

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Program

*In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7.  
General Industry Safety Orders Section 3205, COVID-19 Prevention*

## Lake Tahoe Unified School District

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### **District Authority and Responsibility for Implementation**

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### (a) Scope.

(1) This program applies to all employees and all places of employment, with the following exceptions:

- (A) Places of employment with one employee who does not have contact with other persons.
- (B) Employees working from home.
- (C) Employees when covered by section [5199, Aerosol Transmissible Diseases](#).

### (b) Definitions. The following definitions 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:

- (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” in this section when a licensed healthcare 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.

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

**“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 aerosolize 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 the following unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

- fever of 100.4 degrees Fahrenheit or higher
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue

- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting, or diarrhea,

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

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

**“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. 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, comprising 2 or more layers without an exhalation valve or vent. The CDPH recommends the use of disposable 3 ply surgical masks, which are more effective than cloth face coverings.

**“High-risk exposure period”** means the following time period:

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until a full 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 days before until a full ten days after the specimen for their first positive test for COVID-19 was collected.

**“Fully vaccinated”** means a person is at least two weeks past the second dose in a 2-dose series or single-dose vaccine.

### (c) Written COVID-19 Prevention Program Components.

Lake Tahoe Unified (District) has developed this written COVID-19 Prevention Program, in accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention.

The District’s Prevention Program has been developed in accordance with the issued guidance from the State of California Department of Public Health and Cal/OSHA (Appendix A).

Elements of the COVID-19 Prevention Program include:

### (1) System for communicating.

The District will do all of the following in a form readily understandable by employees:

#### (A) Employee Reports:

All employees of the District are to, without fear of reprisal, report to their Supervisor, Manager, or School Nurse any of the following:

1. **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
2. **Possible COVID-19 exposures:** If any employee has been exposed or possibly exposed to an individual who is positive for, or has been diagnosed with COVID-19.
3. **Possible COVID-19 hazards at the workplace:** If any employee becomes aware of a possible hazard in the workplace that could increase the likelihood of exposure to COVID-19.

#### REPORTING:

1. Report COVID-19 symptoms, possible exposure, and/or a positive COVID-19 test result to the school nurse. If you are at a site with no school nurse, you may report to any school nurse in the district. Report possible COVID-19 hazards in the workplace to your site supervisor or principal.
2. Report COVID-19 symptoms, possible exposures, and/or a positive COVID-19 test result either in person or via phone immediately or as soon as practicable after onset of symptoms or knowledge of exposure or a positive test. A workplace hazard that may increase the likelihood of exposure to COVID-19 should be reported as soon as possible to your site supervisor or principal in person, by phone, or via email.

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

Employees who may be at higher risk of severe illness due to COVID-19 or who are caring for immediate family members who may be at higher risk of severe illness may request reasonable accommodations by completing a Request for Reasonable Accommodations Form available through the Human Resources Office. All requests will initiate an interactive process where the employee is able to explain his/her request. The District may require a Medical Practitioner Certification form to be completed by the employee's physician to better understand the scope and duration of limitations or restricted activities. Upon receipt of the Request for Reasonable Accommodations and the completed Medical Practitioner Certification form, the employee will be contacted in a timely manner to schedule the interactive process meeting. After the interactive process meeting, the District will respond in writing to the employee regarding what, if any, reasonable accommodations the District is able to provide. Additional interactive process meetings may be held to gather additional information or investigate additional reasonable accommodations.

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

If testing is required in accordance with this written program, the District shall inform any affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

The District will provide employees free onsite testing at one or more District sites at least once per week, subject to the availability of COVID-19 testing. In addition, all employees who have not verified their vaccination status are required to be tested no less than once per week, until such time as the public health agencies discontinue the recommendation for regular testing of employees. Results from tests completed at District sites will be provided directly to the employee. To ensure the safety of students and co-workers, the employee is strongly requested to notify the school nurse and the Human Resources department immediately or as soon as practicable of any positive COVID-19 test result. Under no circumstance may an employee return to work having tested positive for COVID-19 without approval of a public health official or the school nurse. The nurse will contact the public health agency and initiate contact tracing with the employee. The public health agency will contact the employee and inform them of any quarantine requirement. The name of any employee who tests positive will be kept confidential to the degree possible while ensuring contact tracing and other COVID-19 safety protocols are completed.

