

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*

ROCKLIN UNIFIED SCHOOL DISTRICT

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ATTACHMENTS:

8/5/20 RUSD-CSEA SIGNED MEMORANDUM OF UNDERSTANDING FOR REOPENING OF SCHOOL
8/6/20 RUSD-RTPA SIGNED MEMORANDUM OF UNDERSTANDING FOR REOPENING OF SCHOOL

COVID-19 Prevention Program (CPP) for Rocklin Unified School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 25, 2021

Authority and Responsibility

Superintendent, Roger Stock and/or designee has the overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter our workplace.
- Review applicable orders, general, and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Implement both Active and Passive Screening protocols for students and staff.
 - Passive: Parents/guardians and staff will be instructed to screen students/themselves for COVID-19 symptoms before leaving for school each day. Parents/guardians will be instructed to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
 - Active: Teachers, administrators and school staff will monitor staff and students throughout the day for signs of illness that are consistent with COVID-19 symptoms. School staff shall conduct visual wellness checks of all students or established procedures for parents to monitor at home. Appropriately trained staff will use a no-touch thermometer to check temperatures for symptomatic staff and students.
- Each site will identify a specific isolation area for students and/or staff who are exhibiting symptoms.
- Students or staff that exhibit COVID-19 related symptoms are referred to the health office.

Employee participation

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- All Staff, including bus drivers, will be trained to recognize possible COVID-19 symptoms and refer students that are displaying symptoms as part of a mandated annual notification process.
- School staff shall conduct visual wellness checks of all students daily.

- Labor organizations representing certificated employees (RTPA) and classified employees (CSEA) negotiated Health and Safety language within their respective Memorandums of Understanding (MOU) with the District. The MOU for both Rocklin Teachers Professional Association (RTPA) and the California School Employees Association (CSEA) are attached as Attachment 1 and 2 ([RTPA MOU](#) and [CSEA MOU](#)) respectively and incorporated into this Plan.

Employee screening

We screen our employees by:

- All employees will be asked to self-screen before leaving for work to ensure temperatures below 100.4 degrees Fahrenheit and stay home if they have symptoms consistent with COVID-19 or have had close contact with a person diagnosed with COVID-19.
- Employees who are not feeling well - anyone with a cough, fever, shortness of breath, or who has been exposed to anyone with a positive diagnosis should stay home.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19 such as acute respiratory symptoms or a fever, the District will do the following:
 - Provide resources including how to seek medical care information
 - Send the employee home and have the District Contact Tracer provide guidance based upon the facts of the employee's scenario.
 - District will follow all relevant guidance from CDPH and Placer County Public Health regarding isolation, quarantine, and close contact exposures.
- In the event an employee is screened on-site, face coverings will be used during screening by both screeners and employees, and if temperatures are measured, non-contact thermometers shall be used.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices, or procedures will be documented on **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- Identified areas of unhealthy work conditions will be closed down and the lead custodian will be sent in to disinfect the area as soon as it is identified.
- The site custodian and/or Maintenance and Operations staff are responsible for timely correction of all assessed hazards.
- The severity of the hazard will be assessed and correction time frames assigned accordingly.
- Follow up of all assessed hazards will be done during regular housekeeping spot checks by the Administrator, Custodial Supervisor, Sr. Director Facilities, Maintenance and Operations, or floating day custodian.
- The District will follow all California Department of Public Health (CDPH), Cal OSHA, and Placer County Public Health guidelines as it relates to student cohort and/or site and District closures for exposures and/or outbreaks.

Control of COVID-19 Hazards

Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet between student chairs, except where 6 feet of distance is not possible after a good faith effort has been made. In no circumstance should the distance between student chairs be less than 4 feet. Distance

between teacher and other staff desks or student desks shall be at least 6 feet.

