



## **West Contra Costa Unified School District COVID-19 Prevention Program (CPP) 2023-2024 FY**

WCCUSD is compliant with the COVID-19 Public Health Guidance for K-12 Schools in California, 2023-24 School Year. The COVID-19 Public Health Guidance for K-12 Schools in California, 2023-24 School Year was updated by the CDPH for the 2023-24 school year as of August 28, 2023.

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

Employers are not required to use this program. Employers may create their own program or use another CPP template. Employers can also create a written CPP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP) if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation, and evolution of their COVID-19 Prevention Program.

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

Elements that may be required in the following CCR, Title 8 sections:

- **3205, COVID-19 Prevention**
- **3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks**
- **3205.2, Major COVID-19 Outbreaks**
- **3205.3, Prevention in Employer-Provided Housing**
- **3205.4, COVID-19 Prevention in Employer-Provided Transportation**

Additional guidance and resources are available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

CCR, Title 8 sections 3205 through 3205.3 apply until two years after February 3, 2023, except for the recordkeeping subsections 3205(j)(2) through (3), which apply until three years after February 3, 2023.



Cal/OSHA Publications Unit

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**Definitions:**

**The following definitions apply to this section and to sections 3205.1 through 3205.4.**

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

**a. Means a person who:**

- i. Has a positive “COVID-19 test” as defined in this section;
- ii. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
- iii. 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.

**b. A person is no longer a “COVID-19 case” in this section 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 or once the subject has completed their ordered COVID-19 isolation.**

3. “COVID-19 exposure” means being:

**a. in indoor spaces of 400,000 or fewer cubic feet per floor;** A close contact is defined as sharing the same indoor airspace as the COVID 19 case for a cumulative total of 15 minutes or more over a 24-hr. period during a Covid-19 cases’ infectious period.

OR

**b. being in a large indoor space greater than 400,000 cubic feet per floor.** A close is defined as being within 6ft. of the COVID 19 case for cumulative total of 15 minutes or more over 24-hour period during the COVID 19 case’s infectious period.

**COVID-19 Prevention Procedures (CPP) for  
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
1108 Bissell Avenue Richmond, California 94804**

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

**Date: June 8<sup>th</sup>, 2023**

**1.) Authority and Responsibility**

Dr. Kenneth Chris Hurst, Superintendent or designee 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.

**2.) Application of the West Contra Costa Unified School District Injury & Illness Prevention Program (IIPP)**

Identification and Evaluation of COVID-19 Hazards [Cal. Code Regs., tit. 8, §3205. (c)(2)]  
The West Contra Costa Unified School district has implemented the following in the workplace:

- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards Form.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspection's form or COVID-19 Inspection Form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the COVID-19 policies and procedures.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, the workplace.
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.

**a. Employee participation**

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying their site administrator and/or direct supervisor. Evaluation of potential COVID-19 hazards will be identified and documented using Appendix B: COVID-19 Inspection form.

**b. Employee screening/Asymptomatic Testing**

WCCUSD will adhere to most current CDPH guidelines unless CDC, Contra Costa County Health Services provides different protocols. The parties agree that where these guidelines are not in agreement, WCCUSD shall adhere to the guidelines that provide the greatest level of safety for WCCUSD students and staff. The Parties also recognize that individual portions of the district may have different case levels which may require additional screening above that which is required for the County as a whole.

The following protocols and procedures will be implemented:

- The district will provide training to employees, students, and families on how to engage in a Daily Attestation for symptoms of COVID-19 at home and will advise them not to report to work/school if they have COVID-19 symptoms that cannot be attributed to another health condition.
- The district will provide COVID-19 test kits for asymptomatic testing at no expense to employees and students. The cadence utilized for testing shall align to the current COVID-19 tier in Contra Costa County as defined in CDPH’s most current guidance and adheres to the guidance that provides the greatest level of safety for WCCUSD students and staff.
- The district shall provide families/parents and staff with frequent reminders of these procedures and guidelines.
- Staff will utilize an online system to log in each day on campus, when this log-in occurs, they will respond to a daily health screening.
- Students and parents will attest and provide a signed waiver that they will not attend school any day where they answer the self-health screening as having a risk issue.