### (D) COVID-19 hazards and the District's COVID-19 policies and procedures to protect employees and other employers, persons, and entities within or in contact with the employer's workplace.

The District has implemented the following practices to protect employees and students from COVID-19 hazards in the workplace and schools. Additional information is available in the District COVID-19 Pandemic Plan for 2020-2021 School Year.

1. COVID-19 vaccinations have been made available to all staff at no cost, and all staff have been encouraged to be vaccinated. For any staff member who is not fully vaccinated, the District shall require a negative PCR test each week or twice weekly self-administered antigen tests. The District will provide the PCR test at no cost to the employee.
2. Face coverings are required for all persons, at all times while in any District building or vehicle.
3. Additional PPE (shields, barriers, gloves) are available for staff who request such.
4. Installation of engineered and administrative solutions to ensure physical distancing and reduce COVID-19 spread.
5. Daily disinfecting of all work, classroom, common spaces, and buses (see protocol sheets in appendices)
6. HVAC filter upgrades and ionization units have been installed along with increased regular maintenance to HVAC systems. (HEPA air purifiers available upon request)
7. Training of students and staff on PPE, hygiene, distancing, COVID-19 symptoms, reporting expectations, and response processes.
8. Placement of nurses at every school site to coordinate the District COVID-19 response on that site.

*NOTE: See subsections (c)(3)(C) and (c)(3)(D) for confidentiality requirements for COVID-19 cases.*

## (2) Identification and evaluation of COVID-19 hazards.

### (A) identification and evaluation of COVID-19 hazards

The district will include opportunities for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards as follows;

All employees are encouraged to identify and report any COVID-19 hazard to their site supervisor or principal. The site supervisor or principal will take timely action to investigate and remediate any deficiency. The site supervisor or principal will respond, in writing, to the employee who filed the concern, providing the results of the investigation and the remedy, if any, that was applied.

### (B) Employee Symptom Screening

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

All parents and staff are provided the COVID self-screening questions, and have been advised to utilize the COVID-19 symptom self-screening tools for themselves and/or their children every day prior to entering a school site or attending on-site classes. Guidance has been provided regarding symptoms and protocols for addressing a potential COVID illness.

### (C) Response to COVID-19 case

The district has developed COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.

If a student or staff member is reported as COVID-19 positive or is presumed to be COVID-19 positive, that individual is immediately removed to an isolation room at the site until he/she can be transported home or to a medical facility. In conjunction with public health, hospital, and/or primary care provider, the school nurse confers with the student and guardian or staff member to discuss isolation practices, provide medical advice, and ensure the student and guardian or staff member understands when they would be cleared to return to school/work.

The nurse initiates the tracking and tracing protocol, and updates the tracking and tracing spreadsheet. The nurse contacts the appropriate public health officials and updates the Human Resources department on the positive test result. The District maintains a complete, confidential record of each exposure or positive COVID-19 case. The site supervisor/administrator is made aware that a positive COVID-19 case has been identified on their site.

The supervisor or principal initiates with the custodial staff the Positive COVID-19 case cleaning/disinfecting protocol. The site supervisor or principal maintains a COVID Safety Sheet documenting all actions taken after a positive COVID-19 case has been identified on site.

### (D) Workplace Assessment

The district will conduct a workplace-specific assessment to identify all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

The District will take universal precautions and treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

1. This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
2. This shall include an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. Employers shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

As part of the contact tracing process, the school nurse interviews the positive or presumed positive student(parent) or staff member to determine any potential close contacts that person has had during the potentially infectious period. The school nurse, or designee, communicates with each of the possible close contacts and communicates with EDCPH for detailed contact tracing follow-up. The nurse describes the self-isolation protocol and provides the names and contact information for each close contact to the appropriate public health agency who then may also follow up with the affected individuals and may order that person to quarantine for the approved duration prior to returning to school or work. In the event that the public health officer does not follow up with the affected individual, the school nurse will make determinations regarding self-isolation and return to work requirements.