Employees will be asked to practice distancing outdoors including, but not limited to, the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working, and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities includes using various tools

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

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements whenever feasible and appropriate.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel. Hallways shall be marked for one-way egress and ingress as necessary.
- Staggered arrival, departure, work, and break times when feasible and appropriate.
- Transitioning into on-line ordering for any direct to consumer sales with outside pick-up or delivery options.
- Visitors must be approved before arriving; employees should maintain social distancing from visitors.
- Guidelines will be established for use of bathroom and entry into office to limit the number of people in these spaces at any given time.
- Limiting any unnecessary travel from one campus to another in vehicles, includes personal employee vehicles and company-provided vehicles, with multiple passengers.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Elementary: Students will be assigned seating/desks as practicable. Flexible seating may be eliminated or limited to prevent cross-contamination of surfaces.
- Secondary: Students will be assigned seating/desks/lab stations as practicable.
- Where possible, designate “zones” for students at recesses/lunches to create efficient flow and avoid congestion of students.
- Train students to follow specific routes on campus (ie: recess / lunch / bathroom / front office).
- Desks/tables spaced to provide maximum physical distancing whenever possible in areas other than classrooms.
- Elementary: Students will be grouped together by classes/groups as much as possible (ie: student groups eat together and play together in one area). Outdoor facilities will be used to the greatest extent possible for Physical Education (PE) and lunch.
- Secondary: Outdoor facilities will be used to the greatest extent possible for Physical Education (PE) and lunch.
- Locker Rooms: The use of locker room facilities shall be limited. A plan for the utilization of locker rooms will be created in conjunction with Department Leads and Site Administration at each Secondary Site. These facilities will be sanitized daily.
- Middle School campuses will continue to offer two lunches to limit the number of students eating at the same time.
- High Schools will create a two lunch schedule in which students rotate between intervention and

lunch.

- Large gatherings will be suspended (ie: rallies, assemblies).

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

- District will be providing cloth masks to all staff and face shields to all Special Education staff and aides. These face coverings are required in common work areas.
- Face shields and face shields with drapes are available to any staff member upon request.
- It is the employee's responsibility to see that their cloth face coverings are cleaned.
- Face coverings are required to be worn properly at all times by all individuals on a school campus indoors, unless a verified exemption has been approved.
- All students must wear a face covering, properly covering the nose and mouth, unless verified to be exempt.
- Face coverings will be provided to staff (face shields as appropriate).
- Face coverings are available upon request for students.
- Gloves will be available upon request for staff, to the extent feasible, and will be provided for certain job specific groups (ie: bus drivers/technology).
- If an employee encounters non-employees that are not wearing a mask they should report this to their supervisor.

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

- When an employee is alone in a room. A "room" is not a cubicle. It must be enclosed and have no opening from the floor to the ceiling.
- While eating and drinking at the workplace, provided employees are at least six feet apart and have outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Engineering controls

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

- Face coverings are required to be worn properly at all times by all individuals on District property indoors, unless a verified exemption has been approved. Masks are also required outdoors if physical distancing is not possible.
- Plastic shields are installed in front office areas where students and public interact and on student tables for interventions and counseling offices. Teachers and other staff may request "sneeze guards" as an additional protective measure against airborne droplets and droplet nuclei.

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

- Maximize central air filtration for HVAC systems by using filters with a minimum efficiency reporting value (MERV) of at least 13.
- The ventilation system will be properly maintained and adjusted, by an Energy Management System.
- Filtration efficiency is adjusted to meet the ASHRAE guidelines for school occupancy.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Check restroom facilities frequently and make sure they are clean and sanitary.
 - A cleaning log will be displayed in each bathroom.
- Assign an employee to check restrooms, open doors, re-stock toilet paper, and clean and sanitize as necessary.
- Make sure hand washing areas have plenty of soap and paper towels and that someone is cleaning and sanitizing.
- Approved hand sanitizer is available in all classrooms and at select locations across school campuses.
- Classroom drinking fountains will not be accessible for drinking (water bottles can be filled).
 - Signage will be posted at water fountains instructing students where to fill water bottles and/or cups.
- Sanitize water receptacles and spigots daily.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use, along with review of manufacturer instructions for proper use.
- Clean and disinfect frequently-touched surfaces within schools daily and clean throughout the day, as practicable by staff as practicable.
- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- Provide employees training on manufacturer’s directions on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff, that are responsible for cleaning and disinfecting school sites, will be equipped with proper protective equipment including gloves, eye protection, respiratory protection, and other appropriate protective equipment.
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children’s reach (stored in a space with restricted access).