**3.) Correction of COVID-19 Hazards:**

Correction of COVID-19 Hazards [Cal. Code Regs., tit. 8, §3205. (c)(4)] The District will continue to conduct COVID-19 risk assessment on a regular basis and will conduct periodic inspections of each worksite using the Appendix B: COVID-19 Inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District’s COVID-19 policies and procedures. The West contra Costa unified School district will update this Program as necessary based on state and federal law/guideline updates and on any new findings and/or determinations reached in the ongoing risk assessments. [Cal. Code Regs., tit. 8, §3205(c)(2)(H)].

**As Follows:**

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
  - Appropriate staff will be assigned and responsible for timely correction.
  - Follow-up measures will be taken to ensure timely correction.

The West Contra Costa Unified School district will update this Program as necessary based on state and federal law/guideline updates and on any new findings and/or determinations reached in the ongoing risk assessments.

[Cal. Code Regs., tit. 8, §3205(c)(2)(H)]

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

Review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

**Covid -19 prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:**

- 1.) Remote work.
- 2.) Physical distancing.
- 3.) Reducing population density indoors.
- 4.) Moving indoor tasks outside.
- 5.) Implementing separate shifts and/or break times.
- 6.) Restricting access to work areas.
- 7.) Good indoor ventilation.
- 8.) N95 filtering facepiece respirator.
- 9.) Wash or sanitize your hands regularly.
- 10.) Get vaccinated or boosted.
- 11.) Improved air filtration.
- 12.) Air Purifiers with HEPA filters.

**4.) Control of COVID-19 Hazards**

**a. Physical Distancing**

WCCUSD will observe and follow the prevailing health guidance and directives issued by the state of California, the California Department of Public Health (CDPH), and the Contra Costa County Department of Public Health (CCCH) for physical distancing and ensure that guidelines and protocols for physical distancing are known by employees, students and families/parents. Where these guidelines are not in agreement, WCCUSD shall adhere to the guidelines that provide the greatest level of safety for WCCUSD students and staff. The following protocols and procedures will be implemented:

- The District will post appropriate signage at each school and work area pertaining to physical distancing.
- The District will post appropriate signage reminding individuals to maintain physical distancing within a particular space.
- Physical distancing markers will be placed on floors, sidewalks, and walkways where individuals typically wait to reinforce physical distancing. Staff will teach and reinforce the use of these

markers for compliance by students.

- WCCUSD shall ensure that multiple areas for ingress and egress at each school site are designated, marked, and communicated to employees, students, and families to reinforce physical distancing among individuals. ● Directional protocols for foot traffic will be in hallways and corridors may be established and marked to support physical distancing.
- School administrators, in consultation with staff, shall create plans and schedules that provide lunch (in accordance with USDA and WCCUSD reopening guidelines), recess, and break times for students and employees that allow individuals to maintain physical distance from each other.
- The number of employees and students in any given area shall be limited to that which can be safely accommodated to ensure physical distancing of at least 6 feet, to the extent possible, between employees/students and between students/students.
- When an employee's workspace does not allow for physical distancing, employees will work with their supervisor to identify an alternate workspace and/or remote work arrangements, whenever practicable.
- Furniture in classrooms and work areas will be arranged as necessary to support physical distancing between employees, between employees and students, and between students and students.
- WCCUSD will minimize the presence of non-essential visitors including parents/family members, community members, and volunteers on school campuses and worksites during business hours. (All visitors-parents and community must adhere to all safety protocols while on campus at all times.)
- WCCUSD and schools shall provide families/parents and staff with frequent reminders of these procedures and guidelines.
- Each school site shall designate a dedicated space(s) to safely isolate and supervise students who feel ill.
  - Employees shall not socially congregate in any workspace, including but not limited to break rooms, common lunch areas, hallways, restrooms, and other workspaces. No social activities shall take place in any workspaces in order to protect the health and safety of all and prevent COVID-19 spread. No potlucks or other food sharing will be permitted on campus.