#### (E) Ventilation Systems

For indoor locations, the District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

The District inspects all HVAC systems regularly to ensure they are functioning properly. All HVAC systems have been set to ensure the maximum flow of outside air into the system. Filters with a MERV rating of 13 are either in place, or have been ordered and will be put in place upon receipt. Ionization units have been installed on all HVAC units that are compatible with the system. In areas where MERV 13 filters are not available, HEPA filters have been placed in each room sufficient to cover the required square footage. Filters are replaced every 90 days, or more frequently if a positive COVID-19 case is identified in the building. A record of all inspections, deficiencies identified, and repairs or improvements made is maintained in the office of the Director of Facilities. In addition, ionization units have been installed in all HVAC systems that were able to accommodate the unit.

#### (F) Ongoing monitoring and review of orders and guidance

The District will monitor and review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the employer's industry, location, and operations.

Guidance and orders change frequently regarding COVID-19, and the District, through its COVID-19 Coordinator, Human Resources Department, and Business Office monitor multiple sources of local, county, state, and federal information including, but not limited to Ed Dorado County Public Health Department (EDCPHD), California Public Health Department (CDPH), CDC, CDE, Cal OSHA, California

legislative actions, and Governor emergency declarations. As information changes, the District adds, removes, or modifies its policies, practices, and protocols.

#### (G) Evaluate existing prevention controls

The District will periodically reevaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls, particularly in response to COVID-19 exposures, positive tests, or outbreaks.

#### (H) Periodic Inspections

Site supervisors and/or site principals shall use the Identification of COVID-19 Hazards form (see Appendix B):

- On a regular quarterly basis, or;
- Based on guidance or orders from public health officials, or;
- When new, previously unrecognized COVID-19 hazards are identified, or;
- In exposure events where, multiple employees are excluded from the workplace due to close contact with a COVID-19 case.
- Once completed the form will be forwarded to the Human Resources department within three business days.

### (3) Investigating and responding to COVID-19 cases in the workplace

#### (A) Procedure to investigate COVID-19 cases in the workplace.

This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

#### (B) Response to a COVID-19 case in the workplace:

The District will take all of the following steps in response to a COVID-19 case in the workplace.

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

*Note: See subsection (c) (10) for exclusion requirements for employees with COVID19 exposure.*

3. Give written notice to all employees, their authorized representative, and any independent contractor(s) who may have had COVID-19 exposure, **within one business day** of the time the district knew or should have known of a COVID-19 case at a district worksite during the high-risk period. The notice shall be in a form readily understandable by employees, but written in a way that does not reveal any personal identifying information of the COVID-19 case. The District has provided all staff and parents with a copy of the District cleaning and disinfection plan required by Labor Code section 6409.6(a)(4).

4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

### (C) Confidentiality of Personal Identifying Information

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

*EXCEPTION to subsection (c)(3)(C): Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.*

### (D) Confidentiality of Employee Medical Records

All Employee 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.

*EXCEPTION 1 to subsection (c)(3)(D): Unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.*

*EXCEPTION 2 to subsection (c)(3)(D): This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.*

## (4) Correction of COVID-19 hazards.

The District has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

All employees are encouraged to identify and report any COVID-19 hazard to their site supervisor or principal. The site supervisor or principal will take timely action to investigate and remediate any deficiency. The site supervisor or principal will respond, in writing, to the employee who filed the concern, providing the results of the investigation and the remedy that was applied. The District will complete regular walk-throughs of all sites to identify and record potential COVID-19 hazards. Regular (90 days) inspection of all HVAC systems to ensure proper function will be performed and recorded. Any deficiencies will be remedied in a timely manner. The District will maintain a tracking system for all reported hazards and/or regular maintenance which will be reviewed by the principal or supervisor with direct oversight of the area(s) where the deficiencies were identified.