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- RUSD will provide notice to health officials in the county/city in which they are working to thus provide RUSD with further guidance. Information includes but is not limited to:
 - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee’s name will not be disclosed unless asked for by the health officials.

- All employees are obligated to report immediately if they know or learn that they have been directly exposed to anyone that has tested positive for COVID-19.
- If informed that an employee requires in-patient hospitalization or has died due to COVID-19, RUSD will report to Cal/OSHA at 916-263-2800 within eight hours of receiving the information, regardless of when or how the employee contracted COVID-19.
- Placer County Public Health will contact the District if a student or staff member has a positive COVID-19 test. Placer County Public Health will work with the District on a case by case basis to determine the extent of exposure to other students and staff members and consider if classroom, office, or school closure is warranted, the length of time based on the need to mitigate the spread of COVID-19 and allow for additional cleaning. Classroom or school closure may result in using distance learning to ensure continuity of learning until the classroom or school can reopen.
- District will communicate with staff/families at the impacted school site in the case of a student or staff member with a positive test for COVID-19, in accordance with the privacy requirements of FERPA/HIPPA and the communication guidance as required from Placer County Public Health.
- District will schedule a sanitization and disinfection of common surfaces and objects in the workplace. This includes but is not limited to:
 - Containers, counters, tables, desks, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use, along with review of manufacturer instructions for proper use and training on their use.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools must not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses.

- District has established a routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
 - Containers, counters, tables, desks, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.
- Administration shall ensure adequate supplies to minimize sharing of high touch material to the extent practicable or limit use of supplies and equipment to one group of children at a time.
- Administration and staff shall establish protocols that avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable.
- Equipment will be sanitized daily.
- Middle school lunch-time recreational equipment will be sanitized each day.
- Sharing of objects and equipment, such as toys, games, and art supplies will be limited to the extent practicable. Items will be cleaned and sanitized between uses as practicable.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Provide portable hand washing stations to both high schools for athletics.
- Have wall-mounted hand sanitizer dispensers in all classrooms for students and staff.
- Elementary classrooms will have students wash their hands using the classroom sink in all classrooms

which have sinks.

- Make sure hand washing supplies are re-stocked regularly.
- All students should wash and/or sanitize hands as they enter classrooms (hand sanitizer will be provided for each classroom).
- Provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.
- Students wash and/or sanitize hands before/after snacks and lunch.
- Staff and students have been trained on proper hygiene procedures including washing hands, not touching face and eyes, covering mouth when coughing or sneezing, and physical distancing.
- Signage will be posted reminding students and staff of health protocols.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

- All staff have been provided with appropriate PPE. Appropriate PPE may include, but is not limited to, face shields, face coverings, and gloves.
- Additional PPE items may be requested upon approval.
- We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.
- When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.
- We 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.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

The District shall follow the California Public Health guidelines and the [recommendations of the Placer County Public Health](#) regarding testing and contact tracing regarding exposure and/or confirmed positive test(s) for COVID-19.

In the event a school/classroom requires closure based upon County Public Health recommendation and/or a confirmed COVID-19 infection or exposure has occurred, the District will await County Public Health guidance regarding cleaning/sanitization procedure. However, at a minimum, the District will perform a deep cleaning, as per District protocols.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered both symptomatic and surveillance COVID-19 testing at no cost during working hours.
- Provided the information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases below.
- Notified of the potential exposure via email.

System for Communicating

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

- District and Site Administration shall, in a timely manner, inform the Association and all unit members

at the site should it learn of confirmed COVID-19 infection or exposure of district employees, students, or community members utilizing district facilities.

