashing stations to allow more separation of cohorts.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

We commit to the following:

- Employees and others will be encouraged to wash their hands for a minimum of 20 seconds when arriving on campus.
- Employees will be trained on proper hand washing.
- All work spaces will have access to handwashing stations or sinks and will be supplied with adequate soap and paper towels to support regular hand washing.
- Additional handwashing stations are available in the bathrooms and some outdoor areas.
- All work rooms and classrooms will have hand sanitizing pump bottles.
- Free standing or mounted hand sanitizing stations will be placed in the School office, staff and common rooms and outside of bathrooms to enable “gelling in and gelling out”.
- Any shortage of supplies needed for handwashing or hand sanitizing should be reported immediately to the school office. Janitorial will check supplies each night.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) USED TO CONTROL EMPLOYEES’ EXPOSURE TO COVID-19

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We continuously evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

- Employees must follow guidelines for recommended PPE specified in chemical Safety Data Sheets while using disinfectants and other hazardous materials.
- We stress hand hygiene before and after handling all PPE.

*Note: Surgical and other non-respirator face masks do not protect persons from airborne infectious disease and cannot be relied upon for novel pathogens. They do not prevent inhalation of virus particles because they do not seal to the person’s face and are not tested to the filtration efficiencies of respirators.*

## INVESTIGATING AND RESPONDING TO COVID-19 CASES

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form, and other tools provided by the State of CA and CharterSafe Indemnity Company.

Employees who have potential(close contact) COVID-19 exposure in our workplace will be (this section does not apply to those whose exposure did not occur in the workplace):

- Will be contacted by the COVID-19 Response Team and instructed to remain at or return to their home or place of residence and not return until such time as the employees satisfy the minimum criteria to return to work. Telework may be available at this time.
- SCC has contracted with Curative to provide on-site testing during working hours at no cost to the employee. If on-site testing is unavailable, the employee will receive up to two hours of paid time off to complete testing at a local facility.
- Will be provided with information on benefits continuation.

## SYSTEM FOR COMMUNICATING

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily access, understand, and that it includes the following information:

- Employees should report COVID-19 symptoms or possible hazards to our COVID-19Response Team. An online form will be available to all employees for hazard reporting. Symptoms should be reported directly to a supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness are encouraged to discuss options with their supervisor or Human Resources.
- We will work to accommodate employees with medical or other conditions that put them at risk of severe COVID-19 illness. Any employee seeking accommodations should contact their supervisor or HR.
- Where testing is not SCC provided or paid, employees can access COVID-19 testing through their primary healthcare provider or SMC GOV Testing.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures will be documented and provided.

## TRAINING AND INSTRUCTION

We continue to provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

## EXCLUSION OF COVID-19 CASES

### WORKSITES AND FACILITIES

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SCC will limit transmission by ensuring that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return-to-work criteria. Telework may be available during this time.

### EXCLUSION OF EMPLOYEES WITH CLOSE CONTACT COVID-19 EXPOSURES FROM SCC WORKPLACE

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SCC will exclude employees with close contact COVID-19 exposure from the workplace for 14 days after the last known close contact exposure to a COVID-19 case. The Executive Director and employee will review options such as telework during this time, as appropriate.

## PROVISION OF BENEFITS TO SCC EMPLOYEES EXCLUDED FROM WORK AS A RESULT OF A POSITIVE COVID-19 TEST OR DIAGNOSIS OR A CLOSE CONTACT COVID-19 EXPOSURE

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SCC will, to the best of its ability, make staff in this position aware of the benefits currently available based on the specifics of their position and situation. These benefits typically include use of sick days, FFRCA (Families First Coronavirus Response Act), Workers Compensation, or FMLA (Family Medical Leave Act.)

## EMPLOYEES WHO ARE ABLE TO TELEWORK DURING ISOLATION OR QUARANTINE PERIOD

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SCC will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. SCC will provide these employees their normal compensation for the work that they perform for SCC during the isolation or quarantine period.

## EMPLOYEES WHO ARE UNABLE TO TELEWORK DURING ISOLATION OR QUARANTINE PERIOD

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The provision of benefits described below does not apply to either: (1) employees for whom the school can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) SCC employees who are unable to work for reasons other than protecting employees and non-employees at school from possible COVID-19 transmission.

For other employees, SCC will require that employees who are unable to telework, but are otherwise able and available to work, to use paid sick leave in order to receive compensation during the isolation or quarantine period. SCC employees retain their entitlement to elect not to use other earned or accrued paid leave during this time.

For all employees who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, SCC will maintain the employees' rights and benefits whenever it has been demonstrated that the COVID-19 exposure is work related. Employees will maintain their job status during the isolation or quarantine period.