## (5) Training and instruction.

The District will implement an online COVID-19 training module as part of the required annual training provided at the beginning of each year until such time that COVID-19 training is no longer advised by CalOSHA. In addition, all staff and parents receive regular updates and reminders regarding COVID-19 practices and protocols. Staff have received information from the District regarding COVID-19 related

benefits available through federal, state, or District programs or agreements. This information or training includes, but is not limited to, the following:

- The District's 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. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- Current guidance regarding physical distancing as provided by CDPH and CDC.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing should 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.
- Current face covering requirements as provided by CDPH and CDC including proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- The right of employees who are not fully vaccinated to request a respirator for use, without fear of retaliation, along with training on how to properly utilize a respirator (per Labor Code section 5144(c)2).
- CDPH recommendations regarding vaccination as well as factual information about the effectiveness of vaccination in preventing COVID-19 and protecting against both transmission and serious illness or death.
- Regularly updated information regarding current District policies on testing requirements for unvaccinated staff.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

## (6) Physical distancing.

(A) The District will continue to follow CDPH and CDC guidelines regarding physical distancing in school settings.

## (7) Face coverings.

(A) The District will:

- Comply with all public health orders regarding face coverings
- Provide face coverings to all employees as needed

- Ensure face coverings are worn by employees, students, and visitors over the nose and mouth at all times while inside district buildings or in district vehicles with the exception of those items listed below and where required by orders from the CDPH or local health department.
- Ensure face coverings are clean and undamaged.
- Ensure face shields alone are not used as a replacement for face coverings, although when used with a drape, a face shield may be used in place of other face coverings (per CDPH guidelines)
- Utilize outdoor meeting, gathering, and/or eating spaces whenever practicable.
- Exceptions include:
  1. While eating and drinking indoors at the workplace provided outside air supply to the area, if indoors, has been maximized to the extent possible.
  2. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
  3. 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.
  4. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are vaccinated or tested at least twice weekly for COVID-19.

*NOTE: CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible.*

(B) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability that has been documented in writing by a medical provider shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

(C) LTUSD maintains face covering standards in line with the CDC, CDPH, and CalOSHA.

(D) The District will not prevent any employee from wearing a face covering when required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

(E) The District will implement the following measures to communicate to non-employees the face coverings requirements on their premises:

All sites will include clear and obvious signage at all primary entrances that describe the requirements regarding face coverings, physical distancing, access, and registration of their visit. Each office will provide a physical barrier that prevents parents, contractors, or other non-employees from entering the site without registering and complying with all COVID-19 requirements. The District and school will limit to the greatest degree possible the presence of visitors, contractors, or other non-employees/students on all District work and school sites.

(F) The District has developed COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public. The policies include;

All persons entering LTUSD property shall follow the requirements for face coverings, physical distancing, and access. Any person willfully refusing to comply will be asked to leave the site immediately, and if they refuse, security and/or law enforcement will be contacted to remove the person. Employees and students are required to comply with District policies regarding face coverings, physical distancing, and access to specific spaces, and will be subject to disciplinary action, including removal from the site, for non-compliance.

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

### (A) Partitions

The District may install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons if requested by an employee or in situations recommended by the county or state public health agency.

### (B) Maximize Outdoor Air

For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

### (C) Cleaning and Disinfecting

The District has implemented cleaning and disinfecting procedures (See appendix), which require:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The District will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) shall be disinfected between users.
3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

*NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees. See Group 2 and Group 16 of the General Industry Safety Orders for further information.*

### (D) Handwashing Facilities

To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their

hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

#### (E) Personal protective equipment.

1. The District will evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as N95 masks and other personal protective equipment deemed appropriate by the California Department of Public Health as needed.
2. The District will evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements in subsection (c)(6) are not feasible or are not maintained.
3. The District will provide and ensure use of respirators in accordance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.
4. The District will provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

*NOTE: Examples of work covered by subsection (c)(8)(E)4. include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.*

#### (9) Reporting, recordkeeping, and access.

##### (A) Local Public Health

The District will report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

##### (B) Cal/OSHA

The District will report immediately to the Division any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.

##### (C) Injury & Illness Prevention Program

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

##### (D) Access to the COVID-19 Prevention Program

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

##### (E) Access to COVID-19 Case Records

The District will keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D). The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

*Note: Subsection (c)(9)(E) does not alter the right of employees or their representatives to request and obtain an employer's Log of Work-Related Injuries and Illnesses (Log 300), without redaction, or to request and obtain information as otherwise allowed by law.*

## **(10) Exclusion of COVID-19 cases.**

The purpose of this section is to limit transmission of COVID-19 in the workplace.