- Who employees should report COVID-19 symptoms and possible hazards to, and how.
 - Report to the COVID Nurses RUSDCOVIDnurse@rocklinusd.org or
 - 916-630-3308 or
 - 916-624-2428 ext 1152
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. Except when undue hardship would result, or in circumstances where an accommodation, if made, would present an imminent and substantial risk to the health and safety of the employee or others, the District shall provide reasonable accommodation to any qualified employee with a disability to perform the essential functions of the position they hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities.
- District and site level data regarding relevant information concerning symptomatic cases is posted and updated regularly on the District's website. This will include information concerning the worksite location(s) and dates of potential exposure to a symptomatic person who subsequently is diagnosed with COVID-19.
- Where testing is not required, how employees can access COVID-19 testing:
 - To register for a COVID-19 test at your school site, take the following three (3) steps:
 - Determine the date the mobile testing team will be at your site by reviewing the Testing Schedule at:
<https://docs.google.com/document/d/1bsymD90ymbkYys0hMHELdq4YzSjTmKqIVV1Xpm1JSfk/edit>
 - One week prior to your site's testing date, a registration link will go live under your school's name on the testing schedule. Use the form to register for a specific testing time at your school site. Make sure you note the date and testing time.
 - Finally, go to the Color Website to complete your pretest questionnaire at <https://home.color.com/covid/sign-up/start?partner=cph176>
- As part of our continued efforts to reduce the spread of COVID-19, we are providing voluntary surveillance testing for staff at no cost to employees.
 - You will be required to bring identification indicating that you are an employee of RUSD.
 - As an essential worker, you can get tested by your own health care provider if you choose.
 - Schedule your test by visiting lhi.care/covidtesting or call (888) 634- 1123. Locations:
 - PCOE Seavey Center PD Room, 655 Menlo Dr, Rocklin, CA 95765
 - PCOE Annex Nobili Conference Room, 365 Nevada St, Auburn, CA 95603
 - Mobile testing will be scheduled at all sites across the District to provide additional surveillance testing.
 - Mobile testing may also be utilized in the event that a specific site has an identified outbreak per CDPH guidelines.
 - In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing no-cost testing during working hours and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- The District shall follow the California Department of Public Health guidelines and the

recommendation of the Placer County Public Health Department, as well as Cal/OSHA Emergency Temporary Standard (ETS) 3205.1 and 3205.2, regarding testing and contact tracing in response to exposure and/or confirmed positive tests.

- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Communicate clearly, consistently, and often with RUSD District stakeholder groups (students, parents/guardians, staff and community) with most up-to-date information available.
- Provide a School Reopening Plan “LINK” on RUSD websites with up to date information and answers to frequently asked questions.
- Communicate with families/staff/community through a variety of platforms (i.e. email, infographics, website posts, social media, news stories, newsletter).
- Provide public forums (ie: Ask RUSD) to collect community input.

Training and Instruction

We have provided regular training and instruction for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- Public School Works annual online mandated training for all staff including substitutes – COVID-19: How to Protect Yourself and Others
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods to avoid: touching eyes, nose, and mouth.
- Coughing and sneezing etiquette.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent 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 hand washing facility, and that hand sanitizer does not work if the hands are soiled.
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.

- COVID-19 signs and symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Prevention of the spread of COVID-19 if you are sick.
- When to seek medical attention if not feeling well.
- Safely using cleansers and disinfectants.
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

Appendix D: COVID-19 Training Roster and Public School Works will be used to document this training.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10-14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
 - Employees are provided:
 - 10 COVID Days of additional leave provided through the negotiation process. See Attachment
 - Access to Catastrophic Leave if an employee participates in the Catastrophic leave bank.
 - Employee Sick Leave
 - 5 months of Extended Sick Leave (Sub Differential)
 - Third party sources (Certificated - The Standard Disability Policy, Classified - State Disability Policy)
- Providing employees, at the time of exclusion, with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

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

Return-to-Work Criteria

- The District and site level COVID-19 tracing teams communicate directly with the affected employee to make a determination on appropriate steps regarding exclusion, isolation and/or quarantine.
- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10-14 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will 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 will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Work-Related Injuries and Illnesses

- The District will continue to provide timely attention to those individuals not exhibiting signs of COVID-19, but who experience a work-related injury or illness.
-

Roger Stock, Superintendent, Rocklin Unified School District

Date

*This document is subject to revision after further discussion with District labor partners

Appendix A: Identification of COVID-19 Hazards

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

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

Person conducting the evaluation: _____

Date: _____

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

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

Appendix B: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Merv-13 Filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Handwashing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

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

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

Date: _____

Name of person conducting the investigation: _____

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: _____

Person that conducted the training: _____

Employee Name	Signature