#### **b. Face Coverings**

WCCUSD will continue to follow the requirements of CDPH's face-covering guidance through April 2, 2023, after which they will become recommendations. The general community recommendations are still based on the CDC's community level framework, but the new guidance will remove the face covering requirements for certain specified high-risk settings when it takes effect on April 3, 2023.

WCCUSD will observe and follow the prevailing health guidance and directives issued by the state of California, the California Department of Public Health (CDPH), and the Contra Costa County Department of Public Health (CCCH) for physical distancing and ensure that guidelines and

protocols for physical distancing are known by employees, students and families/parents. Where these guidelines are not in agreement, WCCUSD shall adhere to the guidelines that provide the greatest level of safety for WCCUSD students and staff.

All employees, age-appropriate students, and visitors are expected to wear appropriate face coverings and ensure they are worn over the nose and mouth at all times when indoors and outdoors as provided in public health guidance. These requirements will be observed and enforced at all WCCUSD schools, buildings, facilities, and departments. Parents are highly encouraged to provide their students with an appropriate reusable mask. In addition, the District will make appropriate face coverings, disposable surgical masks, and reusable face shields available to all employees and students based upon the need of the student and staff function. A PPE Usage Chart will be provided to all employees for the purpose of providing information on the appropriate use of PPE in the workplace.

**The following are exceptions to this requirement in the workplace:**

- Individuals who cannot wear a mask because of a special circumstance such as a particular developmental or medical or health condition or doctor's order as verified by an administrator. Such individuals may be required to wear an appropriate or prescribed alternative face covering.
- Face coverings and face shields may not be required for individuals with a medical apparatus that prevents or obstructs the use of the apparatus.
- Specific tasks that cannot reasonably be performed with a face covering, where employees will maintain appropriate physical distance from others.
  - During meal periods when physical distancing requirements are maintained.
- Face coverings may be removed when an employee is working in isolation in dedicated individual workspaces. Employees must post signage on the doors of their workspaces when working in isolation behind closed doors without a face covering.

**c. Engineering controls**

We implement the following measures for situations where we cannot maintain appropriate spacing per guidelines between individuals:

- Plastic Plexiglass barriers are available upon request and as needed. On public-facing countertops in offices. Plastic barriers are specifically placed to function in conjunction with (1) universal and mandatory mask-wearing, (2) appropriate physical distancing guidelines and protocols, including but not limited to floor-mounted stickers, and (3) ventilation systems in our buildings.
  - Employees may request additional plexiglass barriers as needed.

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

- Fresh Air: We encourage and allow the introduction of fresh outdoor air by opening windows or doors where possible.
- Improved air filtration: The District is upgrading all HVAC air filters in all its buildings to MERV-13, which meets the guidance from the American Society of Heating and Refrigerating and Air

## Conditioning Engineers (ASHRAE) on how best to handle COVID-19.

- **Outdoor Air Ventilation:** The District has made adjustments in its HVAC systems to maximize fresh airflow and to reduce the recirculation of indoor air.
- **Systems Maintenance:** The District replaces its air filters and filtration systems bi-annually or per manufacturer's recommendations.
- **Ventilation While Cleaning and Disinfecting:** The District has updated its cleaning equipment and procedures. Workspaces are allowed to ventilate after cleaning before employees and students arrive.
- **Additional precautions (eg., the use of portable Air Purifiers with HEPA filters)** will be taken to maintain the air quality in the classroom and workspaces where outside air ventilation is not available.

### **d. Cleaning and Disinfecting**

We implement the following cleaning and disinfection measures:

- Daily cleaning of all workspaces, including vacuuming and mopping of high-traffic surfaces.
- Daily cleaning and disinfecting of high touchpoint surfaces, including light switches, door handles, push panels, panic bars, faucets, and counter spaces.
  - Desks will be disinfected daily.
- Daily cleaning, disinfecting, and restocking of restrooms with emphasis on hand soap and paper towels.
- Daily checking and restocking of hand sanitizer and other supplies in classrooms and common work areas.
  - Daily removal of trash and recycle bins in classrooms, offices, and common areas.
  - Ensuring adequate supplies and time for proper cleaning and disinfection of classrooms and workspaces.
- Deep cleaning and disinfection after a confirmed case of COVID-19 in any workplace is completed by the District's trained custodial services staff. Cleaning supplies must be EPA approved COVID-19 disinfectants: [www.epa.gov](http://www.epa.gov)