### **(A) COVID-19 Cases**

The District will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements in section 11 are met.

### **(B) COVID-19 Exposure Cases**

The District will exclude unvaccinated employees with COVID-19 exposure (cumulative close contact over any 24-hour period of > 15 minutes and < 6 feet) from the workplace for a full 10 days after the last known COVID-19 exposure to a COVID-19 case. Eligible students and staff may complete the Modified 8 Day Quarantine as determined by the county health department or school nurse.

Vaccinated employees who are exposed to COVID-19 but who are asymptomatic, will complete a PCR test 3-5 days after exposure and may remain on campus and monitor for any symptoms through day 14 post exposure.

### **(C) Earnings & Benefits while excluded**

For employees excluded from work and otherwise able and available to work, the District will continue to implement the benefit as provided by AB95 and maintain the employee's earnings, seniority, and all other employee rights and benefits consistent with that law, including the employee's right to their former job status, as if the employee had not been removed from their job.

The District may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

*EXCEPTION 1: Subsection (c)(10)(C) does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.*

*EXCEPTION 2: Subsection (c)(10)(C) does not apply where the employer demonstrates that the COVID-19 exposure is not work related.*

**(D) This section does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.**

### **(E) Information on Benefits & Leaves**

At the time of exclusion, the District will provide the employee the information on available benefits and leaves as required

*EXCEPTION to subsection (c) (10): Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where*

*they do not have contact with other persons until the return to work requirements of subsection (c) (11) are met.*

### (11) Return to work criteria.

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

*(The following requirements are subject to change based on updates to public health guidelines or criteria published by local, state, or federal public health agencies.)*

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. A negative test is resulted at or after day 5; if test remains positive, may return to work after a full 10 days.

(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms

A negative test is resulted at or after day 5; if test remains positive, may return to work after a full 10 days from specimen collection.

(C) A negative COVID-19 test shall not be required for an employee to return to work after day 10.

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

The employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be:

- A negative test is resulted at or after day 5; if test remains positive, may return to work after a full 10 days.

(E) District approval of return to work

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

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

## § 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks.

### (a) Scope.

(1) This section applies to a place of employment covered by section the District COVID-19 Prevention Program if:

- The exposed workplace has been identified by a local health department as the location of a COVID-19 outbreak or,
- When there are three or more confirmed or probable COVID-19 cases in an exposed workplace within a 14-day period.

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

### (b) COVID-19 testing.

(1) Subject to test availability, the District will provide COVID-19 testing to all employees at the 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(s) under subsection (a), as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.

Fully vaccinated staff may remain on campus without testing if asymptomatic and monitor for COVID-19 symptoms for 14 days.

### (c) Exclusion of COVID-19 cases.

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our COVID-19 Prevention Program and local health officer orders if applicable.

### (d) 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 our COVID-19 Prevention Program.

### (e) COVID-19 Investigation, review and hazard correction.

In addition to the requirements of our COVID-19 Prevention Program the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

- (1) Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.

(2) The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

(3) The District has implemented the following changes to reduce the transmission of COVID-19 based on the investigation and review required by our COVID-19 Prevention Program. The District will consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

**(f) Notifications to the local health department.**

(1) The District will contact the local health department immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.

(2) 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 at the workplace.

(3) Effective January 1, 2021, the District will provide all information to the local health department required by Labor Code section 6409.6.

*Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code. Health Department will be notified in accordance with general industry safety orders as cited in 8CCR 3205*

*(The following guidance is subject to change based on updates to public health guidelines or criteria published by local, state, or federal public health agencies.)*

## Appendix A: Guidance

### Employers - General Guidance

- [California Blueprint for a Safer Economy](#) - Find the status of activities in your county
- [Follow the Employer Playbook for a Safe Reopening](#)
- [Industry guidance to reduce risk](#)
- [Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)
- [Responding to COVID-19 in the Workplace for Employers](#)
- [Side by Side Comparison of COVID-19 Paid Leave](#)

### Guidance Employers – Office Workspaces

- Follow this [guidance for office workspaces](#) to create a safer environment for workers.
- Review the guidance, prepare a plan, and post the [checklist for office workspaces](#)