SCC may consider benefit payments from public sources or other means of maintaining, including under the FFCRA and Labor Code section 248.1 (until June 30, 2021 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Employees may use available sick time to cover isolation and quarantine absences if they so choose.

When notifying the school of a possible need for quarantine or isolation, the school will provide information on currently available benefits.

## REPORTING, RECORDKEEPING, AND ACCESS

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It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department. Schools are also required to inform the San Mateo County Office of Education of any potential COVID-19 exposures or cases.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, or as otherwise required by law, with personal identifying information removed.

## RETURN-TO-WORK CRITERIA

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have been satisfied.

### MINIMUM CRITERIA TO RETURN TO WORK FOR SYMPTOMATIC COVID-19 CASES

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- SCC requires that COVID-19 cases with COVID-19 symptoms will remain at their home or place of residence and not return to work report to campus until all they satisfy each of the following have occurred conditions:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; and
  - COVID-19 symptoms have improved; and
  - At least 10 days have passed since COVID-19 symptoms first appeared.

### MINIMUM CRITERIA TO RETURN TO WORK FOR ASYMPTOMATIC COVID-19 CASES

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- SCC requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return report to work campus until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.; OR if a licensed healthcare professional determines the person is not/is no longer a COVID- 19 case, in accordance with California Department of Public Health (CDPH) or local health department recommendations.

## COVID-19 TESTING NOT REQUIRED IN ORDER TO RETURN TO WORK

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- In accordance with CDPH guidance concerning symptom-based strategies for the discontinuation of isolation, the school does not require employees submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

## MINIMUM CRITERIA TO RETURN TO WORK FOR EMPLOYEES DIRECTED TO SELF-QUARANTINE OR ISOLATE BY A STATE OR LOCAL HEALTH OFFICIAL

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- If employees are subject to an isolation or quarantine an SCC requires that the employees not report to campus until the period of isolation or quarantine is completed or the order is lifted.
- If the order did not specify a definite isolation or quarantine period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

## ALLOWANCE BY CAL/OSHA FOR AN EMPLOYEE TO RETURN TO WORK

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- If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to work on the basis that the removal of employees would create undue risk to a community's health and safety.
- In such cases, SCC will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employees at the school worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.



# APPENDIX B: COVID-19 INSPECTIONS

Date: [date]

Name of person conducting the inspection: [names]

Work location evaluated: [information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Fresh Air Intake enabled			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Appropriate Signage			
<b>PPE</b>			
Being worn consistently, not sharing, proper use			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

# APPENDIX C: INVESTIGATING COVID-19 CASES

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** [date]

**Name of person conducting the investigation:** [name(s)]

COVID-19 INVESTIGATION FORM	
Employee (or non-employee adult) name:	
Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):	
Date investigation was initiated:	
Was COVID-19 test offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Date of the positive or negative test and/or diagnosis:	
Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:	

Date the case first had one or more COVID-19 symptoms:		
Dates of High Exposure Period:		
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):		
Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:		
All employees and Independent Contractors (marked with an asterisk) who may have had COVID-19 exposure:		
Names of employees that were notified:		<b>Date:</b>
Names of other individuals or groups that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		
What could be done to reduce exposure to COVID-19?		
Was local health department notified?		<b>Date:</b>
Was SMCOE Notified?		<b>Date:</b>

# APPENDIX D: SPECIAL CONSIDERATIONS

CONSIDERATION #1 - SMCDPH-IDENTIFIED COVID-19 OUTBREAK, OR THERE ARE THREE OR MORE COVID-19 CASES IN YOUR WORKPLACE WITHIN A 14-DAY PERIOD. REFERENCE SECTION 3205.1 FOR DETAILS

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

This section of the CSP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

## COVID-19 TESTING

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- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, 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 will provide additional testing when deemed necessary by Cal/OSHA.

## EXCLUSION OF COVID-19 CASES

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We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

## INVESTIGATION OF WORKPLACE COVID-19 ILLNESS

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We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

## COVID-19 INVESTIGATION, REVIEW AND HAZARD CORRECTION

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In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, 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:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We 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 possible.
  - Respiratory protection.

## NOTIFICATIONS TO THE LOCAL HEALTH DEPARTMENT

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- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, SCC will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.
- San Mateo County Office of Education (SMCOE) will also be notified under these conditions.

## 20 OR MORE COVID-19 CASES WITHIN A 30-DAY PERIOD.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### COVID-19 TESTING

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We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### EXCLUSION OF COVID-19 CASES

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We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

### INVESTIGATION OF WORKPLACE COVID-19 ILLNESSES

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We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

### COVID-19 HAZARD CORRECTION

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In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will 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, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

### NOTIFICATIONS TO THE LOCAL HEALTH DEPARTMENT

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We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

San Mateo County Office of Education (SMCOE) will also be notified under these conditions.