### **e. Shared tools, equipment, and personal protective equipment (PPE)**

- The District does not permit the sharing of PPE, including masks, gloves, gowns and face shields, and other items as needed.
- Employees are strongly discouraged from sharing items they come into regular physical contact with, including phones, headsets, desks, keyboards, writing materials, instruments, and tools, to the extent feasible.
  - Where items must be shared, they will be disinfected between uses. The District will provide cleaning and sanitizing supplies for this purpose.
- Sharing of District vehicles for work-related purposes is minimized to the extent feasible. High



touchpoint areas in vehicles, including the steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users. Masks will be required in shared vehicles.

#### **f. Hand sanitizing**

**In order to implement effective hand sanitizing procedures, we will:**

- Provide hand sanitizer which contains at least 60% ethyl alcohol for every classroom and restroom and in common work areas (office workrooms, faculty rooms, etc.).
- Ensure that all sinks are functioning with running water and are kept stocked with hand soap and paper towels.
- Encourage and allow time for employees and students to engage in regular handwashing and to use hand sanitizer when handwashing is not readily available.
  - Encourage employees and students to wash their hands for at least 20 seconds.

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

We evaluate the need for PPE as required by CCR Title 8, section 3380, and provide sufficient PPE to employees at all worksites to aid in preventing the transmission of COVID-19 among individuals. The PPE Usage Chart will be provided to all employees for the purpose of providing information on the appropriate use of PPE in the workplace.

Additional measures will be taken to safeguard employees and students in Special Education programs, including the following:

- Employees working in Special Education programs will have access to and be provided PPE that District nurses/health educators have categorized for use and various levels of risk.
- Employees working with medically fragile students and assisting with feeding and toileting measures will be provided additional PPE (i.e., gowns, gloves, goggles, face shields), and wipes, changing tables, trash can liners, and other cleaning and sanitation items as needed.

Employees will be trained on appropriate procedures for using (donning/doffing) and disposing of PPE.

The District will maintain, at minimum, one month's supply, available through the District Warehouse, of PPE at each school site for use by staff and students in Special Education programs.

We provide and ensure the use of eye protection and respiratory protection in accordance with **CCR Title 8, section 5144** when employees may be or are exposed to procedures that may aerosolize potentially infectious material.

### **5.) Investigating and Responding to COVID-19 Cases**

The WCCUSD COVID-19 Decision Tree will be consistently followed in responding to employees and students (being developed) who are or may be exposed or who are experiencing symptoms of COVID-19.

The Decision Tree will be consistently followed when reporting, processing, and responding to confirmed employee/student cases of COVID-19 at all District sites. The WCCUSD COVID-19 Decision Tree was initially developed for staff and will be modified for students and posted. Upon receiving notification of a COVID-19 outbreak, the District will investigate Contra Costa County and determine possible workplace-related factors that contributed to the outbreak. This will be accomplished by using Appendix C: Investigating COVID-19 Cases.

## **6.) System for Communicating**

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

- Employees are provided periodic reminders of best practices to observe to prevent the transmission of COVID-19 in the work environment.
- Employees are advised and encouraged to promptly report COVID-19 symptoms or hazards to their school site administrator/immediate supervisor. Such reports can be made without fear of reprisal.
- Written notification is provided to employees, students and families by school site/department leadership whenever an individual on any campus tests positive for COVID-19.
  - Within 24 hours of District notification and completion of the investigation, the District personally contacts individuals deemed to be close contacts of a positive COVID-19 case. Close contacts will be informed of their exposure to COVID-19, recommendations to quarantine and leave their work site will be made, and they will be informed of their option to work remotely (if able) or take leave. Recommendations to seek testing for COVID-19 at no cost will be made. A follow-up letter regarding the recent positive case(s) will be sent to non-close contacts that were present on site after the completion of the investigation. The letter will also inform them of the employer's actions to be taken to mitigate further spread of the virus as well as recommendations for testing and consultation with their medical provider as needed.
- Employees who are exposed to COVID-19 at work are offered testing for COVID-19 at no cost during normal work hours assuming testing is available.
- Employees who have been exposed to or who have symptoms of COVID-19 are encouraged to pursue testing through available county resources or through their health care provider.
- In the event the District is required to provide testing due to an outbreak, it will communicate the plan for providing testing to affected employees, the reason for the testing, and the possible consequences of receiving a positive test.
  - In accordance with the Americans with Disabilities Act (ADA), the District engages in the interactive process with all employees requesting or needing a workplace accommodation(s) due to a medical disability or health condition that creates an increased health risk due to COVID-19.