### Guidance - K-12 Education

- Follow this [guidance for schools and school-based programs](#)
- Review the guidance, prepare a plan, and post the [checklist for schools](#)
- Check the answers to [frequently asked questions](#) about guidance for schools.
- Follow the [guidance related to cohorts](#) of children and youth.
- See the [California Interscholastic Federation statement](#) for information about seasonal sports.
- Some schools may have reopened based on the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools](#). These schools should follow the guidance on school closure provided in that framework when determining whether to close due to COVID-19 spread.
- Elementary education waiver: See the [Waiver Process Overview](#) for details.
- Local health officers will need to submit the [Waiver Notice Form](#) to CDPH.
- Schools seeking a waiver can use the template [Waiver Letter and Cover Form](#).

### Face Covering Information

- [Guidance for the Use of Face Coverings](#)
- [Face coverings, masks, and respirators](#) – Information & Overview
- [Face coverings, masks & respirators](#) - Handout
- [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#) – CDC Recommendations
- [Voluntary use of N95 masks](#) - Cal/OSHA

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

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

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

**Person conducting the evaluation:**

**Date:**

**Name(s) of employee and authorized employee representative that participated:**

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

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## Appendix C: COVID-19 Daily Self Screening Tool



# Covid-19 Daily Self Screening Tool

For the health and well-being of those around you,  
**ASK these questions EVERY DAY BEFORE leaving home.**

**Do you or anyone in your household have any of these symptoms?**

**New respiratory symptoms\*** \*New symptoms are different than symptoms of ongoing health issues such as asthma, allergies, reflux or COPD.

|                                                                                                                          |                                                                                                                |                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  Fever ( $\geq 100.4^{\circ}\text{F}$ ) |  Sore throat                  |  Cough                                                                                                     |
|  Congestion/runny nose                  |  Headache                     |  Difficulty breathing                                                                                      |
|  Nausea/vomiting/diarrhea               |  Fatigue/muscle or body aches |  ?  Loss of taste/smell |

**If you answer NO to all of these:**

- Go to school/work
- Continue to monitor your health

**If you answer YES to any of these:**

- Do **NOT** go to school/work.
- Contact your school (STHS 541-4111, STMS 541-6404, Bijou 543-2337, Magnet 543-2371, SH 543-2327, TV 543-2350)
- Call your healthcare provider 8a-5p

**If you or someone in your household has or may have COVID-19:**

- Do **NOT** go to school/work.
- **Communicate** with your school/supervisor
- BARTON HOSPITAL: <https://www.bartonhealth.org/tahoe/testing-sites.aspx>
- EL DORADO COUNTY: <https://www.edcgov.us/Government/hhsa/edccovid-19-get-a-test> You and everyone in your household must **ISOLATE** at home until released by Public Health or your medical provider.

This tool is designed to assist you and is not intended to replace the clinicians judgement or established protocol for patients with a particular condition. Diagnosis and treatment should be under close supervision of a qualified health provider. Guidance subject to change. (11/1/2021)

## Appendix D:



# Lake Tahoe Unified School District

1021 Al Tahoe Boulevard  
South Lake Tahoe, CA 96150

Phone: (530) 541-2850

Fax: (530) 541-5930

Email: [info@ltusd.org](mailto:info@ltusd.org) \* Web: [www.ltusd.org](http://www.ltusd.org)

Superintendent: Todd Cutler, Ed.D.

Board of Education: Larry Reilly, Bonnie Turnbull, Brandi Bannister, Lauri Kemper, Val Mansfield

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## COVID-19 Cleaning and Disinfection Protocol

The following protocol will be implemented in all district school and work sites. For questions or clarifications please contact Custodial Supervisor Rick Tinius at 530.307.9447.

Custodial Staff will continue to perform routine cleaning and disinfecting operations throughout the week as described below. In addition, deep cleaning will be performed each Wednesday as needed, or in any classroom, work, or common space. Routine cleaning will consist of the following:

- Daily cleaning of all non-porous, hard surfaces in each classroom or work space, and any high touch surfaces.
- Disinfecting of all non-porous, hard surfaces, and high touch surfaces.