## **7.) Training and Instruction [Cal. Code Regs., tit. 8, §3205(c)(5)]**

We will provide effective training and instruction to all employees that include:

- Policies and procedures to protect employees from COVID-19 hazards.
  - COVID-19 information such as:
    - COVID-19 is an infectious disease that is spread through respiratory droplets that travel through the air in close proximity before settling on surfaces.
    - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
      - An infectious person may be asymptomatic.
- The symptoms of COVID-19 and how to engage in passive assessment for symptoms at home prior to reporting for work.
- The importance of prompt reporting of symptoms of COVID-19 to one’s administrator/direct supervisor, of not reporting for work, and seeking a test for COVID-19 when an employee has symptoms of COVID-19.
- Explanation of procedures that will be used to isolate individuals who display symptoms of COVID-19 at work pending their removal or exclusion.
- Methods of physical distancing and the importance of combining physical distancing with other controls (masking, handwashing, etc.) to mitigate the spread of the virus.
  - Video-based explanation of the personal protective equipment that will be provided to employees and how to properly use it.
    - Upon return, a safety orientation will occur for students and to be shown/viewed in class.
    - Information about cleaning schedules, protocols, and expectations applicable to the worksite.
- Proper care of face coverings and the fact that face coverings are intended to provide protection to other individuals from the wearer of the face covering.
  - The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility.
- Periodic updates on the science and evolving knowledge related to the prevention and transmission of COVID-19.
  - Strategies for maintaining one’s mental and emotional health in the COVID-19 environment.
- The District will provide periodic reminders to employees of effective practices for safeguarding one’s health and preventing the contraction and transmission of COVID-19.

**8.) Appendix A COVID-19 Training Roster will be used to document this training.**

1. Procedures to investigate COVID-19 illnesses at the workplace include:
  - a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-10 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.
  - b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. West Contra Costa Unified School District shall effectively identify and respond to persons with COVID-19

symptoms at the workplace. Employees shall be encouraged to report COVID-19 symptoms and to stay home when ill.

- c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. Report information about COVID-19 cases at our workplace to the local health department whenever required by state or local public health guidance and law, and provide any related information requested by Contra Costa County Health Services.
- d. ● Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under
- e. CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with their employment.
- f. ● Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- g. ● Make our written COVID-19 Prevention Program available at all times to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- h. ● Use Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases.
- i. ● Maintain on the District's website for public inspection a dashboard of all confirmed COVID-19 cases on each school site.

### **9.) Exclusion of COVID-19 Cases**

**Where we have a COVID-19 case in our workplace, we will limit transmission by:**

- Prompt cleaning/disinfecting of any known area(s) in which the individual is known to have been present on school site/departments within the past 7 days and presumed infectious based on public health guidance.
  - Excluding individuals with exposure to COVID-19 for 10 days after the last known date of exposure.
- Ensuring that all confirmed COVID-19 cases are excluded until all return-to-work/ school requirements are met.
- Allowing employees who are able to render services working remotely while in quarantine due to COVID-19 to do so without adverse impact to their pay or accrued sick leave.
- Providing excluded employees who cannot work remotely due to COVID-19 with information about leave benefits and options available to them.
- Informing employees who contract COVID-19 at work of their right to file a workers compensation claim. Pursuant to SB 1159, the District will not contest a worker's compensation claim for any employee whose illness from COVID-19 rises out of the course and scope of their employment.

### **10.) Reporting, Recordkeeping, and Access:**

**It is WCCUSD policy to:**

- Report information about COVID-19 cases at our workplace to the local health department whenever required by state or local public health guidance and law, and provide any related information requested by Contra Costa County Health Services.
- 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 their 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 all times to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases.

- Maintain on the District’s website for public inspection a dashboard of all confirmed COVID-19 cases on each school site.

**10.) Effective procedures for responding to COVID-19 cases at the workplace include:**

- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
  - 1.) COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
  - 2.) COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
    - a. **The infectious period.**
- 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.
- 3.) Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering mask for Day 10 with two sequential negative tests at least one day apart. Update 3/14: Cal/OSHA updated their COVID-19 Non-Emergency Regulation FAQs on March 13, 2023, to address the CDPH’s changes. Cal/OSHA’s revised guidance adopts CDPH’s definition of infectious period, meaning COVID-19 cases can return to work after five days without a negative test, so long as they are feeling well, symptoms are improving and are fever-free for 24 hours. However, Cal/OSHA’s guidance maintains that COVID-19 cases that return to work must wear a face covering for ten days after symptoms first appear or their first positive test. WCCUSSD review the revised guidance to ensure they’re COVID-19 prevention policies are up to date.
- 4.) Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee’s close contact or membership in an exposed group.

**13.) Return to Work Policy:**

Update 3/14: Cal/OSHA updated their COVID-19 Non-Emergency Regulation FAQs on March 13, 2023, to address the CDPH’s changes. Cal/OSHA’s revised guidance adopts CDPH’s definition of infectious period, meaning COVID-19 cases can return to work after five days without a negative test, so long as they are feeling well, symptoms are improving and are fever-free for 24 hours. However, Cal/OSHA’s guidance maintains that COVID-19 cases that return to work must wear a face covering for ten days after symptoms first appear or their first positive test. WCCUSSD review the revised guidance to ensure our COVID-19 prevention policies are up to date.

**14.) COVID-19 Outbreaks Additional Consideration #1**

**COVID-19 Outbreaks**

MULTIPLE COVID-19 INFECTIONS and COVID-19 Outbreaks (Additional Consideration #1)

[This section will be applied should a worksite be identified by the local health department as the location of a COVID-19 outbreaks, or there are three or more COVID-19 cases at a worksite within a

14-day period. Reference section 3205.1 for details.] [Cal. Code Regs., tit. 8, §3205.1]

**A.) COVID-19 testing:**

- COVID-19 Testing will be provided at no cost.
- It will be provided to all employees with COVID-19 Symptoms.
- All employees in our exposed workplace will be tested on day 3 to day 5 from last known date of exposure to the positive case.
- Additional testing will be made available when deemed necessary by CDPH.

**B.) Exclusion of COVID-19 cases:**

The District will ensure that employees who test positive for COVID-19 or who have COVID-19 exposure and exhibit COVID-19 symptoms are excluded from the workplace in accordance with CPP Section 12: Exclusion of COVID-19 Cases & Section 14: Return to Work Criteria, and local health officer orders if applicable.

**C.) Investigation of workplace COVID-19 illness:**

The District will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with CPP Section 6: Investigating and Responding to COVID-19 Cases.

**D.) COVID-19 investigation, review and hazard correction:**

In addition to the CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

**E.) The investigation and review will be documented and include:**

- Investigation of new or unabated COVID-19 hazards including:
  - Leave policies and practices and whether employees are discouraged from remaining home when sick.
  - COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
    - 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.
  - The District will consider:
    - Moving indoor tasks outdoors or having them performed remotely.
    - Increasing outdoor air supply when work is done indoors.
    - Improving air filtration.
    - Respiratory protection.

**F.) Notifications to the local health department:**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, the District will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

- The District 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. The District will continue to give notice to the local health department of any subsequent COVID-19 cases in the workplace.

**15.) Return-to-Work Criteria [Cal. Code Regs., tit. 8, §3205(c)(11)]**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms or after date of first positive test if no symptoms.
  - Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, and a diagnostic specimen\* collected on day 5 or later tests negative.
    - If an employee’s test on day 5 (or later) is positive, isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever-reducing medications.