Cleaning and Disinfecting Protocol when a student or staff is removed from class for displaying COVID-like symptoms or is presumed or known to be COVID-19 positive:

- If a student or staff member is known or suspected to be COVID-19 positive the space or classroom will be cleaned and disinfected upon notice.

### Kitchen and Cafeteria Cleaning:

Kitchens will receive the normal cleaning between custodial and kitchen staff, ensuring that all surfaces, fixtures, sinks, and floors are thoroughly cleaned each day.

Cafeterias will receive the normal cleaning each day ensuring all non-porous, hard surfaces, fixtures, and floors are thoroughly cleaned and sanitized each day.

Drinking Fountains: The drinking fountains will be cleaned and sanitized only with approved food safe surface products.

Additional Considerations:

- As necessary, custodians may be temporarily reassigned to sites requiring additional staff
- The District will continue to recruit custodians for the substitute pool

## Appendix E:



# Lake Tahoe Unified School District

1021 Al Tahoe Boulevard  
South Lake Tahoe, CA 96150

Phone: (530) 541-2850

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Email: [info@ltusd.org](mailto:info@ltusd.org) \* Web: [www.ltusd.org](http://www.ltusd.org)

Superintendent: Todd Cutler, Ed.D.

Board of Education: Larry Reilly, Bonnie Turnbull, Brandi Bannister, Lauri Kemper, Val Mansfield

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## COVID-19 Bus Cleaning, Disinfection, and Operations Protocol

The following protocol will be implemented in all district school and work sites. For questions or clarifications please, Transportation Supervisor Christy Blach at 530.541.2850 x 1061.

Bus Drivers will continue to perform routine cleaning and disinfecting operations throughout the week as described below. In addition, deep cleaning will be performed as needed, or in any bus in which a person is presumed positive or has tested positive for COVID-19. Routine cleaning will consist of the following:

- Daily cleaning of all non-porous, hard surfaces in each bus including seats, seat backs, walls, floors, windows, handles, grab railings, and any other high touch surfaces.
- Disinfecting all non-porous, hard surfaces, floors, and high touch surfaces utilizing a backpack sprayer to apply Hypochlorous Acid.

Cleaning and Disinfecting Protocol when a student or staff is removed from a bus or is known to have been on a bus after displaying COVID-like symptoms or is presumed or known to be COVID-19 positive:

- When a student is removed from a bus for displaying COVID-like symptoms, the seat and seat back where the student sat, as well as any hard surfaces the student may have touched, will be disinfected with an approved disinfectant immediately.
- The disinfection procedure described above shall be completed prior to a new cohort of students entering the bus.

#### Operational Protocols:

- Students will be advised regularly of mask requirements while waiting for, entering, riding, and exiting the bus when the mask mandate is in place.
- A driver who observes a student to have COVID-19-like symptoms will not allow the child to enter or ride the bus. The bus driver will contact the Transportation Supervisor and the student will be sent home with a parent or guardian.

#### Additional Considerations:

- To the degree possible based on weather conditions, the windows on the bus should remain open to allow circulation of fresh air.
- Physical touching or horseplay will be strictly prohibited on the bus. Students who are not able to follow the masking, distancing, and “no-touching” requirements shall not be permitted to ride the bus.

## Appendix F:



# Lake Tahoe Unified School District

1021 Al Tahoe Boulevard  
South Lake Tahoe, CA 96150

Phone: (530) 541-2850

Fax: (530) 541-5930

Email: [info@ltusd.org](mailto:info@ltusd.org) \* Web: [www.ltusd.org](http://www.ltusd.org)

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## LTUSD Districtwide Air Ventilation & Filtration Maintenance Protocol

Lake Tahoe Unified School District is acting to monitor, oversee and maintain healthy air quality for staff and students districtwide through the following means:

### **HVAC Filters:**

- All sites will be equipped with MERV 13 Filters.
- The Maintenance Department will inventory and log installation dates of all MERV 13 filters to ensure replacement in the appropriate 90 cycles.

### **Air Purifiers:**

- In the event there is a delay in procuring MERV 13 filters, HEPA air purifiers will be provided in conjunction with MERV 10 filters until such time the MERV 13 filters are received and installed.
- These units will be checked and cleaned every 4 weeks.

### **Air Ionization Units:**

- All HVAC systems will include an air ionization unit if compatible.