If an employee is unable to or choosing not to test<sup>1</sup>, isolation can end, and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever-reducing medications.

- If an employee has a fever\*\*, isolation must continue and the employee may not return to work until 24 hours after the fever resolves without the use of fever-reducing medications.
- If an employee’s symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10.
- Employees must wear face coverings around others for a total of 10 days. Please refer the FAQs regarding face coverings for additional information

\*Antigen test preferred.

\*\*A fever is a measured body temperature of 100.4 degrees Fahrenheit or higher.

\* 1 SCESD requires a test on Day 5.

Please note: If an employee who is excluded from the workplace due to exposure to COVID-19 at work tests positive for COVID-19 during the period of quarantine, the employee must follow the return to work criteria set forth. The District may require an employee to provide documentation clearing their return to work.

**16. Major COVID-19 Outbreaks (Additional Consideration #2)**

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period: The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by Contra Costa County health department. Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week

testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period. We will then follow weekly testing requirement until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.

**COVID-19 testing:**

- It will be provided twice a week, or more frequently if recommended by the local health department, to all unvaccinated 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:**

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:**

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

**COVID-19 hazard correction:**

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 and CDPH.

**Notifications to the local health department:**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the Contra Costa County Health Services 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.



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**  
**COVID-19 Updated Acknowledgement:**

WCCUSD agree to adhere to the guidelines set forth by CDPH, Cal/OSHA Update COVID-19 Order, guidance understand updates in accordance with changing CDC and local guidelines to Isolation and Quarantine.

WCCUSD acknowledge and adhere to the March 3, 2023, the California Department of Public Health (CDPH) updated its COVID-19 public health order and guidance following the end of the COVID-19 State of Emergency on February 28, 2023. CDPH updates include changes to isolation and quarantine recommendations, effective March 13, 2023, and face-covering recommendations, effective April 3, 2023.

WCCUSD acknowledge and adhere to the CDPH updated face-covering guidance. The order specifies that individuals must continue to follow the requirements of CDPH's face-covering guidance through April 2, 2023, after which they will become recommendations. WCCUSD understands the general community recommendations are still based on the CDC's community level framework, but the new guidance will remove the face covering requirements for certain specified high-risk settings when it takes effect on April 3.

WCCUSD acknowledge and adhere to the CDPH's new guidance also specifies that after ending isolation (no fever without the use of fever-reducing medications and symptoms are improving), confirmed COVID-19 cases may remove their mask sooner than Day 10 with two sequential negative tests at least one day apart.

As of June 13, 2023: WCCUSD In alignment with California Department of Public Health COVID-19 guidelines for schools,

Policy: Update 3/14: Cal/OSHA updated their COVID-19 Non-Emergency Regulation FAQs on March 13, 2023, to address the CDPH's changes. Cal/OSHA's revised guidance adopts CDPH's definition of infectious period, meaning COVID-19 cases can return to work after five days without a negative test, so long as they are feeling well, symptoms are improving and are fever-free for 24 hours. However, Cal/OSHA's guidance maintains that COVID-19 cases that return to work must wear a face covering for ten days after symptoms first appear or their first positive test. Employers should review the revised guidance to ensure they're COVID-19 prevention policies are up to date.

**Appendix A: COVID-19 Training Roster Date training completed: [enter date]**

Person that conducted the training: [enter name(s)]

Employee Name	Signature

<b>Employee Name</b>	<b>Signature</b>

## Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date COVID-19 case (suspect or confirmed) became known: **[enter information]**

Date investigation was initiated: **[enter information]**

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

### COVID-19 Case Summary

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

Summary of employees, independent contractors, and employees of other employers that came in close contact **[CCR Title 8, section 3205 does not require recordkeeping for close contacts. These tables are included to assist employers in keeping track of which close contacts they have notified to meet the notice requirements.]**

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.

Name	Date notified

Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?  
**[enter information]**

What could be done to reduce exposure to COVID-19?  
**[enter information]**

Was local health department notified? Date?  
**[enter information]**





